

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

**Tuesday 9 September 2008 at 6:30pm**

**Chair: Martin McKevitt**

<b>Present</b>	Martin McKevitt (MM) Paul Seymour (PS) Mark Hackett (MH) (part) Joan FitzGerald (JF) Paul Seymour (PS) Anna Trotman (AT) Michelle Carmichael (MC) Rachel Christie (RC) David Leah (DL) June Hitchen (JH)	Board Member (Chair) Board Member (Vice Chair) Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Member
<b>In Attendance</b>	Robin Lawler (RL) Graeme Bennett (GB) (part) Graham Foster (GF)(part) Sarah Dukes (SD) Mike Stevens (MS) Larry Patrick (LP) Steve Wood (SW) Gail Heath (part) Diane Roberts (DR)	Chief Executive Audit Commission Audit Commission Consultant Director of Neighbourhood Services Director of Property Services Director of Business Services Manchester City Council Governance Support Manager (Minutes)

ITEM	SUBJECT	ACTION
<b>1</b>	<p><b>Welcome and Introductions</b></p> <p>In the absence of Sue Ratchford Martin McKevitt agreed to chair the meeting.</p> <p>RL drew the Board's attention to the awards displayed in the Board Room won by Victoria Square (Tatton RHS) and from the Fire Service.</p> <p>PS had agreed to be Vice Chair until after the AGM. MM welcomed DL to first meeting as a Board Member.</p> <p>SR was in hospital and the board wished her a speedy recovery. FA was unable to attend due to Ramadan.</p> <p>The meeting was confirmed as being quorate.</p> <p>MM suggested that the Board agree to bring forward item 7 at this point.</p>	
<b>7</b>	<p><b>Audit Commission Inspection</b></p>	
<b>a</b>	<p><b>Inspection Preparation and Timetable</b></p> <p>RL reported that he had met with Lesley Barnard on 29 August. This had been a useful meeting. A pre-inspection tour of north Manchester is to be arranged. There will be pre-inspection briefing in October and an LAA briefing for the Board in October. RL introduced Graeme Bennett and Graham Foster. GB and GF gave a presentation to the Board which explained</p>	

	<ul style="list-style-type: none"> <li>• Inspection changes since 2006</li> <li>• The inspection judgements, including expectations of the Audit Commission on governance</li> <li>• Housing Inspection process and dates</li> <li>• Other guidance available.</li> </ul> <p>The Board thanked GB and GF for their presentation. GB and GF left the meeting.</p>	
<b>2</b>	<p><b>Apologies for Absence</b> Apologies were given by Fatima Adamjee and Sue Ratchford. Mark Hackett had given notice that he would be slightly late due to a prior meeting.</p>	
<b>3</b>	<p><b>Declaration of Interests/ Confidential Matters/ Requests to un-star information</b> <b>Declaration of Interests/Confidential Matters/ Requests to un-star information items/ Equality &amp; Diversity Matters Arising</b> Items 4b, 10b,11e, and 15b 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.</p>	
<b>4</b>	<p><b>Minutes of Previous Meeting</b> GH left the meeting.</p> <p><b>a</b> <b>b</b> The minutes of the meeting held on 18 July 2008 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;"><b>Approved</b></p>	
<b>5</b>	<p><b>Matters Arising from 18 July minutes</b></p> <p><b>Matters Arising from 11 March minutes</b> <b>6b Removing Barriers Training</b> DR is still waiting for a suitable date; new Board Members will be invited to attend this training.</p> <p><b>Matters Arising from 22 May minutes</b> <b>Item 7e Study Visit</b> The Board had agreed by email to arrange a study visit which is appropriate to the post 2010 discussions at a later date.</p> <p><b>Matters Arising from 18 July 2008 Minutes</b> <b>Item 6b Community Activity - Victoria Square</b> JH asked that Eco Youth be recognised for the work they had carried out on this scheme.</p> <p><b>Item 7a Board Membership and Recruitment</b> Agenda item 9b.</p> <p><b>Item 7c Board Appraisals</b> Agenda item 9b.</p> <p><b>Item 9b Financial Inclusion Strategy</b> SW had thanked Alison Foster for her work.</p> <p><b>Item 10a Audit Commission Inspection – Inspection Action Plan</b></p>	<p><b>DR</b></p> <p><b>DR</b></p>

