

**Northwards Housing - ALMO Board Meeting
Hexagon Tower**

Tuesday 11 March at 6:30pm

Chair: Sue Ratchford

Present	Sue Ratchford (SR) Harvey Norton (HN) Mark Hackett (MH) June Hitchen (JH) Joan FitzGerald (JF) Vera Salvatore (VS) Paul Seymour (PS) Anna Trotman (AT) Michelle Carmichael (MC)	Board Member (Chair) Board Member (Vice Chair) Board Member Board Member Board Member Board Member Board Member (part) Board Member Board Member
In Attendance	Robin Lawler (RL) Steve Wood (SW) Larry Patrick (LP) Mike Stevens (MS) Alison Foster (AF) Diane Roberts (DR)	Chief Executive Director of Business Services Director of Property Services Director of Neighbourhood Services Head of Finance Governance Support Manager (Minutes)
Observers	None	

ITEM	SUBJECT	ACTION
1	Welcome and Introductions The meeting was confirmed as being quorate.	
2	Apologies for Absence Apologies were given by Martin McKevitt, Rachel Christie, Fatima Adamjee.	
3	Declaration of Interests/Confidential Matters/ Requests to unstar information items/ Equality & Diversity Matters Arising VS and JH declared interest in Avro Hallows TMO. PS declared interest in Collyhurst PFI. Items and 4b, 8b, 11b, 11c, 11f, 12c, 13b, 13d, 13f, and 15c were confidential. Agenda items for information marked by * can be released for discussion by request of Board Members or Officers. There were no requests to unstar information items. All Equality and Diversity matters would be covered under relevant items.	

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4	<p>Minutes of Previous Meeting</p> <p>The minutes of the meeting held on 15 January and subsequently the confidential minutes of the same date were approved as a correct record and were signed by the Chair.</p> <p style="text-align: right;">Approved</p>	
5	<p>Matters Arising</p> <p>Item 6a Credit Union DR reported that all Tenant Association members had been sent a leaflet and an opportunity to invite the Credit Union to attend meetings to explain further. JH reported that Scrutiny Committee had commended this Northwards initiative.</p> <p>Item 6c Area Panel Social The Board discussed various options for the following year. It was agreed to take the issue back to Area Panel meetings.</p> <p>Item 6d Tenants Conference DR reported that one meeting of the steering group had been held. An update would be given at the next Board meeting.</p> <p>Item 7a Governance Performance Governance performance monitoring information will be included on the governance website</p> <p>Item 7b Sub Committee Membership SW reported that Resource & Audit Sub-Committee will receive a report at their April meeting.</p> <p>Item 7d Business and Delivery Plan 2008-13 Agenda item 8a</p> <p>Item 9a Inspection Action Plan Update (2006) A full report is included in agenda item 9a</p> <p>Item 11d IMPACT Manchester – Future Arrangements SW had investigated this matter and confirmed that the spend is capital funded.</p>	<p style="text-align: right;">DR</p> <p style="text-align: right;">DR</p> <p style="text-align: right;">DR</p> <p style="text-align: right;">SW</p>
a	<p>Board Champions DR presented the report.</p> <p>The Board noted the report and agreed the development of the Champion role description and induction process</p>	<p style="text-align: right;">DR</p>
6	<p>Chair's Items</p>	
a	<p>Directors Duties Training The Board reviewed the training; there was a mixed response. SW offered to provide further training if required.</p>	
b	<p>Removing Barriers Training The Board reviewed the training. Again there was a mixed response. DR will collate feedback from the Area Panels. It was agreed that a further event would be held for Board Members who were unable to attend. DR to arrange a convenient date, to be scheduled after 1 May</p>	<p style="text-align: right;">DR</p>

