

Northwards Housing - ALMO Board Meeting

**Board Room, Hexagon Tower
Wednesday 25 March 2009 at 6:30pm**

Chair: Sue Ratchford

Present	Sue Ratchford (SR) Paul Seymour (PS) Fatima Adamjee (FA) Marjan Bazargan (MB) Michelle Carmichael (MC) Mark Hackett (MH) Naeem Ul Hassan (NH) David Leah (DL) Martin McKeivitt (MM) Anna Trotman (AT)	Board Member (Chair) Board Member (Vice Chair) Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Member
In Attendance	Robin Lawler (RL) Larry Patrick (LP) Mike Stevens (MS) Steve Wood (SW) Steve Finegan (SF) Diane Roberts (DR)	Chief Executive Director of Property Services Director of Neighbourhood Services Director of Business Services Head of Business Improvement Governance Support Manager (Minutes)

Observers None

ITEM	SUBJECT	ACTION
1	<p>Welcome and Introductions SR welcomed the Board. Enlighten were unable to attend this meeting and will observe at the May meeting. The Board would like to have new 3 star badges provided. The meeting was confirmed as being quorate.</p> <p>SR gave a tribute to Councillor Bill Risby and sent the Board's condolences to his family. AT said that he would be greatly missed.</p>	
2	<p>Apologies for Absence Apologies were given by Joan FitzGerald and Rachel Christie.</p>	
3	<p>Declaration of Interests/Confidential Matters/ Requests to unstar information items/ Equality & Diversity Matters Arising Items 4b, 7b, 8a, 8b, 9e 11e, 12b, 12d and 14c and 15b 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 a The minutes of the meeting held on 13 January 2009 and b subsequently the confidential minutes of the same date were</p>	

	approved as a correct record and were signed by the Chair. Approved	
5	Matters Arising Item 6c Riverways Area - Agenda item 9e Item 8b Sub-Committee Membership – Agenda item 9b Item 12b Resource Pool Changes – SW reported that the Financial Regulations had been updated.	
6	Chair’s Items	
a	Equality and Diversity Training The Board training was well attended. SR reported that the training had been informative and fun – the Board agreed and asked that Tara Kelly be thanked from the Board for delivering an excellent session.	RL
b	TSA National and Northwards (Local) Conversation PS reported that the event had been a success and that the use of actors was a good way of getting the message across. The questionnaires have now been returned to the TSA. RL noted that City South tenants also attended and the event had been well attended.	
c	All Parliamentary Group Meeting SR reported that she and DR had attended this meeting. The Chief Executive of the TSA Peter Marsh had been the speaker. He had explained how the TSA were approaching regulation and there was an informative question and answer session.	
7	Finance and Performance	
a	Business and Delivery Plan 2009-14 SW presented the report. The full plan was available on the Governance Website or by request. The report highlighted the changes made from the last plan. The plan also incorporated the issues and priorities expressed at the Business Planning event in January. AT asked how the provision of fencing would be delivered. SW reported that this was in the Resident Business Plan and would be shaped to take into consideration Environmental, Local, Concessionary and Decoration Budgets. It was noted that there needed to be a balance in the use of these budgets. The Board approved the Business and Delivery Plan 2009-14	
b	Budget 2009-10 (Confidential) See confidential minutes	
c	Quarter 3 Corporate Performance SF presented the report. He explained that the amber signal for Value for Money had now been resolved; this had been due to how the Covalent system operated. RL reported on the performance clinics that were now taking place where managers present to EMT and performance is reviewed. MH was concerned that NHL120 - % of people perceiving ASB to be a problem was still high and if the target was too high. MS explained that Neighbourhood & Communities Sub-Committee had set this target with stepped targets. It was also noted that the whole City results were higher at 34 to 35%. It was agreed this would be kept	

