



## **Six Town Housing Shadow Board Meeting**

**Wednesday 19<sup>th</sup> January 2005**

**Europa House, Barcroft Street, Bury**

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

#### **PRESENT:**

##### **Shadow Board Members**

John Anderson  
Gill Campbell  
Wilf Davison  
Peter Dawson  
Frank Fenton  
Dorothy Gunther  
Brenda Headley  
Tony Isherwood  
Andy McGiffin  
Zoë Robertson (Vice Chair)  
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)  
Scott Dorling (Trowers and Hamlin)

#### **APOLOGIES:**

Dave Mann  
Sharif Salim  
Terry Spencer  
John Merrick

**1. Minutes of previous meeting**

Agreed as a true record.

**2. Matters arising**

None.

**3. Section 27 application**

**a) Template questionnaire**

Work is still ongoing to finalise the s.27 document for submission to the ODPM at the end of the month. The various documents are going through the political processes, and will be going to full Council on 26.01.05 for ratification.

**Question 19 (page 1)**- this question still needs to be completed once the management agreement has been finalised.

**Question 6 (page 8)** – may be slight amendments to the structure of the SHU which shouldn't affect Six Town Housing. All performance and governance arrangements will remain the same.

**Question 12 (page 15)** – results of the tenant survey are now being included. A second wave of the survey is to be carried out in March after the release of a further two editions of the newsletter.

A copy of the results of the first wave of the survey was distributed to board members for information.

**b) Delivery Plan**

The latest copy of the Delivery Plan (Draft 4) has been taken to the ALMO Implementation Project Board and their comments have now been included.

**Page 8, 2.5.1** – we still need to identify who will be employed to give taxation advice.

**Page 6, 2.2.2** – some amendment has been made here to give more precise information about the use of surpluses.

**Page 11, 2.11** – more information has now been included around staff terms and conditions.

**Page 17, 3.6** – this section has now been updated.

**Page 19** – this table and figures are now up to date.

A stakeholder event including tenants and leaseholders is to be arranged. Decisions need to be made about how work will be

managed and how stakeholders want us to prioritise spending. All Shadow Board members are to be invited to this event.

**c) Management Agreement**

We are now almost decided on the management agreement, although there are still a couple of points which have been raised by the Council that need to be looked at. Once this has been done the documents will be taken back to the Joint Negotiating Body for final agreement.

A schedule of proposed amendments was handed out to Board members for discussion.

**6.6 and 6.12** – regarding representation at meetings. This has still to be finalised with the Council.

**7.5** - STH is required to undertake annual reviews of the service. If we fail to do this and the Council have to bring in a third party then this cost will have to be deducted from the management fee.

**8.1.5** - This is already covered by draft changes in the agreement.

**19.3** – If the Council directs STH to remove a member of staff from the provision of the service, STH must do that. However STH would be accountable to any tribunal etc. New wording has now been drafted to be taken back to the Councils Director of Personnel for approval.

**21.1** – All big contracts are to be let by the Council. However, there may be some smaller contracts which are let by STH. The Council may be able to terminate these contracts by terminating the agreement e.g. any contract for accommodation etc.

**21.9** – no real issue for negotiation.

**28** – the council wishes to insert a number of clauses which document more formally STH's responsibilities regarding Health and safety.

**31.9** – no longer an issue – this has now been agreed.

**56.1** – This is an important issue regarding the TUPE list. The option available is whether the information from the Council is warranted or believed to be correct. The Council wanted to choose believe as the option, but this is due to a misunderstanding regarding the timing of the TUPE schedule. This has still to be agreed.

**56.10** – we need to ensure that we make clear that this is only significant variations in numbers, significant variations in grading etc.

**58** – This is a commitment to recognise the Trade Unions that are currently recognised by the Council.

**65** – This is the clause regarding the termination of the management agreement. It has been changed since the agreement at JNB. Some discussion has taken place and we are waiting for Jayne Hammond to come back on this.

There was some discussion around the application for ASBO's by Six Town Housing and an e-mail was passed to board members for information. As all the Board are interested in this subject it was suggested that Dave Walsh attend a future Shadow Board meeting to explain the current procedures and the vision and plans for the future.

**d) Management Fee**

A briefing note was issued to the Board for information, and explained by Chris. This note has been taken to the Joint Negotiating Body, and we are now waiting for comments from the Director of Finance and E-Government. All costs are to be met from existing resources.

**Recommendation**

**Progress of the s.27 application to date was noted and accepted.**

**4. Tenant and Resident Participation Framework**

This agenda item follows on from discussions at the last Board meeting regarding the clarification of tenant/leaseholder participation mapping regarding decision making processes.

The report issued details the current position and what the Inspectorate will be looking at through the Key Lines of Enquiry (KLOEs).

Copies of the Tenant Participation Strategy can be distributed to Board Members on request.

The report shows that the percentage of tenants satisfied with their opportunity to participate has increased over the last couple of years and Bury is now in the top quartile. We are on target for all Service Improvement Plan requirements. The report also picks out strengths and weaknesses from the HQN inspection.

Appendix 1 details how we engage, what the role of engagement is etc.

An amended version of Appendix 2 was distributed. Discussions still need to be held about how the six tenant and leaseholder representatives are to be selected for the Landlord Issues Advisory Group. This needs to be done in consultation with TRACC.

The matrix at the back of the document explains the methods of consultation that are to be used in each service area and who will be the lead officer.

### **Recommendation**

**The Shadow Board noted the latest position regarding the Tenant and Resident Participation Framework.**

## **5. Staffing Structures**

This report summarises the final version of the structure which went to Executive for approval. The Council had to approve the staffing structure as Six Town Housing has not yet gone live. This staffing structure will also form part of the management fee negotiations.

A current draft copy of the TUPE list (excluding staff names) was also distributed to the Board for information.

We are hoping to recruit to all the new posts as quickly as possible, and would like to involve Board Members in the recruitment and selection of some posts, in particular the Board Governance and Performance Manager and the Director of Resources.

Board Governance and Performance Manager – agreed that panel will include John Smith as Chair of the Board plus Frank and Andy.

Director of Resources – John Anderson nominated as one of the panel members plus one other Board member – Brenda.

A recommendation was made that as the Director of Resources was a senior position another Board member should be involved in the recruitment and selection process. This was agreed and Wilf was nominated.

### **Recommendation**

- a) The final version of the staffing structure was noted and accepted.**
- b) The representation on panels for recruitment and selection of the Board Governance and Performance Manager and the Director of Resources was agreed.**

6. Project Plan

Any amendments made to the project plan since the last meeting are made in blue ink. The ALMO Project Team has now been complemented by Nigel Hunt, a fully qualified accountant who will be employed for two days a week and will concentrate on financial and company issues.

**Recommendation**

**The revised Project Plan was noted and accepted.**

7. Any Other Business

A copy of an article from this weeks Housing Today was circulated to board Members for information.

The meeting closed at 7.15pm

**Next Shadow Board Meeting  
16<sup>th</sup> February 2005 at Europa House at 5pm**