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c	Pot of Gold Event The Board agreed this had been an excellent event. The timing and date of future events was discussed. The event is constrained by the budget setting process and area panels' preference for Saturday morning events.	
d	Parliamentary Reception JF gave a report. RL agreed to give bulletins to the Board from the "All Party Parliamentary ALMO Group", which includes G Stringer MP.	RL
e	Older Persons Playground JF updated the Board on publicity and study visits regarding the playground.	
f	Rainbow Review Event (enclosed) SR and JF agreed this had been a very informative event. RL drew the Boards attention to the HQN paper enclosed.	
g	Revolve – Newsletter (enclosed) The Board requested monthly copies. Sharon McBride was congratulated on producing this newsletter.	DR
h	Eric Hobin Community Sponsorship Fund DR asked that a Tenant Board member volunteer to sit on the fund panel. JF agreed to serve in this way and was honoured to sit on this panel.	DR
7	Governance	
a	Board Away Day DR asked the Board if they had suggestions for the topics to be covered and reminded the Board of the agreed date which was 21 June. The Board agreed to use Abraham Moss Conference Centre if this proves to be a suitable venue.	Board
b	Study Visit DR asked the Board for suggestions which organisation to visit. It was agreed this should be a 3* ALMO. Derby and Wakefield are to be approached. MC would not be able to attend a weekday visit.	DR
c	Board Appraisals – Pilot Study DR updated the Board.	
d	Governance Health Check DR explained that this would be carried out over the next few months. All aspects would be reviewed within a framework. Board Members were alerted that some aspects would require their participation.	
8	Strategic	
a	Business and Delivery Plan 2008-2013 SW presented the plan, highlighting the three key areas of change. RL informed the Board that a summary would be produced. AT asked that the following amendments be made: page 10 date to change to 2010/2011, page 27 blanks be completed this was agreed. The Board approved the Business and Delivery Plan 2008-2013 subject to the above amendments and completion of the budget section.	SW
b	Budget 2008-09 (Confidential)	

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	See confidential minutes	
9	Audit Commission Inspection	
a	Inspection Action Plan Update (2006) SW explained a full report had been presented as requested by the Board. AT thanked SW for this and requested that this be presented to all future Board meetings. The Board noted progress to date	
10	Performance	
a	Quarter 3 Performance RL presented the report and confirmed that relevant Sub-Committees have received the appropriate extracts. SW will clarify which results are cumulative and which are monthly or quarterly. PS raised concern at the rent collection performance. AF reported this is a key action for the rent recovery team. SW reported this had been subject of a report to Resource & Audit Sub-Committee in the Autumn and this would be loaded onto the governance website. VS asked for an update about Civica. RL and SW updated the Board. The Board noted that all system changes have difficulties. JH noted the improvement in voids performance. The Board noted the contents of the report and asked relevant Sub-Committee's to focus their attention on particular areas where appropriate.	SW SW/DR
b	On Call Review (Confidential) See confidential minutes	
11	Involvement of Residents	
	The Board noted the Area Panel Minutes.	
12	Resource & Audit	
	Sub-Committee Minutes Minutes were noted.	
d	Quarter 3 Accounts	
	The Board noted the accounts	
13	Human Resources & Equality	
	Sub-Committee Minutes Minutes were noted.	
e	Job Evaluation (Confidential) See confidential minutes	
f	Recruitment and Staffing Plan (Confidential) See confidential minutes	
14	Neighbourhood & Quality Services	
	Sub-Committee Minutes Minutes were noted.	
	Procurement & Property	
15	Sub-Committee Minutes Minutes were noted.	
d	Voids Process Review	

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	<p>LP presented the report.</p> <p>The Board noted the progress that has been made in implementing the recommendations from the void process review and noted the work that is still being undertaken to continue to prioritise this area of work and to improve the performance further. The Board noted the improvement in performance to date and the work needed to get to become a top quartile organisation by 2010.</p>	
e	<p>Capital Programme 2008-09 Revised</p> <p>LP presented the report. MH asked that Wards be updated i.e. Moston/Charlestown. RL agreed this would be checked. The Board asked for clarification on the number of boiler replacements and energy efficiency. LP reported that these were based on experience and known evidence.</p> <p>The Board approved the Procurement and Property Sub-Committees recommendation regarding the change to the 2008/09 new work programme which is appended to this report and approved publication of the programme now that the ALMO Supported Capital Expenditure has been formally agreed.</p>	LP
16	Relations with the Council	
	RL had nothing to report	
17	Any Other Business	
	<p>VS raised concerns about communal TV aerial repairs. LP is investigating this as a matter of urgency.</p> <p>JH and MH gave apologies for 8 April meeting.</p> <p>Following the meeting, PS suggested that “projects” be replaced with “Continuous Improvement projects” in the budget</p>	LP SW
	Date of Next Meetings	
	<p>Board Discussion – Performance Management, Tuesday April 8, Hexagon Tower, 6.00pm.</p> <p>Regeneration Tour – Saturday 12 April, 9.30-12.30 followed by lunch, meet at Hexagon Tower.</p> <p>The Board were requested to confirm their attendance.</p>	Board
	End of Meeting	
	With thanks to everyone, the Chair closed the meeting at 8.30 pm	