	<p>under review by Customers and Communities Sub-Committee. PS had concerns that BV12 – Working days lost due to sickness absence was travelling in the wrong direction. SW responded that Resources Sub-Committee was working on a 3 strand approach to the matter. AT said that the Council HR Sub-Group were working on a new policy of managing stress at work and at home. SW agreed to work with MCC.</p> <p>The Board noted the current performance and delegated detailed analysis to the relevant Sub-Committees</p>	SW
8	Strategic	
a	<p>Contact Centre Service (Confidential) See confidential minutes NH left the meeting.</p>	
b	<p>Option Appraisal (Confidential) See confidential minutes</p>	
9	Governance	
a	<p>Board Recruitment and Succession Planning DR presented the report. DL asked if the criteria would be reviewed post 2010. DR reported that this would be reviewed annually. The Board encouraged those Board Members who were required to retire to re-stand for election. DR would contact to discuss this with individuals. The Board agreed the principle to restrict Board membership to 3 terms or 9 years. SW will review where rule changes needed to be made. AT asked if this would apply to Council nominated Board Members. This is a Council decision. It was agreed that RL would raise the issue with the Council. The Board agreed to review this issue at the Board Away Day in July when options for implementation would be available. SR clarified that all current and new Board Members would be CRB checked. DR confirmed this was proposed. AT noted that this is carried out free for volunteers.</p> <p>The Board</p> <ul style="list-style-type: none"> a approved the process for and manner of the elections b agreed the date and venue for the Annual General Meeting c approved the Board rotation recommendation d noted the proposed publicity and agreed to participate in the “mock” meetings e approved the changes to the criteria including a basic CRB check for all new and existing Board Members f confirmed the skills set required for the Board g approved the principle of a change of rule to restrict Board membership to 3 terms or 9 years. 	<p>DR</p> <p>SW</p> <p>RL</p> <p>DR</p> <p>DR</p>
b	<p>Sub-Committee Membership DR presented the report. The Board approved the recommendation of the Chair and Chief Executive to appoint Board Members to Sub-Committees and endorsed the recommendation for Chair by three Sub-Committees. Audit Sub-Committee had not yet met and Board and Audit Sub-Committee Members approved the acting Chair.</p>	

c	<p>Champion Roles DR presented the report. PS asked if organisations had been approached to find out how this works. DR reported the scheme had been taken from best practice from other organisations. It was recognised that the role needed to provide value to the organisation. AT commented that the role was not clear. It was agreed to have a virtual working group including Senior Managers. SR, PS, AT, MB and DL agreed to take part in this. MM also could be available if meetings were required.</p> <p>The Board agreed to review this role, the Champion areas and the allocation of the roles. The Board agreed to form a working group to review this area in more detail and report back their recommendation to the May Board Meeting. It was agreed that some senior staff who have been involved in the Champion work were included in the group.</p>	DR
d	<p>Board Away Day DR gave a verbal report. The Board agreed to hold the Board Away Day on 10 and 11 July (incorporating July Board Meeting) from 5pm. The preferred venue was Norton Grange subject to availability.</p>	
e	<p>Board Co-optee (Confidential) See confidential Minutes</p>	
10	<p>Audit Commission Inspection</p>	
a	<p>Inspection Action Plan SF circulated a copy of the report which had been previously emailed. There were fewer actions than in the last plan. The plan was available on Covalent and the Board would be updated. SW reported that the plan would be split across the three Sub-Committees for reporting purposes. AT asked about RE13a – Link with MCC trailer – SW noted this need to be made SMART. DL asked if April/May targets were realistic. SF will be checking with managers to check these are achievable MS reported that some target setting needed to be done and there will be sub action plans to follow. The Board noted the action plan and delegated detailed scrutiny to the relevant Sub-Committees</p>	
11	<p>Involvement Of Residents</p>	
a-e	<p>The Board noted the Area Panel Minutes</p>	
12	<p>Asset Management</p>	
a-d	<p>Sub-Committee Minutes Minutes were noted.</p>	
e	<p>Photovoltaic (PV) Installation Works LP presented the report. MH asked if the match funding from the Council had been agreed. LP reported the scheme was awaiting final Council approval. MH and AT had discussed this with Councillor Paul Andrews and didn't believe it would be a problem. RL will write to say that the Board have approved the proposal and would like to proceed as soon as possible</p>	RL

13	Audit	
	SW gave a verbal report. Resource & Audit Sub-Committee had approved the re-tendering of the internal audit service. Four firms had been interviewed by MC (Chair elect), SW and SF. PKF had provided the best deal and gave added value through a different approach. AT asked if the Council internal audit had expressed interest, SW reported that they had not. The Board approved the appointment of PKF	
14	Resources	
a-c	Sub-Committee Minutes Minutes were noted.	
d	Monthly Accounts – Quarter 3 The report was noted.	
15	Customer & Communities	
a-b	Sub-Committee Minutes Minutes were noted.	
16	Relations with the Council	
	RL reported that Paul Beardmore, previously with Rochdale Borough Council, had been appointed to Director of Housing at MCC. RL will invite him to May Board Meeting. RL reported that Northwards were holding a Discovering Excellence seminar with the Northern Housing Consortium. This will be on 13 May at the Sheridan Suite. Any profits would be given to the Eric Hobin Community Sponsorship Fund. Board Members would be invited and RL encouraged attendance even if for only part of the event. SR will be introducing the day.	RL
17	Any Other Business	
a	Remuneration Panel (Confidential) See confidential minutes.	
	Date of Next Meetings	
	Strategic Meeting – Option Appraisal and Council Housing Finance Review, Tuesday 7 April 6.30pm, Board Room, Hexagon Tower	
	End of Meeting With thanks to everyone the Chair closed the meeting at 8.40pm	