

Northwards Housing – Resources Sub-Committee Meeting

Hexagon Tower
Tuesday 30th March 2010 at 5:30pm

Chair: Martin McKeivitt

Present:	Martin McKeivitt	(MM)	Board Member
	Sue Ratchford	(SR)	Board Member
	Michelle Blakeley	(MB)	Board Member
	Guy Johnson	(GJ)	Co-optee
In Attendance:	Stephen Brown	(SB)	Director of Business Services
	Alison Foster	(AF)	Head of Finance
	Lisa McBurnie	(LMcB)	Head of Human Resources
	Larry Patrick	(LP)	Director of Property Services (Part)
	Tara Kelly	(TK)	Equality and Diversity Officer

CONFIDENTIAL MINUTES

ITEM	SUBJECT	ACTION
1	Welcome and Introductions It was confirmed that the meeting was quorate.	
2	Apologies for Absence Apologies had been received from Naeem Ul Hassan, Hilary Vaughan, Fatima Adamjee and Mark Hackett	
3	Declaration of Interests / Confidential Matters / Equality & Diversity Matters Arising Equality and Diversity implications were noted on particular reports.	
4	Minutes of Last Meeting The minutes from the meeting held on 23 rd March 2010 were approved and signed by the Chair.	
5	Matters Arising a) Retirement Housing Cost Breakdown AF issued Sub-Committee with the budget for the retirement housing schemes. MM questioned how realistic it is that we should fund a service that costs us as an organisation an additional £300k per annum. GJ asked if the information could be produced on a scheme by scheme basis? AF advised that this would be possible, and could be presented at a future meeting.	

	<p>MM advised that he would like this issue to be brought to the Board's attention.</p> <p>b) Housemark Benchmarking Report</p> <p>AF to e mail a copy of the report to members of the Sub-Committee.</p> <p>Sub-Committee noted the matters arising.</p>	MM
6	<p>E & D Update Quarter 3 2009/10</p> <p>TK presented her quarter 3 report to Sub-Committee, along with a summary of progress to date.</p> <p>TK advised that the I&DEA have now recommended that Northwards should be looking to achieve excellent level rather than achieving under the new 'Equality Framework'.</p> <p>TK advised that Health and Safety training has now been rescheduled for April 2010.</p> <p>TK advised that customer profiling has now reached 89%, although the remaining 11% will be the most difficult to capture.</p> <p>TK further advised that all actions are now available on the Governance website.</p> <p>MM asked what ideas the organisation has for collecting profiling information on the remaining 11%.</p> <p>TK advised that we will be utilising Northwards staff to achieve this. In addition, the Call Centre will be looking to gain this information when receiving calls from those tenants who have not provided the information.</p> <p>MB advised of a Northwards tenant who is profoundly deaf, and would find it difficult to contact Northwards.</p> <p>TK advised that the organisation would be able to assist, either through an existing relationship with their Neighbourhood Services Officer (NSO), or by contacting the tenant directly.</p> <p>MM asked what actions we take if our suppliers are not following our E and D Policy. TK advised that we are currently collating policies from all suppliers, and would look to review this.</p> <p>Sub-Committee noted the report.</p>	TK

7	<p>Network Budget and Improvements</p> <p>MM advised that he was shocked that it should take 2 days to provide an e mail account.</p> <p>SB advised that this would be for all IT pertaining to an individual.</p> <p>AF to provide further clarity on this at the next Sub-Committee</p> <p>GJ asked whether or not the organisation has Internal Service standards for this? AF to advise at the next Sub-Committee.</p> <p>GJ asked about the Business Continuity Plan. SB advised that the first draft is now ready is now ready for review, prior to its presentation to Sub-Committee.</p> <p>Sub-Committee noted the report.</p>	<p>AF</p> <p>AF</p>
8	<p>Monthly Budget Report – February 2010.</p> <p>See Confidential Minutes</p>	
9	<p>Redundancy Programme Strategy</p> <p>See Confidential Minutes</p>	
10	<p>Any Other Business</p> <p>Voting rights of co-optees</p> <p>SB advised that historically, co-optees have been able to vote and have a casting vote.</p> <p>However, SB advised that by giving co-optees the right to vote, a contradiction has been created, and the Memorandum or Articles of Association would have to be amended.</p> <p>SB advised that since co-optees are not Directors of the organisation, they would not be covered by our insurance, which was felt to be unreasonable.</p> <p>SB therefore advised that going forward co-optees would not have voting rights at sub-Committee and Board.</p> <p>Sub-Committee Attendance</p> <p>AF thanked SR for attending the Sub-Committee in order to achieve quorum.</p> <p>Future Governance</p>	

	<p>MM asked about the future governance of the organisation.</p> <p>SB advised that we are moving towards greater independence, and there would be associated governance implications going forward.</p> <p>SB further advised that we a moving to a time of change.</p>	
10	<p>Date of next meeting</p> <p>The next meeting is scheduled for Tuesday 27th April 2010 at 5.30pm at Hexagon Tower.</p> <p>With thanks to everyone, the Chair closed the meeting at 6.35pm.</p>	