

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

Tuesday 12 May 2009 at 6:30pm

Chair: Sue Ratchford

Present	Sue Ratchford (SR) Paul Seymour (PS) Mark Hackett (MH) Rachel Christie (RC) Anna Trotman (AT) Michelle Carmichael (MC) Fatima Adamjee (FA) Martin McKeivitt (MM) Naeem Ul Hassan (NH) Michelle Blakeley (MBL)	Board Member (Chair) Board Member (Vice Chair) Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Co-optee
In Attendance	Robin Lawler (RL) Steve Wood (SW) Mike Stevens (MS) Greig Lees (GL) Diane Roberts (DR)	Chief Executive Director of Business Services Director of Neighbourhood Services Head of Regeneration (part) Governance Support Manager (Minutes)

Observers John Evans (Enlighten Consultants)

ITEM	SUBJECT	ACTION
1	<p>Welcome and Introductions SR introduced John Evans. John was present to observe the Board as part of on-going Board Appraisal and improvement plans</p> <p>The meeting was confirmed as being quorate.</p>	
2	<p>Apologies for Absence Apologies were given by David Leah, Marjan Bazargan and Joan FitzGerald. Further apologies were given by Larry Patrick.</p>	
3	<p>Declaration of Interests/Confidential Matters/ Requests to un-star information items/ Equality & Diversity Matters Arising Items 4b, 8a, 11e, 11g, 11i, 12b, 13b, 15a, 15d and 15e 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>	
4	<p>Minutes of Previous Meeting The minutes of the meeting held on 25 March 2009 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 Item 6a Equality and Diversity Training</p>	

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	<p>RL confirmed that Tara Kelly had been thanked.</p> <p>Item 9a Board Recruitment and Succession Planning</p> <p>DR confirmed that FA and MM had agreed to re-stand for selection to the Board at 2009 AGM.</p> <p>MH announced that he would be Deputy Lord Mayor this year and Lord Mayor of Manchester next year. MH wanted to give the Board long notice that he may not be able to continue as a Board Member from May 2010 due to other commitments. SR gave MH the Boards congratulations on his appointment.</p> <p>SW will provide the Board with a paper about how best to introduce fixed term membership in July. RL reported that the consideration of fixed terms for Council Members will be covered within this report after discussions with the Council.</p> <p>SW reported that AT was correct that CRB checks for volunteers are free but there is an administration fee.</p> <p>Item 9c Champion Roles</p> <p>Board agenda item 9c</p> <p>Item 12e Photovoltaic (PV) Installation Works</p> <p>RL reported that the scheme was now approved by the Council.</p>	SW
6	Chair's Items	
a	<p>Regeneration Tour</p> <p>MC gave the Board a report of the Tour on 2 May. This had been a useful event and showed the difference made by Decent Homes work. MC thanked the staff for organising the event.</p>	
b	<p>FaD 09 International Food and Dance Festival</p> <p>SR reminded the Board about this event and requested their attendance where possible. The event is 28 May from 2pm-5pm at Abraham Moss. NH has agreed to open the event.</p>	
c	<p>Delivering Excellence Event</p> <p>SR reminded the Board about this event on 13 May 10.30am to 4:00pm at the Sheridan Suite. RL reported that 65 delegates were attending and any net proceeds from the event would be given to the Eric Hobin Community Sponsorship Fund.</p> <p>The Board noted the updates.</p>	
7	Relations with the Council	
	<p>RL reported that Paul Beardmore was now in post. He had intended attending this meeting but had had to send his apologies. Paul had attended the Regeneration Tour and had found it extremely useful. The Board agreed to invite Paul to the July Board meeting.</p>	RL
8	Strategic and Performance	
a	<p>Option Appraisal (Confidential)</p> <p>See confidential minutes.</p>	
b	<p>Employee Volunteering Scheme</p> <p>RL presented the report. The Board suggested that Tenant and Community Groups are asked what they would like to include in the scheme. Some publicity about Northwards Volunteers should be considered.</p> <p>SR asked if the Board could volunteer. RL will inform the Board of opportunities.</p> <p>PS asked that the impact of the scheme be measured and reported. He</p>	DR RL

