



BLACKPOOL COASTAL HOUSING LIMITED

**MINUTES OF THE BOARD MEETING
HELD ON WEDNESDAY 8th JUNE 2011 AT 6.00PM
IN THE BOARD ROOM AT COASTAL HOUSE**

PRESENT:

Diane Bellinger
 Cllr Lily Henderson
 Cllr Adrian Hutton
 Alan Marsh
 Judith Mills
 Bill Rogers
 Cllr Andrew Stansfield
 Janet Stirling
 Alison Stringer
 Paul Whitehead
 Doreen Wightman (Chair)
 Cllr Christine Wright

IN ATTENDANCE:

Peter Jefferson (Chief Executive)
 Cyril Holland (Director of Property Services)
 Neil Jack (Director of Finance & Resources)
 Peter Whittaker (Company Secretary)
 Sam Fowler (Personal Assistant) - Minutes

PART A – OPEN SESSION

1.	<p><u>Apologies</u></p> <p>Cllr Martin Mitchell, Maggie Cornall</p>
2.	<p><u>Governance Matters</u></p> <p>Peter Whittaker presented the report to inform the Board of changes in its membership as a result of the outcome of the recently held local elections and to highlight the governance implications of those changes.</p> <p>Doreen Wightman, as Chair, welcomed the new Directors and introduced them to the Board.</p> <p>Board Committee membership proposals were circulated and it was explained that, whilst Council Nominee preferences had been taken into account, the appointments were based on ensuring that skills, knowledge and experience were balanced across the two Committees.</p> <p><u>Agreed That:</u></p> <p>A. The changes in Board membership be noted and the Directors welcomed. B. The appointment of Council Nominee Directors to Board Committees be approved.</p>



3.	<p><u>Declarations of Interest</u></p> <p>None</p>
4.	<p><u>Previous Board Meetings</u></p> <p>4A. <u>Minutes of Meeting 15th February 2011</u></p> <p><u>Agreed:</u> That the minutes be approved as a true record.</p> <p>4B. <u>Note of Meeting 15th March 2011</u></p> <p><u>Agreed:</u> That the note be approved as a true record.</p>
5.	<p><u>Matters Arising</u></p> <p>5A. <u>Minutes of Meeting 15th February 2011</u></p> <p><u>Item 6C - Board & Committee Meeting Attendance Report</u></p> <p>Doreen Wightman explained that, as a result of the recent changes in Board membership, it had not been possible to compile this report in the usual way. Peter Whittaker confirmed that attendance reporting will commence from this cycle onwards and will be reported on quarterly as previously agreed by the Board.</p> <p>5B. <u>Note of Meeting 15th March 2011</u></p> <p>None</p>
6.	<p><u>2011-12 BCH Budget Update</u></p> <p>Neil Jack presented the report to inform the Board of the latest position with regard to the BCH Budget for 2011/12.</p> <p>In response to questions:</p> <p>Neil Jack stated that the restructure of the Supported Housing Service, including the necessary redundancies and retirements had been completed. He explained, however, that the restructuring of the Property Services, Housing Services and Finance & Resources Directorates would be addressed over the coming months.</p> <p>Cyril Holland confirmed that consultations about the review of the Property Maintenance service had taken place. The Unions had accepted the need for modernisation based on the need to provide an effective and economical and financially viable service.</p> <p><u>Agreed:</u> That the report be noted.</p>



7.	<p><u>2011-12 Housing Revenue Account Rent Report</u></p> <p>Neil Jack presented the report describing the decisions taken by Blackpool Council in setting rents and service charges for 2011/12.</p> <p>Comment was made that the report did not make clear the fact that the setting of rents and charges was a matter for the Council, and not BCH, to decide and that the Board's request for a higher increase to provide funding for improved customer service appeared not to have been considered. Neil Jack explained that the proposal was made in discussion with the Council's Officers but it had not been included in their report to the Council's Executive. Peter Jefferson agreed to make the Council aware of the Board's views and to ask that in future they be fully reported to allow full consideration when decisions lie with the Council.</p> <p>In response to a question about how it could be established that tenants get value for money to justify increases in service charges Neil Jack confirmed that charges cover management services actually delivered. Tenants are not charged for anything else, they receive regular information about the services and are consulted on changes to service levels and charges.</p> <p><u>Agreed:</u> That the report be noted</p>
8.	<p><u>Decent Homes Backlog Funding Allocation</u></p> <p>Cyril Holland presented the report to inform the Board of the outcome of the bid to reinstate Decent Homes funding.</p> <p>In response to questions he:</p> <ul style="list-style-type: none">A. Confirmed that information about the properties that cannot now be made decent by comparison with the original plans would be available at the end of the year and explained that an initial six month programme had been agreed with the Council.B. Acknowledged that issues did arise about the treatment of their home by some tenants and confirmed that a review of stock condition data is currently taking place. <p><u>Agreed:</u> That the Decent Homes funding allocation for 2011-2015 be noted.</p>
9.	<p><u>Reform of Council Housing Finance</u></p> <p>Neil Jack presented the report which provided information to allow the Board to consider the Government's proposals for the reform of council housing finance.</p> <p><u>Agreed:</u> That the report be noted.</p>



