



BLACKPOOL COASTAL HOUSING LIMITED

**MINUTES OF THE FINANCE, AUDIT AND CORPORATE SERVICES COMMITTEE
HELD ON WEDNESDAY 16th NOVEMBER 2011 AT 6.00PM
IN THE BOARDROOM AT COASTAL HOUSE**

Present:

Cllr Adrian Hutton
Cllr Martin Mitchell
Bill Rogers
Cllr Andrew Stansfield
Paul Whitehead (Chair)

In Attendance

Cyril Holland (Director of Property Services)
Maggie Cornall (Director of Housing Services)
Claire Smith (HR Manager)
Sam Fowler (PA – minutes)

COMMITTEE RECOMMENDATIONS REQUIRING BOARD APPROVAL

No recommendations requiring approval

ITEM	
1.	<p>Apologies Diane Bellinger, Janet Stirling</p>
2.	<p>Declarations of Interest There were no declarations of interest.</p>
3.	<p>Minutes of Previous Meeting & Matters Arising There were no matters arising.</p> <p><u>Agreed</u> That the minutes be agreed as a true record.</p>
4.	<p>Redundancy Update Claire Smith presented the report which gave the Committee an update on redundancies, restructures and consultations from April 2011 to date.</p> <p>A member of the Committee asked who was now covering the Equality & Diversity role and Claire Smith confirmed that this is being picked up by individual Managers and we are also linked closely with the Council.</p> <p>The question was also asked as to whether the redundancies of the two plumbers had affected the workload or were they surplus to requirements. Cyril Holland stated that BCH has moved to a more multi-skilled approach which has enabled the plumbing work to be absorbed into the work of the joiners.</p> <p>A member of the Committee asked whether any advice had been received regarding the Employment Tribunal. Claire Smith confirmed that that the response is currently being</p>



	<p>prepared and BCH are comfortable to go to Tribunal without settling in advance.</p> <p><u>Agreed</u> That the report be noted.</p>
5.	<p>Attendance Management Update</p> <p>Claire Smith presented the report which asked the Committee to review attendance management within BCH in the first two quarters of 2011/12 and also outlined the actions being taken to reduce levels of sickness absence.</p> <p>A question was raised relating to staff suffering from stress and asked how we identify this. Claire Smith stated that the reason for sickness is determined from the sick note and if work related stress is highlighted support is put in place.</p> <p>A member of the Committee stated that as the target for the year was 8% and BCH are already hitting the target, this could be an issue as the worst months in terms of sickness are to come which will probably mean the target will be exceeded.</p> <p><u>Agreed</u> That the report be noted.</p>
6.	<p>Core Financial Controls Compliance Testing – Housing Rents 2011/2012 Quarter 1</p> <p>Cyril Holland presented the report which asked the Committee to note the findings from the Core Financial Controls Compliance Testing of Housing Rents for Q1 for 2011/12.</p> <p>There were no comments made.</p> <p><u>Agreed</u> That the report be noted.</p>
7.	<p>Health & Safety Update</p> <p>Cyril Holland presented the report which asked the Committee to consider the report on BCH's Health & Safety activities for the period April-September 2011.</p> <p>A question was raised regarding whether alerts are placed on the Orchard system to warn staff of customers that could be a potential risk. Cyril Holland confirmed that red flags are put onto the system.</p> <p><u>Agreed</u> The report be accepted.</p>
8.	<p>ICT Update</p> <p>Maggie Cornall gave a verbal update on ICT issues.</p> <p>Maggie confirmed that ASB module went live on 1st November 2011 which seems to working well although there have been a few teething problems which have been rectified.</p> <p>The Right to Buy module has been delayed but this issue causing the delay has now been rectified and a new 'go live' date is imminent.</p>
9.	<p>Data Protection Breach Update</p> <p>Cyril Holland gave a verbal update on the Data Protection breach and confirmed that all actions required have been taken.</p> <p>Cyril also confirmed that all of recommendations made by Internal Audit are nearly complete and there has been no contact from the Information Commissioner regarding the breach.</p>



10.	Any Other Business None raised.
11.	Date of Next Meeting Monday 16 th January 2012 at 6pm at Coastal House
12.	The meeting closed at 6.50pm