

Northwards Housing – Procurement and Property Sub-Committee Meeting

Community Room, White Moss Road Local Services Office

26 November 2008 at 5.00 pm

Chair: Anna Trotman

Present:

Anna Trotman (AT)	Board Member
Michelle Carmichael (MC)	Board Member
Sue Ratchford (SR)	Board Member
David Leah (DL)	Board Member
Mark Hackett (MH)	Board Member
Pat Glazebrook (PG)	Co-Optee

In Attendance:

Larry Patrick (LP)	Director of Property Services
Andy Wood (AW)	Head of Responsive and Planned Repairs
Claire Hopkins (CH)	Head of Asset Management and Programme Planning
David Heys (DH)	Head of Home Improvements - Fourways
Diane Roberts (DR)	Governance Support Officer (Minutes)
Elaine Upton (EU)	ACHI Lead Inspector (Part)

ITEM	SUBJECT	ACTION
1	Welcome and Introductions, Confirm Quorum Quorum confirmed	
2	Apologies None	
3	Declaration of Interests/Confidential Matters/ Equality & Diversity Matters Arising Item 6a confidential item. There were no declarations of interest. Equality and Diversity matters arising will be covered	
4a	Minutes of Previous Meeting – 29 October 2008 The minutes were approved as a correct record. 4a- Item 6c – Dec of windows – MC – see item 3 on confidential minutes	
4b	Confidential Minutes of Previous Meeting – 29 October 2008 The minutes were approved as a correct record.	

5a	<p>Matters Arising</p> <p>Item 4a – Window Scheme PM has provided the information as requested. Point 2 – AT indicated that she has sent two reminders, but is awaiting a response from GMPTE.</p> <p>Item 6b – Northwards Housing Capital Programme KPIs</p> <p>KPI 18 – CH confirmed that the information has been emailed out.</p> <p>KPI 19 – CH confirmed that the information has been emailed out.</p> <p>6d – Installation of Recycled Window Frames – Dexter Road Window Replacement Scheme DH reported that the BS number has been superseded by an EN number which these window frame frames meet.</p> <p>9c – Customer Satisfaction Survey 08/09 AW confirmed that the Benchmarking Report has been forwarded to DL.</p>	
6	Capital Programme	
	<p>6a. Home Improvements Programme – Monthly Progress Report</p> <p>DH presented the report.</p> <p>DH circulated a report detailing financial information and indicated that the report is confidential. (see confidential minutes)</p> <p>Fourways</p> <p>Project 34092 New Moston Bradford Court Kitchens – The roof repairs have commenced. We are awaiting a response from Metronet regarding the loss of rent suffered as a result of the leaking roof.</p> <p>Project 34059 Charlestown Chain Bar Kitchens – The overspend is detailed in the financial report as £139k – this is less than originally anticipated.</p> <p>Wilton</p> <p>Project 35306 Higher Blackley, Chain Road –The mechanical and electrical problems have now been dealt with.</p> <p>Project 35163 Higher Blackley, Walker Road – Inclement weather is still being reported this is to be rectified.</p> <p>Sub Committee noted that in general satisfaction exceeds targets on the report.</p> <p>Procurement and Property Sub Committee noted report.</p>	<p>DH</p> <p>DH</p>

	See confidential minutes for financial report.	
	<p>6b Northwards Housing Capital Programme KPIs</p> <p>CH presented the report.</p> <p>KPI 4 – AT queried the downwards trend, although it is still above target. CH will provide an analysis next month if the trend continues.</p> <p>Procurement and Property Sub Committee noted report.</p>	CH
	<p>6c Home Improvements Programme 2009/10</p> <p>CH presented the report.</p> <p>AT requested clarification of the years covered by the report – CH confirmed 2009/10.</p> <p>AT and SR agreed that the bedsit conversion idea is a good one.</p> <p>DL queried whether the report had been taken to the Area Panels – CH confirmed that it had.</p> <p>The Sub Committee discussed 3.2 overprogramming with regard to omissions and asked for clarification. CH responded we have the budget in the final year to pick up omissions and we always try to programme into current schemes to avoid a backlog. LP reported that in addition some people have carried out work themselves, which has been compensated.</p> <p>3.20 Reprofiling, Home Improvement Programme – AT asked for clarification why each unit has same cost since only some have roof. CH explained the cost is apportioned over each unit.</p> <p>MH asked if energy efficiency can be accelerated as this is a key issue. CH reported proposals are being discussed with Private Sector and would be presented to Sub Committee at the appropriate time.</p> <p>4.4 Bedsit Conversion - MH asked about the likely timescale for the conversions. What estimate or time before brought into use or is there a plan B to bring these back into use? LP – reported an 8% turnover this would result in a maximum of 12 ½ years. Bedsits not considered for letting currently – described as “spines of instability”. AT asked if the neighbouring flats have been approached to give up a bedroom? LP said the costs would be high– This would cause complicated Homeloss and Disturbance</p>	

