

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

**Tuesday 9 March 2010 at 6:30pm**

**Chair: Sue Ratchford**

<b>Present</b>	Sue Ratchford (SR) Rachel Christie (RC) Marjan Bazargan (MB) Michelle Carmichael (MC) Martin McKevitt (MM) Anna Trotman (AT) Michelle Blakeley (MBI) David Leah	Board Member (Chair) Board Member Board Member Board Member Board Member (Vice Chair) Board Member Board Co-optee Board Member
<b>In Attendance</b>	Robin Lawler (RL) Mike Stevens (MS) Larry Patrick (LP) Stephen Brown (SB) Steve Finegan (SF) Yvette Newton (YN) Alison Foster (AF) Paul Beardmore (PB)	Chief Executive Director of Neighbourhood Services Director of Property Services Director of Business Services Head of Business Services Customer Services Officer (Minutes) Head of Finance (Part) Director of Housing, MCC

**Observer** Sharon McBride, Customer Experience Manager

ITEM	SUBJECT	ACTION
<b>1</b>	<p><b>Welcome and Introductions</b> <b>Confirm Quorum</b> SR welcomed everyone to the meeting and introduced Paul Beardmore. Introductions were then made by everyone in attendance. RL confirmed that the meeting was Quorate. SR informed the meeting that Pat Thorpe has stepped down from the Board due to ill health. The Board and Northwards send Pat their best wishes.</p>	
<b>2</b>	<p><b>Apologies for Absence</b> Apologies were given by Fatima Adamjee, Naeem UI Hassan, Mark Hackett and Hilary Vaughan.</p>	
<b>3</b>	<p><b>Declaration of Interests/Confidential Matters/ Requests to un-star information items/ Equality &amp; Diversity Matters Arising</b> MBI declared interest in item 9a. Items 4b, 4c, 7b, 8, 9a, 10c, 12b, 12c, 14b, 14d and 14e 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>	
<b>4</b>	<p><b>Minutes of Previous Meeting</b> With one agreed amendment to item 12e the minutes of the meeting held on</p>	

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	<p>12<sup>th</sup> January 2010 and subsequently the confidential minutes of the same date and the confidential minutes of the meeting held 9<sup>th</sup> February 2010 were approved as a correct record and were signed by the Chair.</p> <p style="text-align: right;"><b>Approved</b></p>	
5	<p><b>Matters Arising</b>  <b>Item 6 Matters Arising</b>  Paul Beardmore is in attendance at the meeting.  <b>Item 6 Matters Arising</b>  SR confirmed that Diane Roberts had arranged for a representative from the Customer Services Centre to attend the next Area Panel Meetings.  <b>Item 10a Recruitment of Independent Board Members and Sub Committee Co-optees</b>  SR confirmed that Hilary Vaughan has been appointed as the new Independent Board member. Guy Johnson, Head of Finance at Eastlands Homes, has been co-opted onto both the Resources and Audit Sub-Committees. While Luke Barnett, Productive Wards Facilitator at North Manchester General Hospital, has been co-opted onto the Asset Management Sub-Committee.</p>	
6	<p><b>Chair's Items</b></p>	
a	<p><b>Junior Wardens</b>  SR informed the meeting of the successful Junior Wardens event which was held at the City of Manchester Stadium on 29<sup>th</sup> January 2010. Approx 250 school children from junior schools in the Northwards Area attended the event which the Lord Mayor of Manchester opened. Due to the success of the event it is hoped it can be repeated next year.</p>	
b	<p><b>Feedback from Board Equality and Diversity Training</b>  SR thanked the Board for their feedback on the Training which overall people felt was poor. Tara Kelly and Mark Buckley have met with the consultant and have agreed that the training will be presented to the Fairground Group to assess. SR also informed the meeting that different methods of Equality and Diversity Training are being investigated.</p>	
7	<p><b>Strategic and Performance</b></p>	
a	<p><b>Business and Delivery Plan 2010-2014</b>  SF presented the amended Business and Delivery Plan. He explained it is not a complete new document , last year's plan has been refreshed and all amendments made to the document are highlighted in red. AT requested that an amendment be made to section 5.18 where it states 2 years ago AT suggested a date should be entered their to avoid confusion. AF informed the Board that the new revised budget for 2010/11 will need to go into the document, subject to Board approval.  RL commented that a lot of work has been achieved in the last year and the amended document reflects this. RL informed the meeting that a new executive summary of the Business and Delivery Plan would be produced in due course.  <b>The Board approved the content of the Plan.</b></p>	
b	<p><b>Annual Budget 2010/11 (Confidential)</b>  See Confidential Minutes.</p>	