	<p><b>Update (2006)</b> Agenda item 7b <b>Item 11a Quarter 1 Performance</b> DR had uploaded this to the Governance website and had emailed the Board.</p>	
<b>10</b>	<b>Strategic</b>	
<b>b</b>	<p><b>On Call Review</b> See confidential minutes</p>	
<b>6</b>	<b>Chair's Items</b>	
<b>a</b>	<p><b>CIH Sheltered Housing Conference and Exhibition</b> JF gave feedback on a workshop she and Peggy Yuill had delivered on the Older Persons Playground. They had also been asked to speak at a Guardian conference. Continuing requests for information about the playground are received. MM asked if adequate support had been given to deliver the presentation. JF confirmed this had happened; the CIH had not fulfilled their obligations to provide copies. PS asked if this had been formally fed back to CIH. RL agreed to do this</p>	<b>RL</b>
<b>7</b>	<b>Audit Commission Inspection</b>	
<b>b</b>	<p><b>Inspection Action Plan Update (2006)</b> SW presented the report. He explained the new format was as a result of the Covalent system. AT asked for more information on the outstanding actions. SW gave more details. Local indicators would be developed through the data warehouse system. PS asked about local profiling, and how this was being used. SW explained this was being uploaded. <b>The Board noted the report and the progress to date</b></p>	
<b>8</b>	<b>Finance</b>	
<b>a</b>	<p><b>Area Panel "Pot of Gold" Funding</b> SW presented the report. PS asked if the same process will be carried out next year and what lessons have been learnt from this year? SW explained that the first priorities have changed, £150k to spend on environmental works. Year 2 is to explore participatory budgeting and development of area budgets. MS said that the Area Panels contribute to the wider strategy and consider resources. SW said that the longer-term implications would be considered in future. <b>The Board agreed to authorise the Chair of the Board and the Chair of Resource and Audit Sub-Committee to approve the budget variations as and when the Area Panel decisions are presented.</b></p>	
<b>b</b>	<p><b>Resource Pool Panel Decisions</b> SW refreshed the Board regarding the process of these funds. Some have been rejected, one deferred and one is seeking another funding method. AT asked about the provision of computers in scheme communal areas. SW reported that there is a pilot of providing broadband in two schemes. This will enable residents to use IT; the equipment provided is recycled. A proposal will be presented to Resource &amp; Audit Sub-Committee</p>	<b>SW</b>

	<p>regarding network provision and will be presented to Board in November. MM asked if support and training is being provided. MS confirmed that this is being provided.</p> <p><b>The Board approved the requests and approved varying the budget to reflect the decisions made by the Panel</b></p>	
<b>9</b>	<b>Governance</b>	
<b>a</b>	<p><b>Board Away Day Report</b></p> <p>The Board noted Enlighten’s report. 2010 was covered under agenda item 10a. It was agreed that training and development issues identified would be incorporated into the Board Training Plan.</p>	
<b>b</b>	<p><b>Board Membership and Recruitment</b></p> <p>DR presented the report. In addition the Board approved Paul Seymour as Vice Chair and appointed David Leah to Procurement &amp; Property and Resource &amp; Audit Sub-Committees. The Board agreed to review Sub-Committee Membership after the AGM. RL gave a verbal recommendation to appoint Marjan Bazargan as the second Tenant Board Member. SR and RL had interviewed Marjan who had demonstrated her ability to meet the Board Members criteria. PS asked what succession planning was in place and how capacity was being developed. SW reported that this was being reviewed and a report would be presented to Board in the future.</p> <p><b>The Board;</b></p> <p><b>a) Formally approved the appointment of Paul Seymour and David Leah as Independent Members and agreed to make this recommendation to the Council prior to the AGM.</b></p> <p><b>b) Agreed, subject to Council approval, to appoint Paul Seymour and David Leah as Independent Members at the AGM.</b></p> <p><b>c) Agreed to re-appoint Michelle Carmichael as Tenant Member to the Board at the AGM.</b></p> <p><b>d) Considered the verbal recommendation regarding the second Tenant Board Member.</b></p>	
<b>c</b>	<p><b>Annual General Meeting 2008</b></p> <p>DR presented the proposed Agenda for the AGM. The Board approved this and noted the date.</p>	
<b>d</b>	<p><b>Board Support</b></p> <p>DR presented the report. A loose arrangement with Enlighten has been in place for some time. Enlighten have provided Appraisal support, Training and briefing sessions for Northwards. This recommendation seeks to formalise this. The Board asked that Enlighten contact details are circulated.</p> <p>Support is also available through the Governance Website, this provides a library of documents and other information.</p> <p>The Board have now completed their 360 degree Appraisals. The last reports will be completed within the next week. The Board training plan will incorporate identified needs from the Appraisals, the Board Skills Audit and from the Board Away Day. The Board agreed this.</p> <p><b>The Board approved Enlighten consultants as their “Independent Advisors”.</b></p>	<b>DR</b>

