

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

**Tuesday 11 May 2010 at 6:30pm**

**Chair: Sue Ratchford**

<b>Present</b>	Sue Ratchford (SR) Rachel Christie (RC) Hilary Vaughan (HV) Michelle Carmichael (MC) Martin McKeivitt (MM) Anna Trotman (AT) Fatima Adamjee (FA) David Leah (DL)	Board Member (Chair) Board Member Board Member Board Member Board Member (Vice Chair) Board Member Board Member Board Member
<b>In Attendance</b>	Robin Lawler (RL) Mike Stevens (MS) Larry Patrick (LP) Stephen Brown (SB) Steve Finegan (SF) Diane Roberts (DR) Tara Kelly (TK)	Chief Executive Director of Neighbourhood Services Director of Property Services Director of Business Services Head of Business Services Governance Support Manager (Minutes) Equality & Diversity Officer (part)

**Observer**    none

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ITEM	SUBJECT	ACTION
1	<b>Welcome and Introductions</b> <b>Confirm Quorum</b> Quorum Confirmed	
2	<b>Apologies for Absence</b> Apologies were given by Marjan Bazargan and Michelle Blakeley. Mark Hackett and Naeem Ul Hassan did not attend.	
3	<b>Declaration of Interests/Confidential Matters/ Requests to un-star information items/ Equality &amp; Diversity Matters Arising</b> Items 4b, 7c, 8b, 11b, 11d, 11e, 13b, 13d 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.	
4	<b>Minutes of Previous Meeting</b> The minutes of the meeting held on 9 March 2010 and subsequently the confidential minutes of the same date were approved as a correct record and were signed by the Chair. <p style="text-align: right;"><b>Approved</b></p>	
5	<b>Matters Arising</b> There were no matters arising from the minutes or from the confidential minutes	

ITEM	SUBJECT	ACTION
6	<b>Chair's Items</b>	
a	<p><b>Opening of new build site</b> The Board had earlier watched a Granada Reports report on the start on of Jurby Avenue. MS reported that the allocations policy for this scheme was in progress. RL explained that 2 of the 32 units are for disabled people.</p>	SR
b	<p><b>All Parliamentary ALMO Group</b> RL gave an update. Unfortunately only a few Members of Parliament were in attendance. Three councillors from Local Authorities with ALMO's reported on the success of their ALMO.</p>	
c	<p><b>Tenants Network Group</b> SR had met with Rob Brown from MCC regarding the setting up of a cross city network group which would share best practice. SR had asked that this group did not duplicate what Northwards or other organisations in the city already do with their own tenants. RL reported that other landlords involved had the same view and that this group should add value. SR will keep the Board informed of developments</p>	
d	<p><b>Regeneration Tour</b> SR had received positive feedback from this popular tour. RL informed the Board that the TSA Board requested to take this tour on 30 June.</p>	
7	<b>Strategic and Performance</b>	
a	<p><b>Equality and Diversity Annual Update</b> TK explained that the report was a summary of information sent to Sub-Committees throughout the year. She highlighted the key points of the report. After a recent analysis of our work, Northwards will be going forward for assessment at the Excellence level of the new Social Housing Equality Framework in Summer 2010. HV referred to item 7e Quarter 4 Corporate Performance results relating to LGBT and BME groups. LP explained that performance had suffered due to 3 multi-storey blocks in Charlestown where tenants had been disappointed that full improvements have not been carried out. Improvement works had been carried out previously by MCC. TK clarified that some results are annual which are taken from the Annual Satisfaction survey. TK also explained that a small number of people can skew results and this would be reviewed. MS reported that the Annual Satisfaction survey had shown overall improvement. BME satisfaction had reduced slightly but this was against a high result in the previous year. This was being kept under review but was not considered to be a trend. The BME Forum had discussed this result and were not concerned. RC noted that the Women in Construction work had resulted in a positive result with our contracting partners. RL explained that Equality and Diversity training for staff was being piloted with Theatre &amp; Development group. This training will be based on scenario based performance.</p>	

