

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

Tuesday 13 January 2009 at 6:30pm

Chair: Sue Ratchford

Present	Sue Ratchford (SR)	Board Member (Chair)
	Paul Seymour (PS)	Board Member (Vice Chair)
	Joan FitzGerald (JF)	Board Member
	Naeem Ul Hassan (NH)	Board Member
	Anna Trotman (AT)	Board Member
	Michelle Carmichael (MC)	Board Member
	Fatima Adamjee (FA)	Board Member
	Marjan Bazargan (MB)	Board Member
	Martin McKeivitt (MM)	Board Member
	Rachel Christie (RC)	Board Member
	David Leah (DL)	Board Member

In Attendance	Robin Lawler (RL)	Chief Executive
	Steve Wood (SW)	Director of Business Services
	Mike Stevens (MS)	Director of Neighbourhood Services
	Claire Hopkins (CH)	Head of Asset Management
	Steve Finegan (SF)	Head of Business Improvement
	Diane Roberts (DR)	Governance Support Manager (Minutes)

ITEM	SUBJECT	ACTION
1	<p>Welcome and Introductions</p> <p>SR thanked June Hitchen for her contribution to Northwards Board and introduced her replacement Naeem UL Hassan. Naeem gave a brief description of himself, including his work as a Councillor in the Cheetham ward.</p> <p>The Board introduced themselves.</p> <p>The meeting was confirmed as being quorate.</p>	
2	<p>Apologies for Absence</p> <p>Apologies were given by Mark Hackett (late train) and Larry Patrick.</p>	
3	<p>Declaration of Interests/Confidential Matters/ Requests to un-star information items/ Equality & Diversity Matters Arising</p> <p>Items 4b, 9a, 9b, 10e, and 14b were confidential.</p> <p>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.</p> <p>All Equality and Diversity matters would be covered under relevant items.</p>	
4	<p>Minutes of Previous Meeting</p> <p>a The minutes of the meeting held on 11 November 2008 and</p> <p>b 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>	

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5	<p>Matters Arising</p> <p>Item 7a Chair's Items RL reported that sponsors had been thanked for their sponsorship.</p> <p>Item 8a Inspection Action Plan Update RL reported that Human Resources Sub-Committee had been updated.</p> <p>Item 8b Inspection Preparation RL had circulated the Pre-inspection briefing to Board Members.</p> <p>Item 9a Business and Delivery Plan 2009-2014 SW reported that work was on-going and that residents would have an opportunity to discuss at a meeting on Saturday 17 January. Resources Sub-Committee should consider a draft at its February meeting.</p> <p>Item 10a Sub-Committee Review Board agenda item 8a.</p> <p>Item 10b Board Learning DR reported that most appraisals had been completed. Different systems for appraisals in 2009 will be investigated.</p> <p>11a Worklessness This would be incorporated into the Business and Delivery Plan</p> <p>13e Charlestown, Victoria Avenue East Multi-Storey Work LP had responded to JF.</p> <p>15e Board Report Template The new board template was in operation.</p>	
6	Chair's Items	
a	<p>Pam Angelucci The Chair paid tribute to Pam who sadly passed away on 23 December. Her work for Fourways Area Panel and Crosslee Tenants Association was recognised and it was agreed that Northwards had lost a good friend.</p>	
b	<p>TSA The Chair asked DR to give the Board a short briefing about the TSA. The National Conversation event was on 3 February and Northwards own conversation was taking place on 4 March. The Board were encouraged to attend.</p>	Board
c	<p>Riverways Area SR proposed that the Board consider appointing a Co-optee to the Board to bring a Riverways perspective. RL recommended an informal process and that RL and SR would make a formal recommendation to Board at the next Board meeting.</p> <p>The Board agreed to consider a co-option at the next Board meeting</p>	RL/SR
7	Audit Commission Inspection	
a	<p>Inspection Feedback (Confidential) This item was subject to embargo by the Audit Commission.</p>	
8	Governance	
a	<p>Sub-Committee Structure SW presented the report. Comments from Sub-Committees had been incorporated into the revised report.</p>	

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	Following consultation with the Sub-Committees the Board approved the revised Standing Orders bringing the new governance arrangements into immediate effect.	
b	Sub-Committee Membership DR circulated preferences of Board Members. Some changes were necessary in order to bring balance across the sub-committees. Some Board Members agreed to review their preferences. Sub-Committees would appoint their Chairs at the next meetings. The Board agreed that the Chair and Chief Executive would agree membership following further discussions with Board Members. The Board would formally approve the Sub-Committee Membership at the next Board meeting.	DR
9	Strategic	
a	On Call Contract Negotiations Update (Confidential) See confidential minutes	
b	Whitebeck Court Extra Care Housing Scheme See confidential minutes	
10	Involvement of Residents	
a-f	The Board noted the Area Panel minutes.	
11	Neighbourhood & Quality Services	
a	Sub-Committee Minutes - 21 November The minutes were noted.	
12	Resource & Audit	
a	Sub-Committee Minutes – 25 November The minutes were noted.	
b	Resource Pool Changes SW presented the report. The scheme has been given recognition by both the Audit Commission and Chartermark. A further improvement had been suggested by the Value for Money Project Group that the Panel be reconstituted to include residents or Area Panel representatives rather than just Board Members. The Board approved the proposal and asked the officers to work up the detail for a change in the Financial Regulations.	SW
13	Human Resources & Equality	
a	Sub-Committee Minutes – 25 November The minutes were noted.	
14	Procurement & Property	
a-b	Sub-Committee Minutes – 26 November The minutes were noted	
c	Home Improvements Programme 2009-10 CH presented the report. RC asked for clarification of “off-debit” and RL explained this was effectively “moth-balled” properties. The Board approved the programme as recommended by the Procurement & Property Sub-Committee	

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15	Relations with the Council	
	RL reported that relationships were good. Discussions about capital receipts are in progress. Decent Homes work is protected and is not affected.	
17	Any Other Business	
	RC thanked the Board for her wedding gift. FA noted that the condensed Board papers were welcomed and allowed more effective preparation.	
	Date of Next Meetings	
	Equality and Diversity Training (compulsory) – Tuesday 10 February 6.30pm, Board Room, Hexagon Tower	
	End of Meeting	
	With thanks to everyone the Chair closed the meeting at 7.35 pm	