	<p>payments. GL – will look as option.</p> <p>Procurement and Property Sub Committee approved the report and recommended that it be taken to the Board</p>	GL
	<p>6d Refreshing Ranby</p> <p>Procurement and Property Sub Committee noted the report.</p>	
7	Responsive Maintenance	
	<p>7a KPI Performance Data – Responsive Repairs</p> <p>AW presented the report.</p> <p>AW indicated that we have continued to improve during October. Northwards are meeting regularly with MWL to maintain and improve performance.</p> <p>AW stated that MWL and Northwards EMT’s meet monthly. There has been a meeting to discuss emergencies with On-Call.</p> <p>AW highlighted the main issues detailed within the report.</p> <p>NHL 803 % of Urgent repairs completed within government ‘right to repair’ time limit - Sub Committee asked if any Right to Repair claims had been made. LP reported that only 50% of the budget had been used so claims were low.</p> <p>NHL 815 % of appointments kept / NHL 816 % of work orders completed on time – DL stated that the number of failures to keep appointments and complete work on time is not acceptable. AW is meeting with partners to discuss this issue.</p> <p>Procurement and Property Sub Committee noted report.</p>	AW
	<p>7b Digital UK Accreditation awarded to Northwards Housing</p> <p>DL gave his congratulations</p> <p>Procurement and Property Sub Committee noted the report</p>	
8	Servicing	
	<p>8a Gas Servicing – October 2008 Performance</p> <p>AW presented the report.</p>	

	<p>4.2 – AT queried the cost of gas servicing for leaseholders. AW indicated that the cost is £90 for a boiler and fire, and £70 for a cooker – including a gas safety check, and that this is cheaper than British Gas as we had been on their website and checked.</p> <p>Procurement and Property Sub Committee noted the report.</p>	
9	Training	
	<p>9a Training Update LP gave an update on training. £40K received by Impact Manchester from the Learning and Skills Council to implement fully an on line resource centre for contractor and client professional skills with a particular emphasis on partnering and open book skills.</p> <p>Board training – Sub Committee change – review then.</p> <p>Procurement and Property Sub Committee noted the update.</p>	
10	10a Governance	
	<p>10a Business and Delivery Plan 2009-2014</p> <p>LP presented the report.</p> <p>DL noted that OJEU comments are built in.</p> <p>Procurement and Property Sub Committee noted the report.</p>	
	<p>10b Sub Committee Review</p> <p>LP presented the report. The Sub Committee asked that the following be added to the Terms of Reference.</p> <p>Major projects eg. Whitebeck Court</p> <p>OJEU compliance – in conjunction with Resources Sub Committee</p> <p>Procurement and Property Sub Committee approved that;</p> <ul style="list-style-type: none"> i. Procurement and Property Sub-Committee be renamed Asset Management Sub Committee ii. A new Audit Sub Committee be created iii. The revised terms of reference for sub-committees as set out in revisions to paragraphs 14.1 to 14.4 	

	inclusive.	
11	<p>AOB</p> <p>11a Audit Commission Inspection</p> <p>LP gave an update on the inspection progress so far. Void changes to improve standards have been introduced. AT queried why these had not been picked up in the past? DL was concerned that we were accepting lower standards than those set by Sub Committee. AT requested a report on void checking. LP will report outcome of inspections. Northwards are reviewing the management and interpretation of standards for voids.</p>	
12	<p>Date and Time of Next Meeting</p> <p>The next meeting will be held on Wednesday 28 January 2008 at 5.00pm in the Boardroom, Hexagon Tower</p>	
13	<p>End of Meeting</p> <p>The meeting closed at 6.20pm</p>	