

BLACKPOOL COASTAL HOUSING LIMITED

**MINUTES OF THE BOARD MEETING
HELD ON WEDNESDAY 30th APRIL 2008
AT 6.00PM, PROGRESS HOUSE**

PRESENT:

Irene Bishop
Tim Cox
Gwen King
Alan Marsh
Bill Rogers
Doreen Wightman (Chair)
Alison Stringer
Jim Houldsworth
Joan Greenhalgh
Diane Bellinger
Carol Hall

IN ATTENDANCE:

Peter Jefferson
Cyril Holland
Peter Whittaker
Maggie Cornall

Peter Cross – Independent Consultant

	PART A – OPEN MEETING – 30TH APRIL 2008
1.	Apologies Mick Buchanan, Simon Blackburn, Ron Bell, Neil Jack
2.	Declarations of Interest Gwen King declared an interest arising from her involvement in exploring the creation of a Tenant Management Organisation at Queens Park and then resigned from the Board in consequence. Doreen Wightman expressed the Board's thanks to Gwen for her input as a Non-Executive Director of BCH. Gwen then left the meeting.
3.	Minutes of Meeting 12th March 2008 Agreed That the minutes be accepted as a true record.
4.	Matters Arising Item 14 Organisational Development and Staffing Structures Alan Marsh asked if the overall staffing structure had yet been finalised because it had not so far been distributed to the Board. Peter Jefferson explained that discussions with the Unions were still in hand on some points and that, whilst the resultant structure should meet the immediately foreseeable needs of BCH, there may well be a need for future adjustment as the organisation and range of work it undertakes develops. Agreed That the latest current position be reported to the next HR Sub-Committee.

5. Minutes of Sub-Committees & Matters Arising

A Human Resources Sub-Committee – 3rd April 2008

In the absence of a Chair as a result of Gwen King's resignation, Doreen Wightman stated that updates had been given by Claire Smith in relation to the Training Plan, Structures and Recruitment.

Agreed

That the minutes be accepted as a true record.

B Operations Sub-Committee – 8th April 2008

In Mick Buchanan's absence as the Sub-Committee Chair, Maggie Cornall stated that the Homestop team plan had been presented at the meeting and a demonstration of the Abitras system used to undertake the Choice Based Lettings service had been given. Maggie also offered further demonstrations of systems to other Board members if required.

Agreed

That the minutes be accepted as a true record.

C Finance & Audit Sub-Committee – 9th April 2008

In the absence of a current Chair of the Sub-Committee, Diane Bellinger stated that the Internal and External Auditors had been present and the external audit plan had been approved.

Agreed

That:

- A. The minutes be accepted as a true record.
- B. The internal and external audit plans be circulated to the Board. Electronic copies to be sent to all except for Alan Marsh, Alison Stringer, Irene Bishop and Joan Greenhalgh who requested paper copies.

D

Asset Management Sub-Committee – 15th April 2008

The Sub-Committee Chair, Alan Marsh, stated that the Planned Maintenance team plan had been presented at the meeting.

Cyril Holland confirmed that the contractors will be in place within the next 2-3 weeks. Jim Houldsworth asked whether we would continue with the planned maintenance as well as the decent homes programme and whether we would meet targets. Cyril Holland confirmed that the Phase 1 works were planned to start in June 2008 and to be completed by the target date of March 2009.

Irene Bishop asked how heating systems would be replaced in properties. Cyril Holland stated it will be partly dependent on the property type but consultation will take place with tenants affected by the works.

