



# SIX TOWN HOUSING

**Six Town Housing Board Meeting  
Wednesday 6<sup>th</sup> April 2005  
Peel Room, Elizabethan Suite, Bury Town Hall**

## **Minutes of Six Town Housing Board Meeting**

### **PRESENT:**

#### **Shadow Board Members**

John Anderson  
Wilf Davison  
Peter Dawson  
Frank Fenton  
Dorothy Gunther  
Brenda Headley  
Tony Isherwood  
Dave Mann  
Andy McGiffin  
Zoë Robertson (Vice Chair)  
Sharif Salim  
Gordon Smith  
John Smith (Chair)  
Phil Weatherby

#### **Officers**

Susan Jordan (Chief Executive)  
Chris Gibbins (ALMO Co-ordinator)  
Vicki Haslam (Board Governance and Quality Manager)  
John Merrick (Director of Operations)  
Martin Mercer (Principal Architect)  
Paul Webb (Asset and Investment Manager)  
Andy Chicken (Head of Repairs and Maintenance) (ITEMS 1-4 ONLY)

### **APOLOGIES:**

Terry Spencer

**1. Minutes of previous meeting**

Agreed as a true record.

**2. Matters arising**

The Management Agreement and the Management Fee were accepted by the Joint Negotiating Body on the 30<sup>th</sup> March 2005, and will go to the Councils Executive on 13<sup>th</sup> April 2005.

The S.27 application was formally approved on Thursday 24<sup>th</sup> March 2005.

**3. Election of Chair and Vice Chair**

Three nominations were received for the position of Chair of Six Town Housing Board. These were:

Frank Fenton  
Andy McGiffin  
John Smith

A secret ballot was held, with whoever receiving most votes being declared chair. In the event of a tied vote, the ballot would be held again with votes being cast for only those two candidates.

**Result of the ballot: John Smith was elected Chair with 11 votes.**

Only one nominated person wished to stand for the position of Vice Chair – Zoë Robertson.

**The Board accepted this nomination and Zoë was elected Vice Chair.**

**4. Supply Specifications**

Andy Chicken, Head of Repairs and Maintenance updated the group on details of the supply specification. An assessment of the pilot information needs to come back to the Board including feedback from tenants and an evaluation of the technical assessment.

Paul Webb will arrange a visit to the show home for any interested Board members.

**Recommendation**

**The Board endorsed the decision to use Moores on phase 8 as a pilot scheme, with a full assessment of information from that pilot being provided to facilitate future decision making.**

## **5. Capital Programme 2005/2006**

Paul Webb provided feedback to the group following on from the training session held on the 30.03.05, and presented a proposed capital programme of works for the next twelve months.

The Board discussed the programme in some detail, looking at the possibilities available.

Proposal: Recommend acceptance of the capital programme as taken to Board.

Amendment: That the capital programme be taken to the appropriate committee for further discussion and to enable a recommendation to be made to Board.

The amendment was voted on and rejected. The proposal was voted on and agreed.

### **Recommendation**

**The Board approve the capital programme for the next twelve months as presented by Paul Webb, taking into account comments made during the meeting regarding prioritisation of work.**

## **6. Committee Membership**

As the positions of Chair and Vice Chair of the main Board were agreed earlier in the meeting, it is now possible to decide the final membership of the committees, and to elect their Chairs and Vice Chairs. Only members of the respective committees were allowed to vote or nominate for these positions. The results were as follows:

### **Customer Service and Diversity**

Chair: Zoë Robertson

Vice Chair: Andy McGiffin

### **Operations**

Chair: Peter Dawson

Vice Chair: Frank Fenton

### **Resources and Performance**

Chair: Dorothy Gunther

Vice Chair: Wilf Davison

### **Audit and Standards**

Chair: John Anderson

Vice Chair: Tony Isherwood

### **Staffing Consultative Committee and Panels**

Chair: Sharif Salim

Vice Chair: Dave Mann

The final membership of committees is detailed on the following table:

	<b>Customer Service and Diversity (6)</b>	<b>Operations (8)</b>	<b>Resources and Performance (8)</b>	<b>Audit and Standards (3)</b>	<b>S.C.C. and Panels (8)</b>
John Anderson			☑	☑ <b>C</b>	
Gill Campbell			☑		☑
Wilf Davison			☑ <b>VC</b>		☑
Peter Dawson		☑ <b>C</b>			☑
Frank Fenton	☑	☑ <b>VC</b>			
Dorothy Gunther			☑ <b>C</b>		☑
Brenda Headley	☑	☑			
Tony Isherwood		☑		☑ <b>VC</b>	
Dave Mann		☑			☑ <b>VC</b>
Andy McGiffin	☑ <b>VC</b>	☑			
Zoë Robertson	☑ <b>C</b>	☑			
Sharif Salim			☑		☑ <b>C</b>
Gordon Smith		☑		☑	
John Smith	☑				
Terry Spencer			☑		☑
John Stewart			☑		☑
Phil Weatherby	☑		☑		

Membership of the Landlord Issues Advisory Group was now decided as proposed in the Board Meeting of the 22.12.04.

## **Landlord Issues Advisory Group**

John Smith  
Andy McGiffin  
Dave Mann  
Frank Fenton  
Phil Weatherby  
Gill Campbell or Terry Spencer

### **7. Frequency of Meetings**

Although it had originally been agreed by Board that Board meetings became quarterly following the launch of Six Town Housing, it was now suggested by officers that for at least the first twelve months of the company it would be advisable to revise this to every six weeks. During discussion of this issue it was apparent that Board members felt that this was a more realistic timetable given the amount of work to be dealt with. Full Board meetings until December are therefore:

01.06.05  
20.07.05  
07.09.05  
19.10.05  
07.12.05

#### **Recommendation**

**The Board agreed to revise the frequency of Board meetings to every six weeks.**

### **8. Accommodation**

Work is continuing on the refurbishment of the Point Blue building ready for our anticipated move on the first weekend in May. All tenants will be notified of the move to new accommodation as soon as the date has been confirmed. Leaflets with phone numbers and a map detailing the location of the new building are also being printed in readiness for the move.

A company have been appointed to assist with project managing the move, to procure new furniture and to provide the removals company for the move itself. It is hoped to make the move as smooth as possible for all staff.

Any Board members wishing to pay a visit to the new building should contact Vicki so that arrangements can be made.

#### **Recommendation**

**Progress regarding accommodation to date was noted and accepted.**

## **9. Project Plan**

Any amendments made to the Project Plan since the last Board meeting are made in blue ink.

### **Recommendation**

**The revised project plan was noted and accepted.**

## **10. Any Other Business**

- A short report was circulated to all Board members in order to seek Board agreement to apply for registration with the Co-operative bank for registration with their bsecure service.

### **Recommendation**

**The Board agreed resolutions 3.1.1 – 3.1.6 as included in the report relating to Electronic Banking Arrangements.**

- It was suggested by a number of Board members that Six Town Housing should produce a document similar to one produced by Kirklees setting out to tenants exactly what the Decent Homes Standard is and what it will mean to them.
- It was agreed that Chris and Paul should organise a meeting for interested Board Members to plan and lead on producing such a document.
- A question was asked about the change of job title for the Senior Neighbourhood Caretaker, which has been advertised as a manager.

John Merrick explained that the functions and duties of the post had remained unchanged, but the general feeling was that the title manager was felt to reflect the duties involved better.

- Two places have been reserved for Board members on a HQN training event “Getting on with Governing” to be held in Manchester on Wednesday 20<sup>th</sup> April. Anyone interested in attending was asked to contact Vicki as soon as possible so that the places could be confirmed.

The meeting closed at 7pm

**Next Board Meeting  
1<sup>st</sup> June 2005 at Europa House at 5.30pm**