

Northwards Housing – Resources Sub-Committee Meeting

**Hexagon Tower
Tuesday 23rd June 2009 at 5:30pm**

Chair: Martin McKeivitt

Present: Martin McKeivitt (MM) Board Member
Joan Fitzgerald (JF) Board Member

In Attendance: Steve Wood (SW) Director of Business Services
Alison Foster (AF) Head of Finance
Toby Wilson (TW) Grant Thornton UK LLP
Neil Garnham (NG) Grant Thornton UK LLP

ITEM	SUBJECT	ACTION
1	<p>Welcome and Introductions</p> <p>The meeting was not quorate. It was agreed to proceed noting various items and deferring items that required approval.</p>	
2	<p>Apologies for Absence</p> <p>Apologies had been received from Fatima Adamjee, Mark Hackett and Sue Ratchford.</p> <p>The Chair raised the issue of attendance at the meetings again and it was agreed that this might need some discussion with the Board. SW confirmed that he had identified a co-optee for the Sub-Committee.</p>	MM
3	<p>Declaration of Interests / Confidential Matters / Equality & Diversity Matters Arising</p> <p>There were no matters for noting under this item. Report 6 was confidential.</p> <p>Equality and Diversity implications were noted on particular reports.</p>	
4	<p>Minutes of Last Meeting</p> <p>The minutes and confidential minutes from the meeting held on 28th April would be held over and approved at the next meeting.</p>	
5	<p>Matters Arising</p> <p>a) IT Network</p> <p>SW gave an update on the IT network switchover and progress to date. Everything was on plan and budget with set-up completed and testing underway. The one delay to the timetable was linked to BT completing some cabling and connections work and this</p>	

	<p>had the potential to delay “go live” until after the Summer.</p> <p>Sub-Committee noted the report.</p> <p>b) Premises</p> <p>SW updated Sub-Committee on the setup of Riverpark as the new base for the Neighbourhood Wardens and Mobile Cleaning Teams. In respect of the office licences, the Council were being chased to see if any progress had been made since the meeting in May. He hoped to have more to report at the meeting in July.</p> <p>b) Shared Services – Legal SLA</p> <p>SW provided an update on discussions following on from the OJEU procurement of legal services with six other ALMOs. The scoring of the bids was still being debated but it did appear that a legal provider would be selected in July. This timing was important as, if appropriate, notice needed to be given under the SLA with the Council by 30 September.</p>	SW
6	<p>Accounts 2008-09</p> <p>This item was confidential as it contained sensitive information until approved.</p>	
7	<p>Policies</p> <p>a) Finance Policies and Procedures</p> <p>SW explained to Sub-Committee the reviews that had been undertaken on the Financial Regulations, Treasury Policy and Procedures and Value for Money Strategy.</p> <p>Very few changes had been made but small alterations had been made to reflect the new Governance structure and to update the investment institutions for treasury management as a result of changes in the banking sector.</p> <p>SW explained that the review of the Procurement Strategy had revealed a number of inconsistencies that needed to be corrected and therefore a report on that review would come to Sub-Committee in July.</p> <p>Sub-Committee noted the update.</p>	
8	<p>Equality & Diversity Action Plan 2008-09</p> <p>This item was deferred to the next meeting.</p>	
9	<p>Accounts – Monthly Budget Report</p> <p>AF introduced the monthly budget report for May noting some of the key variances against budget.</p>	

	<p>She reported on the major change which was the cash position which had fallen significantly since the year end. This was being monitored and managed but Northwards was awaiting payment by the Council against a number of invoices.</p> <p>AF confirmed that strict controls over expenditure were in place and referred to the control of costs for agency staff and repairs.</p> <p>The one repairs heading that was already drifting against budget was voids. It had been confirmed that the voids position for the first two months of the year had been unusually high.</p> <p>Sub-Committee noted the monthly accounts.</p>	
10	<p>Performance</p> <p>a) Absence Performance</p> <p>SW outlined the absence performance for May which showed 0.8 days lost (target 0.7). Both short and long term absence continues to be closely monitored.</p> <p>Sub-Committee noted the performance.</p>	
11	<p>Inspection Action Plan</p> <p>SW presented the Inspection Action Plan as it related to the Sub-Committee's remit and outlined the key tasks that were due for completion.</p> <p>SW talked through the four overdue items and gave Sub-Committee an assessment of when the actions would be completed. The big concern was moving forward with a review of the Corporate Debt policy which required the engagement of Officers at the Council.</p> <p>Sub-Committee noted the Action Plan.</p>	
12	<p>Any Other Business</p> <p>a) Rent Collection</p> <p>AF advised Sub-Committee that rent collection performance continued to improve and for the first two months of the year was 2.8% up compared to 2008-09.</p>	
13	<p>Date of next meeting</p> <p>The next meeting would be on Tuesday 28th July at 5:30pm at Hexagon Tower.</p> <p>With thanks to everyone, the Chair closed the meeting at 6.35pm.</p>	