

**Northwards Housing – Asset Management Sub Committee Meeting**

**Board Room, Hexagon Tower**

**24<sup>th</sup> June 2009 at 6.00pm**

**Chair: Pat Glazebrook**

**Present:** Pat Glazebrook (PG) Co-Optee  
 Anna Trotman (AT) Board Member  
 Marjan Bazargan (MB) Board Member  
 David Leah (DL) Board Member

**In Attendance:** Larry Patrick (LP) Director of Property Services  
 Andy Wood (AW) Head of Responsive and Planned Repairs  
 David Heys (DH) Head of Home Improvements (Fourways)  
 Paul Maidment (PM) Head of Home Improvements (Riverways)  
 Lyndsay Allen (LA) PA to Director of Property Services  
 (Minutes)

<b>ITEM</b>	<b>SUBJECT</b>	<b>ACTION</b>
<b>1</b>	<b>Welcome and Introductions, Confirm Quorum</b> Quorum Confirmed	
<b>2</b>	<b>Apologies</b> Apologies were received from Mark Hackett and Michelle Carmichael	
<b>3</b>	<b>Declaration of Interests/Confidential Matters/Equality &amp; Diversity Matters Arising</b> Items 4b and 6b were confidential items. There were no declarations of interest. Equality and Diversity matters arising will be covered .	
<b>4a</b>	<b>Minutes of Previous Meeting 27 May 2009.</b> The minutes were approved as a correct.	
<b>4b</b>	<b>Confidential Minutes of Previous Meeting 27 May 2009</b> The minutes were approved as a correct record.	
<b>5a</b>	<b>Matters Arising</b> Bradford Court – DH reported that Thermal Imaging has been carried out and has detected rain tracking into the building via the lift shafts, and not via the phone masts. This is being double checked before any further action is taken. DH to keep Sub Committee updated. GMPTE – AT indicated that this is still ongoing.	<b>DH</b> <b>AT</b>

	<p><b>6f. Lead Water Main Replacement</b> LP reported that the situation is not as bad as originally thought and indicated that he has now met with representatives from United Utilities. United Utilities have a work in hand/backlog of 700 cases. They have agreed that it will take 3 to 4 weeks to mobilise, and will aim to have the backlog cleared within 3 months. United Utilities have also offered to provide a direct contact list to NHL. AT requested that the contact list be circulated to local councillors. LP confirmed that the list will be circulated once it is received.</p> <p><b>6d 245/247 Chapel Lane</b> DH reported that SK and Cllr Ken Barnes have agreed that steel fencing with an access gate would be more suitable than bollards.</p> <p><b>6e Fourways Area Environmentals Programme 2009-2010</b> DH reported that Julie Wilson has met with Cllr Mark Hackett at Hillingdon Drive, that they have drawn up a 'wish list', which will be put forward for inclusion in next years programme. DH indicated that a surveyor has been commissioned to look at the feasibility of additional parking.</p>	LP
6	<b>Capital Programme</b>	
	<p><b>6a. Home Improvements Programme – Monthly Progress Report</b> DH presented the report, and indicated that there are no areas of concern.</p> <p><b>Wilton</b> <b>35306</b> – This has been turned around and contractors have now re-started opening up properties</p> <p><b>Riverways</b> <b>35262</b> – AT queried whether the finance section will always show as concern due to the scheme being over budget. PM indicated that once a finish date has been set, and all snags have been identified then the indicator should improve.</p> <p><b>Asset Management Sub Committee noted the report.</b></p>	
	<p><b>6b. Home Improvements Programme Financial Monitoring Report (Confidential)</b> See confidential minutes</p>	
	<p><b>6c. Home Improvements Programme KPIs</b> PM presented the report and indicated that we received 525 returns in May which is a fantastic result.</p>	

	<b>Asset Management Sub Committee noted report.</b>	
<b>7</b>	<b>Responsive Maintenance</b>	
	<p><b>7a. KPI Performance Data – Responsive Repairs</b> AW presented the report.</p> <p><b>NHL 801</b> – AT queried this PI, and indicated that it seemed confusing. LP explained that there had been problems with the inputting of the postal returns last month which resulted in only the dissatisfied returns being entered and none of the satisfied returns. Subsequently the results are not accurate. LP expects there to be a noticeable improvement in next month's figures.</p> <p><b>NHL 912</b> – AT indicated that she is not confident with this PI, following her recent visit with LP. AT proposed that 'spot checking' of schedule of rates be carried out to ensure consistency. AW to arrange.</p> <p><b>Asset Management Sub Committee noted report.</b></p>	<b>AW</b>
<b>8</b>	<b>Servicing</b>	
	<p><b>8a. Gas Servicing Report</b> AW presented the report.</p> <p><b>4. Smoke Detector Checks</b> AW indicated that a survey of 39 tenants has been carried out and only 2 of those tenants were unsure about whether or not their smoke detector had been checked. We had been able to access one and checked, and found it working correctly. We are still trying to arrange access on the other case. No further concerns had been raised.</p> <p><b>Asset Management Sub Committee noted the report.</b></p>	
	<b>Training</b>	
	<p><b>9a. Training Update.</b> LP reported that staff day release applications for 09/10 have been received and are currently being considered.</p> <p><b>Asset Management Sub Committee noted the update</b></p>	
<b>10</b>	<b>Procurement</b>	
	<p><b>10a Construction Procurement Principles</b> LP presented the report.</p> <p>LP talked through the end dates of our current arrangements and indicated that he wanted to highlight to Sub Committee the range of options available to Northwards.</p>	

	<p>DH stated that the report is possibly too early, and Sub Committee should wait until after the Board Away Day before making any recommendations, as they will then have a better understanding of the direction the organisation will be taking in the future. DH indicated that at this point the only option he would be comfortable backing would be to extend current arrangements. DH also indicated that he would like the report to be recommended to the Board for the final decision.</p> <p>DH requested that the report be circulated to all Board members, informing them that it will be re-considered by Asset Management Sub Committee following the Board Away Day.</p> <p><b>Sub Committee agreed that the report be deferred until after the Board Away Day, and brought back to July's Sub Committee meeting.</b></p>	<b>LP</b>
<b>11</b>	<b>Governance</b> No reports	
<b>12</b>	<b>Equality and Diversity</b>	
	<b>12a Equality and Diversity Action Plan 08-09</b> <b>Sub Committee noted the report</b>	
<b>13</b>	<b>Team Improvement Plans</b>	
	<b>13a M&amp;E Revenue Team Improvement Plan 2009-10</b> <b>Sub Committee noted the report</b>	
	<b>13b Reinspection Action Plan</b> <b>Sub Committee noted the report</b>	
<b>14</b>	<b>Any Other Business</b> None	
<b>15</b>	<b>Date and Time of Next Meeting</b> Wednesday 29 <sup>th</sup> July 2009, 6pm in the Boardroom, Hexagon Tower.	
<b>16</b>	<b>End of Meeting</b> The meeting closed at 7.00pm	