



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

**Wednesday 27<sup>th</sup> October 2004**

**Europa House, Barcroft Street, Bury**

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

#### **PRESENT:**

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

John Anderson  
Gill Campbell  
Peter Dawson  
Frank Fenton  
Brenda Headley  
Dave Mann  
Andy McGiffin  
Sharif Salim  
Gordon Smith  
John Smith (Chair)  
Terry Spencer  
Phil Weatherby

##### **Officers**

Chris Gibbins (ALMO Co-ordinator)  
Vicki Haslam (ALMO Project Officer)  
Martin Hall (Head of Architectural Services) ITEMS 1- 4 ONLY

#### **APOLOGIES:**

Dorothy Gunther  
Tony Isherwood  
Zoë Robertson  
John Stewart  
Susan Jordan (Chief Executive Designate)  
John Merrick (Head of Tenant Services)  
Paul Schofield Government Office North West

**1. Minutes of previous meeting**

The previous minutes were agreed as a true record.

**2. Matters Arising**

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The meeting of the ALMO Implementation Project Board to be held on 25.10.04 was postponed until 09.11.04 so no further update is possible yet.

**Item 7**

Amendments to be brought to the next Shadow Board meeting as it is anticipated that Trowers/Hamlin will be in attendance.

**Item 9**

A TUPE list has been drafted but the staffing structure still needs to be agreed by Executive on 10.12.04. It will be impossible to finalise the TUPE list until March 2005, just prior to the Organisation going live on the 1<sup>st</sup> April 2005.

**Any Other Business**

Clarification was sought regarding the agreement for internet payments. The expenses policy authorises Board Members to claim up to £16.00 per month towards internet costs at their own discretion.

**3. Progress of the Repairs and Maintenance Development Group**

A presentation was made to the Shadow Board by Martin Hall, Head of Architectural Services to update them on the progress of the repairs and maintenance development group.

**4. Update on Partnering**

Concerns have been voiced about a number of issues surrounding the Capital Partnering Project with Connaughts. There have been problems with communication between the core group and the sub groups, although it is felt that these can be addressed by the better structuring of the timetable. It is recognised that this pilot scheme was set up to ensure that problems like this could be ironed out in the early stages, but emphasis needs to be placed on the fact that this is a four year plan not just the two projects currently underway.

**A formal request was made by the Shadow Board that a project plan be produced for the Capital Partnering Project with details of all key milestones.**

## **5. Committee Structures**

A report was brought to Shadow Board expanding on the detail of a previous report brought to Board in August 2004. It is hoped that the committees can be established and operational by January 2005 to ensure a run in period before the ALMO goes live in April 2005. The Terms of Reference enclosed in the report are draft only, and it is recognised that committees may choose to change these once established.

The Operation and Resources and Performance Committees will now meet every 6 weeks instead of quarterly in response to requests made by Shadow Board members at previous meetings.

Each group will determine its own times and dates for meeting but these will need to fit in with the timetable for the main board.

A further report will be brought to a future meeting of the Board with details of the required scheme of delegation.

The Chair of the Board will only sit on one committee, which will not include the Operations, Resources and Performance or Audit and Standards committees. Every other Board member will sit on two committees, one of which must be either the Operations or the Resources and Performance committee.

At the next training session on the 10<sup>th</sup> November 2004, each Board member has been asked to do a five minute presentation regarding their own personal skills and expertise. This could then help to determine who will be most suitable for which committee.

### **Recommendations**

- (a) The Shadow Board approved in principle the Terms of Reference for committees attached to the report.**
- (b) The membership of each committee to be agreed following the Board training session on the 11.10.04, taking into account Board Member preferences.**
- (c) Reports be brought back to the Board for consideration of the outstanding issues outlined in the report.**

## **6. Change Management Strategy**

The Shadow Board were advised of the Change Management Strategy currently in place which was submitted with the original ALMO bid. Included in the original strategy was a "What Next?" section which detailed the need for the Shadow Board to play a full part in the development of a further Change Management

Strategy. This work will be picked up in a future training session of the Board.

**Recommendation**

**The Shadow Board noted the current position regarding the Change Management Strategy.**

**7. Accommodation**

A report was brought to the Shadow Board with an update of progress regarding the search for accommodation for Six Town Housing. Several options are still being investigated and should any potential buildings become available site visits will be arranged for any interested Board members.

**Recommendation**

**The Shadow Board noted the latest position.**

**8. Project Plan**

The latest version of the project plan was presented to the Shadow Board with amendments shown in blue text to highlight them.

**Recommendation**

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

**9. Board and Board Member Effectiveness**

The Board were presented with a report detailing the desire to further develop the training programme and to ensure that the best value for money is being obtained from the training budget.

It is planned to develop an individual training plan for each member of the Board, which will be regularly reviewed and updated. It is also intended to introduce an Annual Board Performance and Competency Plan.

**Recommendations**

- (a) The Shadow Board approved the introduction of performance and competency assessments.**
- (b) The Shadow Board agreed to sign up for annual appraisals.**
- (c) The Shadow Board approved the appointment of Enlighten as external consultants to be engaged for this project.**

**10. Any Other Business**

A timetable of meetings over the next twelve months was issued to the Shadow Board for information.

Members were invited to look at the display board to be used at the tenants' conference on the 2<sup>nd</sup> November 2004 giving information about Six Town Housing and its Board members.

The Meeting closed at 6.50pm

**Next Shadow Board Meeting  
24<sup>th</sup> November 2004 at Europa House  
5pm start**