<b>10</b>	<b>Strategic</b>	
<b>a</b>	<p><b>Post 2010 Strategic Plan</b>  RL presented the report.  PS asked if Customers are aware of the process. SW informed that the CLG and CIH have briefing packs and some organisations are doing some briefings. It was noted that a better sense of both Northwards and MCC views are required before consultation begins. The Area Panels have some information and will be consulted further in February.</p> <p><b>1. The Board noted the future housing options for Northwards beyond its current Management Agreement that expires in December 2010.</b>  <b>2. The Board noted the timescale for the option appraisal exercise.</b></p>	
<b>b</b>	<p><b>On Call Review</b>  See confidential minutes</p>	
<b>11</b>	<b>Involvement Of Residents</b>	
	The Board noted the Area Panel Minutes	
<b>12</b>	<b>Neighbourhood &amp; Quality Services</b>	
<b>a</b>	<p><b>Sub-Committee Minutes</b>  Minutes were noted.</p>	
<b>13</b>	<b>Procurement &amp; Property</b>	
<b>a</b>	<p><b>Sub-Committee Minutes</b>  Minutes were noted.</p>	
<b>b</b>	<p><b>Home Improvements Programme 2008/09 – Potential Accelerations from the 209/11 Programme</b>  LP presented the report.</p> <p><b>The Board approved the acceleration of a number of projects from the 2009/11 home improvements programme, subject to resources being made available.</b></p>	
<b>c</b>	<p><b>Retirement Housing Schemes – Proposed Improvements</b>  LP presented the report. PS asked how this links with the Sheltered Housing Strategy. MS confirmed that this proposal was included in the strategy and that Neighbourhood &amp; Quality Services Sub-Committee would monitor the link.  <b>The Board approved the additional improvement works to the retirement Housing schemes, as recommended by the Procurement and Property Sub Committee.</b></p>	
<b>14</b>	<b>Resource &amp; Audit</b>	
<b>a</b>	<p><b>Sub-Committee Minutes</b>  Minutes were noted.</p>	
<b>b</b>	<p><b>Quarter 1 Accounts</b>  The Board noted the Accounts  <b>The Board noted the report.</b></p>	

<b>15</b>	<b>Human Resources &amp; Equality</b>	
<b>a</b>	<b>Single Equality Scheme</b> TK presented the report. RL reported that Human Resources & Equality Sub-Committee would work on a more consistent framework. TK explained that now customer profiling was available the Board and Sub-Committees would be asked to review performance targets. <b>The Board noted the report.</b>	
<b>b</b>	<b>Remuneration Panel</b> See confidential Minutes	
<b>16</b>	<b>Relations with the Council</b>	
	RL reported that discussions regarding 2010 were in progress.	
<b>17</b>	<b>Any Other Business</b>	
	LP asked for volunteers to attend the formal signing of IMPACT Manchester agreement. DR agreed to arrange via email.	<b>DR</b>
	<b>Date of Next Meetings</b>	
	<b>Staff Briefings</b> 10 and 11 September, Waterloo Centre – Contact Diane for further information. <b>Board Training</b> Manchester Local Area Agreement, Hexagon Tower, 14 October, 5.00pm to 7.00pm. Joint training with Senior Staff. <b>Equality Impact Assessment Scrutiny Training</b> – Hexagon Tower, 7 October 6.30pm to 8.30pm.	
	<b>End of Meeting</b> With thanks to everyone the Chair closed the meeting at 9pm	