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	<p>also asked that all Health and Safety and Insurance matters have been adequately assessed.</p> <p>MH asked that schools be added to the scope of volunteering. SW responded that there is consideration of developing a separate schools strategy joining up all the work being done.</p> <p>RL asked if the Board wished to consider an A-Z of Community Social Responsibility at the away day.</p> <p>The Board approved the report.</p>	<p>SW</p> <p>RL</p>
c	<p>Quarter 4 Corporate Performance</p> <p>SW presented the report. Successful Communities performance related to some Team Improvement Plan actions not being as SMART as they should be. Strategies are in place to improve absence performance. Rent collection is 99.1% for year due to the success of Operation Col. Repairs performance is varied and there is on-going discussion.</p> <p>FA asked for clarification of how the report is scored and SW explained that actions and performance indicators are all linked to objectives and the traffic light system reflects performance. MBL asked if quarterly figures are cumulative or for current quarter and SW responded that this depended on the indicator but he would look at making the report more consistent. AT suggested that the report be annotated to reflect this.</p> <p>RC asked how NHL119 results were formulated and MS responded that this was from Northwards own annual survey.</p> <p>PS asked if the trends could be benchmarked. SW reported that Covalent is looking how to publish benchmarking data which is in the current system.</p> <p>The Board noted the report and commented on current performance, and where required delegated detailed analysis as necessary to the relevant Sub-Committee.</p>	<p>SW</p>
9	<p>Governance</p>	
a	<p>Board Appraisal 2009</p> <p>DR reported that various systems are available and asked that the Board agree the method. It was agreed that personal face-to-face appraisals were the preferred option. The system would however continue to be 360 degree. RC thought that similar questions should be used to be able to judge progress. FA was concerned that the questions were at Manager/Leadership level. RL said that additional guidance would be given about the new system. MH had difficulties with a 360 degree system as a Councillor. RL confirmed that Board Members do have a choice of peers. RC thought that fewer peers would be better than many. SR and PS agreed to pilot a new system.</p> <p>The Board noted progress and agreed that SR and PS would pilot a new system.</p>	
b	<p>Area Panel Consultation Review</p> <p>DR presented the report. The fundamental change was that the process for Observers had been simplified and made more accessible. She further reported that there was an inconsistency between 11.1 ix and 12.13 these should both read Single Equality Scheme. The Board agreed that 5.2 would be clearer if each panel had the exact number of places for their panel. AT had expected more issues to be referred to the Board from the Area Panels.</p> <p>MH asked how we get views from people who are not current tenants but</p>	<p>DR</p>

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	<p>wish to become tenants. RL reported that the TSA were asking the same questions and that the Area Panels are not surgeries and we would not want to change the dynamics of the panels. MS reported that there is an Allocations and Lettings Forum which could consider how to widen the group to include those seeking accommodation. There are also Rehousing Days.</p> <p>MBL suggested that the Resident Involvement Agreement could include this.</p> <p>NH raised difficulties with Rehousing. RL reported that meetings with Councillors have been set up to address this and flexible approaches to dealing with these issues.</p> <p>The Board approved review groups recommendations for the revised Area Panel Constitution and Terms of Reference and thanked the Area Panel Review Group for their work.</p>	MS
c	<p>Champion Review</p> <p>DR has now received information from other ALMOs and will contact the review group in due course</p> <p>The Board noted the update.</p>	DR
d	<p>Standing Orders</p> <p>SW presented the revised Standing Orders. Sub-Committee Co-optees had been given voting rights but this had not been extended to Board Co-optees within the changes made. The Board agreed to update 5.3 to give Board co-optees voting rights.</p> <p>The Board approved the Standing Orders and agreed to give Board co-optees voting rights.</p>	SW
e	<p>Governance Performance</p> <p>SW presented the report. RC asked why training had not been included as in previous reports. SW had not included this as it is not compulsory to attend training.</p> <p>The Board noted the report.</p>	
f	<p>Board Away Day</p> <p>DR reported that Norton Grange had been booked for 10 and 11 July and circulated options for accommodation. The Board agreed to invite Paul Beardmore to the meeting and dinner and that Sub-Committee and Board Co-optees should be invited to the whole event.</p> <p>The Board noted the update and dates of the meeting.</p>	
10	Audit Commission Inspection	
a	<p>Inspection Action Plan</p> <p>SW presented the report. He commented that Resources Sub-Committee had asked for progress since the last report to be tracked on the report and this was being investigated. The Board noted that Sub-Committees were now looking at the relevant parts of the report inline with their remits.</p> <p>The Board noted the report.</p>	
11	Involvement Of Residents	
a-i	The Board noted the Area Panel Minutes	
12	Audit	
a	<p>Sub-Committee Minutes</p> <p>Minutes were noted.</p>	

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b	Insurance Review (Confidential) See confidential minutes	
13	Resources	
a	Sub-Committee Minutes Minutes were noted.	
14	Customers and Communities	
a-b	Sub-Committee Minutes Minutes were noted.	
15	Asset Management	
a-d	Sub-Committee Minutes Minutes were noted.	
e	Extension of Decent Homes Work (Confidential) See confidential minutes	
f	New Build Accreditation GL presented the report that had previously been considered by Asset Management Sub-Committee. He highlighted that this was envisaged as small scale development in the first instance. DL had offered support with the submission. RL reported that discussions were being held with the Council regarding the most efficient structure to deliver new buildings. MH supported the initiative but drew the Boards attention to the Council's aspiration for 60% owner occupier tenure. This had been agreed prior to the credit crunch and some Councillors want to see more Council Housing. The Board approved the Asset Management Sub Committee recommendation that the Pre Qualification Questionnaire be submitted to Homes and Communities Agency.	
16	Any Other Business	
	None	
17	Initial Feedback from Enlighten	
	John Evans gave initial feedback to the Board. He would provide a written report of his observations.	
	Date of Next Meetings	
	Tuesday 9th June, Training – Health & Safety update and Corporate Manslaughter – Hexagon Tower Board Room, 6.30pm	
	End of Meeting	
	With thanks to everyone the Chair closed the meeting at 8.10pm	