10.	<p><u>Financial Performance</u></p>
10A.	<p><u>2010-11 Q4 (Full Year) BCH Budget Monitoring Report</u></p> <p>Neil Jack presented the report to allow the Board to consider the BCH financial position as at the year end on 31 March 2011. He explained that the figures should be taken as a draft statement of the position pending the completion of the annual external audit.</p> <p>The two major points to note were:</p> <ul style="list-style-type: none"> A. The 2010-11 year end position showed an in year surplus of £338,000 compared to a budgeted deficit of £129,000. B. Balances were projected to be £1,672,000 as at 31st March 2011. <p><u>Agreed:</u> That the report be noted.</p>
10B.	<p><u>2010-11 Q4 (Full Year) HRA Budget Monitoring Report</u></p> <p>Neil Jack presented the report to inform the Board of the draft financial position for the Council's Housing Revenue Account as at 31st March 2011.</p> <p>The two major points to note were:</p> <ul style="list-style-type: none"> A. The 2010-11 year end position showed an in year surplus of £224,000, compared to a budgeted surplus of £77,000. B. Balances were projected to be £1,574,000 as at 31st March 2011. <p><u>Agreed:</u> That the report be noted.</p>
11.	<p><u>Operational Performance</u></p>
11A.	<p><u>2010-11 Q4 (Full Year) Operational Performance Report</u></p> <p>Peter Jefferson presented the report and outlined how BCH reports its performance.</p> <p>In response to favourable comment on the reduction in sickness levels, resulting in BCH performance being in the upper quartile, Neil Jack stated that managers had undertaken a large amount of work to manage sickness.</p> <p><u>Agreed That:</u></p> <ul style="list-style-type: none"> A. The 2010-11 Operational Performance Report be noted B. Sickness management performance was particularly noteworthy.
11B.	<p><u>2010-11 Q4 (Full Year) Decent Homes Progress Report</u></p> <p>Cyril Holland presented the report to inform the Board of Decent Homes Programme progress in 2010-11 and also the development of Year 4 Decent Homes Programme.</p> <p><u>Agreed:</u> That the report be noted.</p>



12.	<p><u>2011-12 BCH Delivery Plan</u></p> <p>Peter Whittaker presented the report and asked the Board to approve the draft 2011-12 BCH Delivery Plan for stakeholder consultation.</p> <p><u>Agreed:</u> That the draft 2011-12 Delivery Plan be approved for the purposes of formal consultation.</p>
13.	<p><u>New Council House Building</u></p> <p>Peter Jefferson presented the report outlining the basis of the Council's bid that had been made to the Homes & Communities Agency (HCA) under the Affordable Rent Programme.</p> <p><u>Agreed:</u> That the report be noted.</p>
14.	<p><u>Minutes of Committees and Matters Arising</u></p> <p>14A. <u>Service Delivery (SDC)</u></p> <p><u>1st March 2011</u></p> <p><u>Agreed That:</u></p> <ul style="list-style-type: none"> A. The minutes be accepted. B. The Committee's recommendations in respect of the following be approved. <ul style="list-style-type: none"> 1. Terms of reference for the Committee 2. Repair & Maintenance Strategy 3. Former Tenant Arrears Policy 4. Financial Inclusion Policy <p><u>12th April 2011</u></p> <p><u>Agreed:</u> That the minutes be accepted.</p> <p>14B. <u>Finance, Audit & Corporate Services (FACS)</u></p> <p><u>9th March 2011</u></p> <p><u>Agreed That:</u></p> <ul style="list-style-type: none"> A. The minutes be accepted. B. The Committee's recommendations in respect of the following be approved. <ul style="list-style-type: none"> 1. Terms of Reference for the Committee 2. External Auditors' remuneration for 2011-12 <p><u>27th April 2011</u></p> <p><u>Agreed That:</u></p> <ul style="list-style-type: none"> 1. The minutes be accepted. 2. The Committee's recommendation in respect of the Tenant Project Fund be approved.



15.	<p><u>Any Other Business</u></p> <p><u>Equality & Diversity Training</u></p> <p>Doreen Wightman explained the need for all Board Members to complete the online Equality & Diversity training course. She also stated that if anyone had undertaken Equality & Diversity training previously and could provide evidence of successful completion that would be acceptable.</p> <p><u>Agreed:</u> That all Directors who had not already done so should complete the online Equality & Diversity training course</p>
16.	<p><u>Date and Time of Next Meeting</u></p> <p>The next meeting will take place on Wednesday 27th July 2011 at Coastal House.</p>
	<p><u>The Meeting Closed at 7.50pm.</u></p>