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	<p>RL explained that the IDeA have now developed a specific Equality Framework for RSL's, LA's and ALMO's. SR thanked TK for her work.</p> <p><b>The Board noted the progress made in meeting equality objectives in 2009/10 and endorsed of areas of priority in 2010/11.</b></p> <p><b>b</b></p> <p><b>A revised approach to managing and reporting on risk</b> SB presented the report and asked the Board if there were any questions. AT raised concern that the proposal relied on computer systems. SB explained that the computer system would support and record, but not manage risks. The system would be shadowed by paper systems. The computer System is robust and is not a major concern. IT systems are a risk and processes for data recovery are part of the risk management. DL asked for clarification that the proposal was devolving risk to the Audit Committee. SB confirmed this. HV asked if the 10x10 risk matrix was too detailed to define the risk. SB reported that a 3x3 system was too broad and that the idea of the 10x matrix offered 10% units to work with. RC thought that this system would help to see progress, identify priorities, to raise profile of risks more and see how to deliver improvements. RL suggested that Audit Committee be presented with a diagram to show how the system works as a tool. SB said that the system should result in the active management of risk rather than passive approach.</p> <p><b>The Board approved the principles of risk management set out in the report.</b> <b>The Board noted that a further report to Audit Sub-Committee would follow setting out a revised risk register, risk ownership and mitigating actions.</b></p> <p><b>c</b></p> <p><b>Customer Services Centre – Update (Confidential)</b> See confidential minutes</p> <p><b>d</b></p> <p><b>Re-Inspection Action Plan</b> RL reported that only one substantive action was outstanding (REIS18 )“Review effectiveness of Corporate Debt Policy in partnership with MCC” which was out of Northwards’ control. We can only influence this action with MCC.</p> <p><b>The Board noted progress to date and the latest forecast for completion.</b></p> <p><b>e</b></p> <p><b>Quarter 4 Performance Report</b> RL reported that detailed reports have been submitted to Sub-Committees. Resources Sub-Committee are reviewing Corporate Human Resources performance. RL highlighted NHL802 “Expenditure on planned repairs and maintenance as a percentage of all maintenance expenditure” was a temporary forecast.</p>	

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	<p>LP reported that the target was incorrect. The Voids Sub-Group have reviewed voids performance and a year end report will be presented to Asset Management Sub-Committee. SB will clarify actions from the Rents Team for 10/11 by email.</p> <p><b>The Board noted and commented on current performance, and delegated detailed scrutiny to the relevant Sub-Committee</b></p>	<p><b>SB</b></p>
<b>8</b>	<b>Future Options</b>	
<p><b>a</b></p>	<p><b>Next Steps in HRA Reform</b> RL updated the Board on the overall National position. The local debt offer is distorted by PFI. RL and SB are meeting with MCC and Price Waterhouse Coopers (PWC) on 7 July. A report will be presented to MCC Executive on 30 June. HV asked if the Board could have a copy of the PWC report. RL would ask MCC if this was possible. RL suggested that Board Training in June look at this matter in more detail. Paul Beardmore would be asked to explain the local offer and what the implications are for MCC. HV asked if business plans are completed yet. RL explained that the MCC debts are complicated and the financial implications of repaying debts are being clarified. DL requested training on issues and any implications of the change in Government. RL reported that there would be no new debt created by this reform, it is moving debt between local authorities and it is anticipated that £3b would be realised by central government. RC asked if there is a plan b. RL explained that transfers in the future will not have debts written off as in Oldham and Warrington. HV asked if local authorities without debt are a stumbling block. RL said this will be further discussed at June training.</p> <p><b>The Board noted progress with HRA Review and the next steps going forward.</b></p>	<p><b>RL</b></p> <p><b>RL</b></p>
	<p><b>b</b>     <b>Options Appraisal (Confidential)</b> See Confidential Minutes</p>	
	<p><b>c</b>     <b>Relations with the Council</b> RL reported that the main issue is 8a above. Budget issues are also being discussed.</p>	
<b>9</b>	<b>Governance</b>	
<p><b>a</b></p>	<p><b>Board Performance</b> DR presented the report and highlighted the issue that Customers &amp; Communities Sub-Committee has with membership. DL volunteered to change to this Sub-Committee, subject to accommodating his travel and availability. DR agreed to email options to Sub-Committee Members and DL.</p> <p><b>The Board noted the report and agreed a solution to the quoracy issues of Sub-Committees</b></p>	<p><b>DR</b></p>