Agreed

That the minutes be accepted as true record

<p>6.</p>	<p>Recruitment of Customer & Independent Directors</p> <p>Peter Whittaker presented the report, the purpose of which was to determine the manner in which replacement Directors are to be recruited following rotational retirement in accordance with the Memorandum & Articles of Association. At the AGM on 12th March 2008, four Directors were chosen by the drawing of lots to retire at the next AGM in October 2008. The Independent Directors were Mick Buchanan and Philip Helm and the Customer Directors were Alison Stringer and Bill Rogers.</p> <p>Philip Helm had subsequently submitted his formal immediate resignation from the Board due to work commitments and it was noted that a Customer Director vacancy had now been created as a result of Gwen King's resignation.</p> <p>Agreed That:</p> <ul style="list-style-type: none"> A. The Board will work with the 13 Directors now in post until new Directors are appointed at the AGM in October 2008. B. Should he wish to continue as a Director following his rotational retirement, Mick Buchanan be re-appointed at the AGM in October 2008 C. One new Independent Director be recruited to join the Board in October 2008. D. The Directorship vacancy created by Gwen King's resignation be taken as one of the two required Customer Director rotational retirements. E. A re-drawing of lots as between Alison Stringer and Bill Rogers will take place to determine which of them should still retire under the rotational arrangements. F. The drawing of lots having been made, Alison Stringer will stand for re-election in October 2008. G. The rotational retirement policy be reviewed to ensure consistency in future years.
<p>7.</p>	<p>Performance Management 2007-08</p> <p>Peter Jefferson commented on the performance information presented in the Balanced Scorecard.</p> <p>He confirmed that the sickness targets are being reviewed by the HR Sub-Committee and that new sickness management procedures have been implemented. Jim Houldsworth asked whether there were any staff incentives with regard to sickness and it was explained that this is currently being investigated but the issues is not straightforward as such an approach may be classed as discrimination towards people with disabilities. Diane Bellinger asked that sickness levels reported in the Balanced Scorecard be compared with ALMO Upper Quartile figures.</p> <p>He suggested that it would be helpful for Sub-Committees to review how useful they find the current set of PIs to be and that they consider how performance reporting could be develop accordingly. It was noted that target-setting needs to be more sophisticated and that there needs to be a clear definition between aspirations and targets.</p> <p>Agreed That Sub-Committees review both data requirements and targets for their area.</p>
<p>8.</p>	<p>BCH Business Plan 2008 to 2013</p> <p>Peter Jefferson confirmed that the Business Plan had been revised in the light of comments made at the Sub-Committee presentations and explained that the Board was now being asked to approve it as a consultation draft. If approved in that manner it will be presented to the Client, to the Tenant Liaison Forum (TLF) at a workshop held for that purpose and to staff through a series of Awareness Sessions.</p>

	<p>The following comments and requests were made:</p> <ul style="list-style-type: none"> • Alan Marsh asked that the financial information on page 23 be checked to clarify its presentation in respect of the use of brackets and to ensure its full accuracy. • Tim Cox asked that the document version/issue number be stated on each page and that the SWOT analysis results be ordered in a more coherent way. • Carol Hall asked that references to “Aids & Adaptations” be re-worded as “Equipment & Adaptations” because that is the now generally accepted terminology. <p>Agreed That:</p> <ol style="list-style-type: none"> A. Cyril Holland discuss with the Council the possible renaming of “Aids & Adaptations” as the Business Plan wording reflects their current terminology. B. The Business Plan be approved as a draft for consultation once the amendments identified at this meeting have been made.
<p>9.</p>	<p>Decent Homes Programme 2008-09</p> <p>Cyril Holland presented the report on Year One of the Decent Homes Programme. He advised the Board of the programme content and cost and asked for approval for the 2008-09 Capital Works budget as summarised within it. The total resources available for the 2008-09 Planned Capital Works are £15,000,000, including £4,000,000 of Major Repair Allowance (MRA) Capital Funding. He explained that the programmes for Years Two to Five were being developed and will be brought to the Board as soon as practical.</p> <p>Diane Bellinger stated that the programme should be well publicised for the information of tenants and other stakeholders both now at the start and throughout the programme.</p> <p>The Board expressed its thanks to Cyril Holland and his team for their hard work.</p> <p>Agreed That the proposals and budget for Year One (2008-09) of the Decent Homes Programme be approved.</p>
<p>10.</p>	<p>Any other business</p> <p>Tenant Conference – Jim Houldsworth congratulated BCH on the success of the Tenant Conference.</p> <p>Agreed That Peter Jefferson should convey the thanks of Doreen Wightman and all the Board to all the staff involved in the conference.</p>
<p>11.</p>	<p>Date and Time of Next Meeting</p> <p>The next meeting will take place on Wednesday 11th June 2008 at 6.00pm in Conference Room 1 at Progress House.</p>
	<p>The meeting closed at 8.30pm.</p>