

Northwards Housing – Resources Sub-Committee Meeting

**Hexagon Tower
Tuesday 26th January 2010 at 6:00pm**

Chair: Martin McKeivitt

Present:

Sue Ratchford	(SR)	Board Member
Fatima Adamjee	(FA)	Board Member
Martin McKeivitt	(MM)	Board Member

In Attendance:

Stephen Brown	(SB)	Director of Business Services
Alison Foster	(AF)	Head of Finance
Lisa McBurnie	(LMcB)	Head of Human Resources
Larry Patrick (Part)	(LP)	Director of Property Services
Anne Duffield (Part)	(AD)	Head of Policy and Housing Options
Tara Kelly (Part)	(TK)	Equality and Diversity Officer

ITEM	SUBJECT	ACTION
1	<p>Welcome and Introductions</p> <p>It was confirmed that the meeting was quorate.</p>	
2	<p>Apologies for Absence</p> <p>Apologies had been received from Marjan Bazargan and Mark Hackett.</p>	
3	<p>Elect Chair</p> <p>MM was proposed as Chair by SR and seconded by FA, and therefore will continue to Chair Resources Sub-Committee.</p>	
4	<p>Declaration of Interests / Confidential Matters / Equality & Diversity Matters Arising</p> <p>See confidential minutes for Item 9.</p> <p>Equality and Diversity implications were noted on particular reports.</p>	
5	<p>Minutes of Last Meeting</p> <p>The minutes from the meeting held on 8th December were approved and signed by the Chair.</p>	
6	<p>Matters Arising</p> <p>a) Offices Licences MH to expedite the issue of offices licences as noted in minutes of 8th December 2009.</p> <p>b) Inspection Action Plan AF advised Sub-Committee that no further progress has been</p>	

	<p>made in relation to the Corporate Debt Policy.</p> <p>A further meeting is to be scheduled for February 2010.</p> <p>Sub-Committee noted the matters arising.</p>	
7	<p>Void Properties Presentation</p> <p>AD presented the a presentation to the Sub-Committee on the reasons that properties become void, specifically highlighting the change in void turnover rates.</p> <p>MM asked if staff can be formally thanked for their work on improving void turnover performance.</p> <p>MM raised a question about current void turnover and thanked AD for her presentation.</p> <p>Sub-Committee noted the presentation.</p>	
8	<p>Single Equality Scheme – Progress Update</p> <p>TK presented an update on the Single Equality Scheme to Sub-Committee.</p> <p>MM asked about mental health problems and how Northwards are assisting those tenants with specific mental health needs. TK advised of the work Northwards is doing to assist such tenants, including the launch of a new specialist advice service, to give extra support to vulnerable tenants.</p> <p>MM offered his assistance in helping to improve relationships with local mental health teams.</p> <p>TK will also encourage teams to embed the Single Equality Scheme into their Team Improvement Plans.</p> <p>Sub-Committee thanked TK for the update and approved the progress and actions.</p>	
9	<p>Home Improvements Workforce Planning Strategy</p> <p>See Confidential Minutes.</p>	
10	<p>Equality Monitoring</p> <p>LMcB presented a brief summary on Equality Monitoring to Sub-Committee.</p> <p>LMcB advised of a database being completed to assist in the creation of a Workability Workshop for those candidates who have been unsuccessful in securing employment with Northwards Housing.</p>	

	<p>To date, 100 people have expressed an interest.</p> <p>MM is keen to ensure that Northwards should be more than just a landlord, and also questioned whether this is the best use of the organisation's resources.</p> <p>In reality, MM questioned whether Northwards is making up for the provision of poor education.</p> <p>MM questioned whether as an organisation we should be directing our resources towards government or better education.</p> <p>SB asked how many of the applicants were Northwards tenants, and suggested that a better understanding is needed of who the 100 people represent.</p> <p>In addition, SB was keen to look into what money is available from the Job Centre to assist with additional resources.</p> <p>LMcB advised that two sessions are to be undertaken in March with groups of six people.</p> <p>SB asked for further clarity on whether or not the organisation is effectively self selecting, and for further clarity on the rationale for the workshops.</p> <p>Sub-Committee thanked LMcB for her presentation and noted the Rent Recovery Team performance.</p>	<p>LMcB</p>
<p>11</p>	<p>Absence Performance</p> <p>LMcB presented her report on Absence Performance to Sub-Committee.</p> <p>At the present time, absence stands at 8.1 days per employee.</p> <p>LMcB asked Sub-Committee to note that long term absence has significantly affected the figures, equating to 389 days absence for just 4 employees.</p> <p>SB asked how these figures compare to those of the City Council.</p> <p>LMcB advised that she is undertaking a piece of work to benchmark against other ALMO's.</p> <p>Sub-Committee noted the report and the current performance and areas for improvement.</p>	<p>LMcB</p>
<p>12</p>	<p>Accounts Monthly Budget Report December 2009</p> <p>AF presented the Accounts to December 2009.</p>	

	<p>FA asked for further information on the air expenses of £140.</p> <p>FA requested a breakdown of the £2,362 compensation to tenants to which AF will provide a breakdown at the next Sub-Committee.</p> <p>Sub-Committee noted the report.</p>	<p>AF</p> <p>AF</p>
13	<p>Inspection Action Plan</p> <p>Sub-Committee noted the plan.</p>	
14	<p>Future Meeting Dates</p> <p>Sub-Committee agreed to maintain their existing time and days for all subsequent meetings.</p> <p>Sub-Committee noted that there will be no change.</p>	
15	<p>Any Other Business</p> <p>AF thanked SR for attending the meeting at short notice.</p>	
16	<p>Date of next meeting</p> <p>The next meeting would be on Tuesday 23rd February 2010 at 5:30pm at Hexagon Tower.</p> <p>With thanks to everyone, the Chair closed the meeting at 7.15pm.</p>	