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c	<p><b>Future Jobs Fund Update</b>            RL updated the Board that since the last meeting 2 Future Jobs trainees had been recruited to the role of Caretakers and Northwards will shortly have 6 trainees in various roles across the company. RL informed the Board that Claire Tyrrell is leading on an environmental project in Cheetham with Groundwork and local social landlords. Groundwork will be recruiting 5 trainees for this project.  <b>The Board noted the update</b></p> <p><b>d Re-Inspection Action Plan</b>            SF went through the report briefly. He informed the Board that since the last time the Re-inspection Action Plan was before the Board 4 further actions have been completed, 1 further action is overdue and the number of actions not yet due for completion has reduced from 9 to 4.            SF also drew the Boards attention to the table attached to the report which has been produced by the Audit Commission. The table highlights best practice in all KLOEs and then lists ALMO's who have proved strengths in each KLOE. Northwards features in 50% of the best practice examples.  <b>The Board noted progress to date</b></p> <p><b>e Tenant Services Authority Response</b>            The Board had previously delegated to RL to respond on behalf of Northwards to the TSA Statutory Consultation on the new regulatory framework for social housing. RL went through the report which included Northwards' response and also the National Federation of ALMOs' response. RL informed the Board that ALMOs will not be directly scrutinised by the TSA and that he is still awaiting sight of a Protocol that will need to be drawn up between the TSA, ALMOs and Local Authorities.  <b>The Board noted the report.</b></p> <p><b>f Quarter 3 Performance</b>            SF went through the report. Although Successful Communities appears amber in the report, SF informed the meeting that since the report was produced a number of updates had been made and this category was now showing as green again. The Board had no comments and it was noted that more detailed Performance Reports are taken to the Sub Committees.  <b>The Board noted the report.</b></p>	
8	<b>Future Options - Confidential</b>	
a	<p><b>HRA Subsidy Review</b>            See Confidential Minutes</p> <p><b>b Options Appraisal</b>            See Confidential Minutes</p> <p><b>c Relations with the Council</b>            See Confidential Minutes</p>	
9	<b>Governance</b>	
a	<b>Tenant Board Member Casual Vacancy (Confidential)</b>	

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b	<p>See Confidential Minutes</p> <p><b>Governance Matters</b></p> <p>SR informed the group that she would be standing down by rotation this year and if she was not re-elected then members would need to start thinking about Chair and Vice Chair of the Board.</p> <p>RL informed the Board that Mark Hackett would be standing down in June to carry out his Lord Mayor duties. RL advised that he has written to Councillor Paul Andrews to request that Mark's year as Lord Mayor be considered as a leave of absence. PB confirmed that although details have not been formalised yet he believes that the Council would be happy to agree this proposal, but would nominate an interim member of the Board for the 12 months until Mark's return.</p> <p>SR raised the subject of Area Panel Minutes and Sub Committee Minutes which are starred and that some Board Members had stated at the Internal Auditors Meeting that they were not reading these minutes since they were only available electronically. SR stressed that it is important that these minutes are read. The Board agreed that it would be helpful if Diane Roberts emailed everyone individually to see which method they would prefer to receive the minutes.</p> <p><b>The Board Noted the updates</b></p>	
c	<p><b>Appointment of Company Secretary</b></p> <p>RL informed the meeting that he been acting as Company Secretary since Steve Wood's resignation. RL proposed Stephen Brown to the Board to be the new Company Secretary as included in his job description.</p> <p><b>The Board approved the appointment of Stephen Brown to Company Secretary.</b></p>	
10	<b>Involvement Of Residents</b>	
a-e	The Board noted the Area Panel Minutes.	
11	<b>Audit</b>	
	No agenda items	
12	<b>Resources</b>	
a-c	<p><b>Sub-Committee Minutes</b></p> <p>Minutes were noted.</p>	
13	<b>Customers &amp; Communities</b>	
a	<p><b>Sub-Committee Minutes</b></p> <p>Minutes were noted.</p>	
14	<b>Asset Management</b>	
a-d	<p><b>Sub-Committee Minutes</b></p> <p>Minutes were noted.</p>	
e	<p><b>New Build Strategy (Confidential)</b></p> <p>See Confidential Minutes</p>	
f	<p><b>IMPACT/GM Procure Update</b></p> <p>LP informed the Board that IMPACT Manchester staff will TUPE over next week and Procure Plus will be up and running from the end of March. LP has a copy of the company's Logo and strap line which is <i>'Investing in our</i></p>	

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	<p><b>Communities'</b> if any one would like to see it. LP said a further report will be brought back to the Board in due course.  <b>The Board noted the update.</b></p>	
15	<p><b>Any Other Business</b></p>	
	None	
	<p><b>Date of Next Meetings</b></p>	
	<p>Tuesday 13 April 2010, Strategy Meeting – Hexagon Tower, 6.30-8.30pm</p> <p>Monday 19<sup>th</sup> April 2010, Cascade Briefings – Sheridan Suite, 10am and 2pm.</p> <p>Regeneration Tour – Saturday 24 April, Hexagon Tower, 9.30 – 1.00</p> <p>Manchester Board Members Conference- provisional date Saturday 12 June, Central Manchester, morning tbc</p> <p>Board meeting and Board Residential 9/10 July – to agree venue</p>	
	<p><b>End of Meeting</b>  With thanks to everyone the Chair closed the meeting at 8:10pm.</p>	