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b	<p><b>Board Member 360 Degree Appraisals</b> DR explained why the appraisal process was important and Board Members agreed to complete the process. <b>The Board agreed to complete their own assessments, to give feedback about other Board Members where applicable and asked the Chief Executive to ask staff to submit their feedback where applicable.</b></p>	
c	<p><b>Board Residential</b> The Board discussed the arrangements and agreed to an Away Day rather than Residential for budgetary reasons. It was agreed to incorporate the Board Meeting into the morning session. The date was agreed as 10 July from 9.30 to 4.30. The venue will be confirmed subject to availability. <b>The Board approved the arrangements for the Board Away Day</b></p>	DR
d	<p><b>Rule Changes</b> DR presented the report. It was agreed to review the use of “him/her” would be reviewed. It was agreed to ask Pannone Solicitors to suggest suitable alternative wording to be proposed to the Council to bring the rules into compliance with the Management Agreement and to deal with the demise of the Manchester Resident’s Association. <b>The Board approved the suggested rules changes subject to Council agreement and adoption at Northwards AGM by special resolution on 14 October 2010.</b></p>	SB/DR
e	<p><b>TSA Regulatory Framework</b> RL updated the Board and reported on the Strategy Session with the Board and staff in April. Key items are the Annual Report to tenants by October and the requirement to include performance information. RL will report further at Board Away Day <b>The Board noted the update</b></p>	RL
f	<p><b>Council Board Member</b> SR gave the Board’s thanks to Mark Hackett for his work and gave good wishes for his year in office at Lord Mayor. RL reported that Councillor Paul Andrew has approved Mark’s one year leave of absence and is awaiting a response regarding the Council’s replacement appointment. RL would follow this up with Paul Beardmore. <b>The Board noted the update</b></p>	RL
g	<p><b>Revision to Standing Orders</b> SB presented the report. <b>The Board approved a change in Standing Orders to remove health and safety from paragraph 14.3 (Resources Sub-Committee) and add health and safety to paragraph 14.4 (Audit Sub-Committee).</b></p>	
10	<b>Involvement Of Residents</b>	
a-e	The Board noted the Area Panel Minutes and the Excellence Committee Update.	
11	<b>Asset Management</b>	
a-d	<b>Sub-Committee Minutes</b> Minutes were noted.	

ITEM	SUBJECT	ACTION
<p>e</p> <p>f</p>	<p><b>New Build Strategy (Confidential)</b> See confidential minutes</p> <p><b>IMPACT/GM Procure Update</b> LP reported that legal advice has been received. However, three issues are outstanding:</p> <p>The Memorandum and Articles states that as a Procure Plus member we have to commit to 75% of eligible spend to benefit from best price.</p> <p>Relationship Agreement 13.1. –13.3 will be made mutual. The cost of setting up a separate consortium is a barrier which is a far more real consideration.</p> <p>3.4 Force Majeure is a standard contract clause and will not be challenged</p> <p>4 MCC approval is required to consent to signing the Accession Agreement</p> <p>DL asked if this was a rolling contract for the Capital Programme work. RL said this was covered by OJEU for 4 years and then there was an option to extend. It is a process of 2 consortia coming together under a framework agreement to jointly procure the work at better value.</p> <p>RC asked if the Association of Greater Manchester Authorities (AGMA) has been involved. RL responded that this was client led and therefore AGMA had not been involved.</p> <p><b>The Board noted progress in the final stages of the merger of the two organisations and noted the current issues following independent legal advice. The Board approved seeking Manchester City Council consent to sign the Accession Agreement and approved signing the Accession Agreement ,subject to a check by Trowers and Hamlins on the final version, and Manchester City Council consent.</b></p>	
12	<b>Audit</b>	
	<p><b>Sub-Committee Minutes</b> Minutes were noted</p>	
13	<b>Resources</b>	
a-d	<p><b>Sub-Committee Minutes</b> Minutes were noted.</p>	
14	<b>Customers &amp; Communities</b>	
a-c	<p><b>Sub-Committee Minutes</b> Minutes were noted.</p>	
15	<b>Any Other Business</b>	
	RC thanked Northwards for its involvement in the “Dog Awareness campaign” carried out by MCC Environmental Services.	
	<b>Date of Next Meetings</b>	
	Tuesday 8 June, Board Training, White Moss Road, 6.30 – 8.30pm	

ITEM	SUBJECT	ACTION
	<p>Saturday 10 July, Board Meeting and Away Day, venue tbc</p> <p>NFA Annual Conference – 15/16 July, Midland Hotel, Manchester DL requested that Northwards book a place to be paid for by DL company.</p> <p>Manchester Board Members Conference – postponed to Autumn 2010, Central Manchester morning, tbc.</p>	RL
	<p><b>End of Meeting</b> With thanks to everyone the Chair closed the meeting at 8:20pm.</p>	