



## **BLACKPOOL COASTAL HOUSING**

### **MINUTES OF THE SHADOW BOARD MEETING HELD ON WEDNESDAY 23<sup>RD</sup> AUGUST 2006 AT 6.00pm, PROGRESS HOUSE**

#### **PRESENT:**

##### **Non-Executive Directors - Independent**

Ron Bell JP  
Michael Buchanan  
Iris Oldham  
Alan Marsh

##### **Council Nominee Directors**

Cllr Kathryn Benson  
Cllr Lily Henderson MBE  
Cllr Jim Houldsworth  
Cllr Kath Rowson

##### **Tenant Directors**

Irene Bishop  
Gwen King  
Bill Rogers  
Alison Stringer

##### **Leaseholder Director**

Doreen Wightman

#### **IN ATTENDANCE:**

|                 |                                     |
|-----------------|-------------------------------------|
| Peter Jefferson | General Manager Designate           |
| Maggie Cornall  | Head of Housing Services Designate  |
| Cyril Holland   | Head of Property Services Designate |
| Neil Jack       | Head of Finance Designate           |
| Peter Whittaker | Company Secretary Designate         |

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| Peter Cross | Independent Consultant |
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|          | <b>PART A – OPEN MEETING</b>   |
| <b>1</b> | <b>Apologies</b><br><br>Apologies were received from Pat Corless and Cllr Carr.  |
| <b>2</b> | <b>Declarations of Interest</b><br><br>There were no items of interest declared.   |
| <b>3</b> | <b>Minutes of the Meeting of 9<sup>th</sup> August 2006</b><br><br>The minutes were agreed as a true record.   |
| <b>4</b> | <b>Matters Arising</b>   |
| <b>A</b> | Item 4A - Trowers & Hamblins have been asked to provide their written opinion on the potential for a conflict of interest arising when a tenant Director is also a member of the Tenant Liaison Forum in sufficient time for it to be reported to the next Board meeting on Wednesday 6 <sup>th</sup> September 2006.  |
| <b>B</b> | Item 4B - Neil Jack reported that he had discussed the question of insurances for BCH with the Council's Insurance Section and, in common with other ALMOs from whom advice had also been obtained, the best and best value way forward was for BCH to "join on" to the Council's policies. He also reported that the means of arranging indemnity insurance for Directors had been identified and that this would now be put in hand.   |
| <b>C</b> | Item 10 - Mike Gaskell from Trowers & Hamblins had met with the Council's Legal Advisors to make progress on finalising the Management Agreement and it may be possible for it to be presented for approval at the meeting of 20 <sup>th</sup> September 2006.   |
| <b>D</b> | Item 11 - Peter Jefferson thanked everyone who had been involved in the organisation of the Partnering Open Day. It was noted that feedback from the day would be analysed and then circulated for information.  |
| <b>E</b> | Peter Jefferson commented on the issue of Risk Management that had been raised at the previous meeting and explained that a formal risk log is in place. This is integral to the Council's risk assessment and management process that had been set up as part of the ALMO creation and development procedure. It was agreed that a workshop for Directors would be set up to develop the risk management process along with training on the current Council approach. Directors wishing to attend the session were asked to notify Peter Whittaker. |



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| <p><b>5</b></p> <p><b>A</b></p> <p><b>B</b></p> | <p><b>Employment Issues</b></p> <p>Peter Cross presented a report on a range of Employment statistics and issues for BCH, copies of which were distributed.</p> <p><b>Agreed</b></p> <p>That the report be noted and that in respect of the statistical elements the following amendments be made to its presentational style for future use:</p> <ol style="list-style-type: none"> <li>1. Bullet points and tables rather than graphs be used where appropriate</li> <li>2. Percentages be shown as well as totals.</li> <li>3. Staff grades and pay scales be shown in post title and money terms.</li> <li>4. The age profile of staff to continue to be shown as a graph</li> <li>5. Details of staff turnover be provided.</li> <li>6. Sickness absence be measured in percentage rather than days per “FTE” terms</li> <li>7. Ethnic origin and disability information be provided</li> <li>8. Information from comparable organisations be obtained if possible.</li> </ol> <p>That BCH should adhere to the provisions of the National Pay Award for Local Government staff for at least the first two years of operation.</p> |
| <p><b>6</b></p> <p><b>A</b></p> <p><b>B</b></p> | <p><b>Any Other Business</b></p> <p><b>Internet Domain Name</b> - It was reported that Blackpool Coastal Housing had secured the use of the domain name BCH.co.uk for its website and email addresses.</p> <p><b>Agreed</b></p> <p>That Directors can have a BCH email addresses if they wish and that these will be set up as <u>Forename.Surname@BCH.co.uk</u> and that Council Nominee Directors will retain their existing Council email addresses</p> <p><b>Format Of Reports</b> – Cllr Houldsworth asked that Board reports should begin with a précis of their content, ideally bullet-pointed, in order to maximise ease of reading.</p> <p><b>Agreed</b></p> <p>That this be done and that reports be made as short as practicable without detracting from their clarity or the volume of relevant information within them</p>  |
| <p><b>7</b></p>                                 | <p><b>The Meeting Closed at 7.05pm</b></p>  |
| <p><b>8</b></p>                                 | <p><b>Date and Time of the Next Meeting</b></p> <p>Wednesday 6<sup>th</sup> September 2006, at 6.00pm Progress House.</p>   |