



SIX TOWN HOUSING

Six Town Housing Shadow Board Meeting

Wednesday 1st September 2004

Europa House, Barcroft Street, Bury

Minutes of Six Town Housing Shadow Board Meeting

PRESENT:

Shadow Board Members

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

Officers

Chris Gibbins (ALMO Co-ordinator)
Vicki Haslam (ALMO Project Officer)
Eleni Ioannides (Director of Social Services, Health and Housing) ITEMS 1-3 ONLY
Guy Berry (Director of Personnel) ITEMS 1-3 ONLY

APOLOGIES:

Gill Campbell
John Stewart
Susan Jordan
John Merrick

1. Minutes of previous meeting

Terry Spencer was present at the previous meeting held on the 4th August.

Minutes with above amendment accepted as a true record of the meeting.

2. Matters Arising

Item 10: A request was made to revisit the recommendation made regarding the frequency of meetings. A further report is to be brought to the next Shadow Board meeting for further discussion.

Item 11: Stakeholder Engagement and Participation is to be discussed at a meeting of the Participation Working Group on 2nd September 2004.

3. Appointment of the Chief Executive

Eleni Ioannides and Guy Berry attended the meeting in order to agree an appropriate process for the appointment of a Chief Executive for Six Town Housing.

The Shadow Board are not able to formally appoint a Chief Executive, and as such any person appointed would become a council employee until Six Town Housing is established at which point they would transfer to Six Town Housing

With regard to the job description it was suggested that point 3.3 be split into two separate points as it involves two separate duties.

A request was made that an addition to the Job Description should be made around the accessibility of the Chief Executive to ensure visible leadership for Six Town Housing.

The job description was formally adopted by the Shadow Board with these amendments.

Any selection of a candidate will not be done by Council Officers – the Shadow Board will select the candidate with support from Council Officers.

Following a lengthy discussion regarding the appointment procedure a proposal was put forward to initially ring fence the recruitment to those council employees that could make a claim under TUPE. Consideration of any candidates would be measured against the person specification to determine their

suitability. Should this process not lead to an appointment then the post of Chief Executive would be advertised externally.

Proposed by: Tony
Seconded by: Phil

An amendment to the proposal was put forward to interview for an Acting Chief Executive only, with a view to the Board appointing on a permanent basis once Six Town Housing is operational.

Proposed by: Terry
Seconded by: Peter

The amendment was voted on and rejected.

The original proposal was voted on and agreed.

The interview panel will consist of the Chair, Vice Chair and four other Shadow Board members. A draw was held following the meeting to agree the panel and results were as follows:

Peter Dawson
Brenda Headley
Dorothy Gunther
Andy McGiffin

To join John Smith and Zoë Robertson on the panel

First Reserve is Dave Mann

The names of the panel are to be forwarded to Eleni and Guy to enable the recruitment process to be finalised. A proposal will be drawn up by Eleni and Guy and put forward to the panel for discussion and agreement.

Guy and Eleni left the meeting at this point.

4. Accommodation

A report was presented to the Board to advise of progress to date in the search for accommodation. Vicki reported that following the completion of that report more information had been received regarding the possibility of a stand alone building being available on the new Townside Fields site. Although the completion date of this building was also not anticipated to be any earlier than Feb 2007, this gave another possible option for Six Town Housing.

Recommendation: A more detailed report to be brought back to a future meeting of the Shadow Board.

5. Relationship between Bury MBC and Six Town Housing Shadow Board

A report was brought to the Board seeking approval to new arrangements for negotiations with Bury MBC regarding the establishment of Six Town Housing. The report outlined a proposal arrangement for managing the relationship between Bury MBC and the Board during the development of Six Town Housing.

Recommendation:

- a) Agree to the establishment of the ALMO Joint Negotiating Body**
- b) Agree to the revised timetable for the establishment of the ALMO**

Nomination forms are to be sent to Board members requesting self nominations for the places for Shadow Board representatives on the ALMO Joint Negotiating Body. Nomination forms to be returned by Wednesday 15th September, then a postal ballot to be held to determine which Board members will take the places.

6. Memorandum and Articles of Association

This item was deferred to the next Board meeting to be held on Wednesday 6th October.

7. Format and Structure of Meetings

A report detailing proposed governance arrangements was presented to the Board for discussion. The report covered a number of governance issues including a standard report format and a proposed standard agenda for Board meetings.

The Board felt that reports for information as well as those for decision should be taken to Board meetings, as failure to do this could possibly impact on their scrutiny role.

It was suggested that a standard agenda item should be included at the point where press and public are to leave the meeting.

Recommendation: The Board agreed in principle to the proposals with a request for a more detailed report to be brought to a future meeting.

8. Branding of Six Town Housing

Samples of the new stationary design were shown to members of the Board.

Recommendation: It was agreed that this stationary can now start to be used for internal use to get people familiarised with the new design.

9. Project Plan

The Board were given an up to date copy of the project plan incorporating dates amended on the assumption that the revised timetable for implementation had been approved in an earlier agenda item.

Recommendation: That the revised Project Plan be noted and accepted.

10. Any Other Business

All Board members who have not yet provided their pen profiles were asked to forward them to Vicki or Chris by September 16th to enable work setting up the web pages to be started.

Next training session

15th September 2004 at Europa House.

Buffet at 5pm and training to commence 5.30pm.

Next Shadow Board meeting

6th October 2004 at Europa House

5pm start