



SIX TOWN HOUSING

**Six Town Housing Shadow Board Meeting
Wednesday 16th March 2005
Lancaster Room, Elizabethan Suite, Bury Town
Hall**

Minutes of Six Town Housing Shadow 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)
John Stewart
Phil Weatherby

Officers

Susan Jordan (Chief Executive Designate)
Chris Gibbins (ALMO Co-ordinator)
Vicki Haslam (ALMO Project Officer)
John Merrick (Head of Tenant Services)
Martin Hall, Head of Client Services ITEMS 1-3 ONLY
Paul Webb, Technical Manager ITEMS 1-5 ONLY
Tracey Hunt, Senior Accountant
Scott Dorling, Trowers and Hamlin
Hilary Devereaux/John Evans, Enlighten

APOLOGIES:

Gill Campbell
Terry Spencer
Mike Savage, Borough Operational Services Officer

1. Minutes of previous meeting

Agreed as a true record.

2. Matters arising

None.

3. Repairs and Maintenance Procurement Update

A short presentation was made by Martin Hall, Head of Client Services giving an update regarding Repairs and Maintenance Procurement. It was requested that a hard copy of the presentation document be circulated to board members along with the minutes of the meeting.

In discussions with the Housing Inspectorate a recommendation was made that the procurement of the Repairs and Maintenance contract could be extended to an option of an all embracing contract to include capital works.

The Board proposed that in order to investigate this option further Paul Webb become involved in the procurement group when in his new role as Asset and Investment Manager for Six Town Housing.

Proposed by: Brenda Headley

Seconded by: Wilf Davison

The proposal was voted on and agreed.

4. Supply Specifications

A number of sub groups have been formed to look at the various aspects of work around the procurement of capital works. This includes a sub group which is looking specifically at supply specifications. It was suggested that the specification samples chosen should be brought to the Board to ensure that they are happy with the choices that have been made.

Unfortunately, Mike Savage had to send his apologies for this meeting, but a request will be made for him to prepare a briefing paper, and to attend the next meeting to be held on Wednesday 6th April.

In the meantime it was agreed that the specification of kitchens and bathrooms considered by the Specification sub group would be used on the next phase of the Partnering contract or a pilot.

5. 2005/2006 Capital Programme

Paul Webb attended the meeting to talk to the Board about initial thoughts regarding the Capital programme of works.

Key points that Paul has taken into consideration are:

- Decent Homes Target Reduction
- Condition of D + E elements
- Partnering Schemes
- Availability of MRA

The Asset and Investment Team will now include Sandra Brierley, Regeneration Officer to ensure a more joined up way of working in the future.

The Stock Condition Survey needs to be completed to ensure that all structural work required is picked up.

There is currently approx £150,000 - £170,000 of MRA and ALMO money which has not been committed in order to give us some flexibility around the Capital programme.

It was apparent from the feedback from the stakeholder event that security is a major issue for our tenants, and that communal areas also need tackling.

Next steps are:

- Approval of draft principles
- Scheme briefs
- Environmental schemes
- Budget estimates – to be developed with Architects
- Project plans – to be developed with Architects
- Advanced designs
- Flexibility – need to tease out the unallocated finance

Future plans – those for over more than the next twelve months:

- Estate profiles
- Stock condition survey
- Extended partnering
- 5 year plan
- complementary planned/cyclical maintenance

It was agreed that the next training session for Board on the 30th March be open for all Board members to discuss future planning of the capital programme.

It is hoped that following the inspection in October 2005 funds will be available to draw down in December to start spending from January 2006.

Any questions which Board members would like addressing in the training session on the 30th March should be e-mailed to Vicki prior to the session.

6. Company formation

Every meeting to date has been of the Shadow Board. However, over the last day the previous Directors of the company have resigned and the Shadow Board have now become the full Board of Six Town Housing.

The Board were asked to approve resolutions 3.1 – 3.7 included in the report regarding company formation.

Recommendation

The Board formally approved resolutions 3.1 – 3.7 included in the report relating to company formation.

7. Management Agreement

A report written by Scott Dorling of Trowers and Hamlin was discussed with the Board. Major changes to the Management Agreement as amended since the last meeting are as follows:

Clause 6: It has been agreed that should there be any dispute between Six Town Housing and the Council regarding the Delivery Plan independent arbitrators will be utilised for resolution.

Clause 57: Decision was as to whether information provided regarding staff transferring was to be warranted or believed to be correct by the Council. Council have now agreed that this information will be warranted.

Clause 65: Termination - the Council have now agreed to the remedial process proposed.

A final meeting of the Joint Negotiating Body will be held on 30th March 2005 at 5.30pm in order to ratify the Management Agreement on behalf of the Board and the Council.

Recommendation

The Board agreed to the final draft of the Management Agreement to go to Joint Negotiating body for final ratification.

8. Management Fee

A report regarding the Management Fee and its composition was circulated to the Board. An amendment to the circulated report is an amendment on page one of the amount of the management fee – this should read £12,242,900.

A separate sum has been set aside to go towards set up costs of £196,100.

The management fee needs to go the Joint Negotiating Body for ratification.

Recommendation

The Board agreed the proposed management fee to go the Joint Negotiating Body meeting for final ratification.

9. Section 27 application

The Board were given a verbal update regarding the progress of the Section 27 application. We have already been asked a number of questions by the ODPM regarding the application, which have been responded to. A further three questions arrived by e-mail on the 15th March with a request for response by the 17th March 2005. These responses are being worked on and will be returned to the ODPM tomorrow. It is hoped that this will then enable the ODPM to officially grant Section 27 approval.

10. Accommodation Update

The Board were given a verbal update regarding the progress on Point Blue – the building in which Six Town Housing will be based. Work on the refurbishment of the building is ongoing and it is anticipated that as an organisation we will be able to move into this accommodation over the final weekend in April. Board members will be kept informed as to progress, and work will be undertaken to inform customers of our proposed move.

Recommendation

Progress regarding accommodation to date was noted and accepted.

11. 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.

12. Board Member Effectiveness

Enlighten gave a presentation to supplement the report already circulated regarding the progress of board member appraisals and competency assessments. A copy of a proposed Board training and development programme was also circulated to the Board.

Recommendation

The Board noted the contents of the report and approved the draft training and development programme for 2005-2006.

13. Staffing Update

A report was circulated to Board along with a verbal update in order to update them regarding various staffing issues. We are now well along the way with recruitment and selection of new staff, and the report contains full details about which posts have now been recruited for.

The Director of Resources post has not yet been appointed to. A revised Person Specification was circulated to the Board for discussion as it was felt necessary to amend this and the advert in order to attract more applicants for the position. Following discussion it was felt relevant to ask that one of the qualifications previously asked for as a desirable criteria become an essential criteria. This could be any one of the three qualifications on the person specification.

As the post has not been filled this will leave a gap in the management team when Six Town Housing goes live in April. Susan is currently in discussions with HQN to try and secure a consultant to work on procurement and capital programme issues. This will be an interim solution until someone is appointed to the post.

14. Any Other Business

It is a requirement to undertake a Tenant Status Survey every three years, and in addition to this we have decided to supplement this request for information with a Tenant Satisfaction Survey to be undertaken annually.

A full copy of the draft report from MORI will be shared with the Board once available. Early results show that this years survey does demonstrate significant changes in the right direction.

A launch event for Six Town Housing is still to be discussed.

A request was made from Performance Action Group for representation from a member of the Board. It was suggested that the membership of all focus/working groups be discussed as part of an overall look at governance arrangements to ensure that the appropriate representation is agreed with channels to feed back information to and from any groups.