



BLACKPOOL COASTAL HOUSING

MINUTES OF THE SHADOW BOARD MEETING HELD ON WEDNESDAY 6TH SEPTEMBER 2006 AT 6.00pm, PROGRESS HOUSE

PRESENT:

Non-Executive Directors - Independent

Ron Bell JP
Michael Buchanan
Pat Corless
Alan Marsh

Council Nominee Directors

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

Tenant Directors

Irene Bishop
Gwen King

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
Tony Huff	Independent Consultant (Housing Quality Network)
Peter Cross	Independent Consultant (3E's)



	PART A – OPEN MEETING
1	<p>Apologies</p> <p>Apologies were received from Iris Oldham, Cllr Carr, Bill Rogers, Alison Stringer, and Doreen Wightman</p>
2	<p>Declarations of Interest</p> <p>There were no items of interest declared.</p>
3	<p>Minutes of the Meeting of 23rd August 2006</p> <p>The minutes were agreed as a true record.</p>
4	<p>Matters Arising</p> <p>A Item 4A - Trowers & Hamlins had provided their written opinion on the potential for a conflict of interest arising when a Tenant Director of BCH is also a member of the Tenant Liaison Forum. The letter made clear their view that such conflict is only likely to arise when a BCH Director is also an Officer of the TLF, as opposed to being simply a member of it. Peter Jefferson reported that, following discussion with her, Doreen Wightman had decided on the basis of this advice to resign from her position as Vice-Chair of TLF in order to maintain her position as a BCH Director.</p> <p>Arising from the discussion Cllr Jim Houldsworth asked if a timetable for appointing a Chair and Vice-Chair of the Board had yet been identified. Peter Jefferson explained that, in view of DCLG delays in dealing with ALMO bids, it now seemed likely that BCH would not be able to formally assume its management responsibilities before 1st November and that it is intended that the Chair and Vice-Chair should be in office by then. He explained that a report on the method of electing Board Officers would be brought to a future meeting.</p> <p>B Item 4C – Alan Marsh asked if it was still likely that the Board would be able to discuss the Management Agreement at the next meeting on 20th September. Peter Jefferson indicated that, depending upon the progress of negotiations, it should still be possible</p> <p>C Item 4E - Peter Jefferson reported that he had spoken to the Council's Head of Risk Management, who would now arrange a training session on this topic. He added that a separate session on the development and use of an internal risk log would also be arranged. Ron Bell, Pat Corless, Iris Oldham, Bill Rogers, Doreen Wightman and Cllrs Kath Benson and Lily Henderson stated that they wished to attend the sessions. Any other Directors wishing to attend were asked to notify Peter Whittaker.</p> <p>D Item 5 – Arising from the issue of comparable organisation benchmarking Peter Whittaker explained the nature of Housemark and the fact that he is arranging for Directors to have access to the website and the ALMO Club within it.</p> <p>Agreed That in respect of sickness absence monitoring the use of private sector definitions could be used for purposes of comparison.</p>



<p>5</p> <p>A</p>	<p>Financial Management Of BCH And The Housing Stock</p> <p>Tony Huff of the Housing Quality Network and Neil Jack, Head of Finance, gave a joint presentation covering both the national framework and Blackpool/BCH context of:</p> <ul style="list-style-type: none"> • Capital and Revenue Expenditure and Income • Rents and Rent Restructuring • The Housing Revenue Account (HRA) and Housing Subsidy • The ALMO Management Fee • The Board's Role in Financial Management and Monitoring • Budget report examples <p>Agreed That the presentation be noted and that Directors should give thought for future decision on the types of financial report they would like to receive in terms of both their format and the level of detail they would contain.</p>
<p>6</p> <p>A</p> <p>B</p> <p>C</p>	<p>Any Other Business</p> <p>Joint Meeting and Housing Stock Tour on 14th September 2006 An agenda for this meeting was circulated together with an itinerary for the tour. Peter Jefferson explained that some changes were being made subsequent to the publication of the agenda but these had not yet been finalised.</p> <p>Cllr Kath Benson stated that the Board should look at the Homeless Hostels. Cllr Kath Rowson felt that the Board should consider all aspects of the stock and not simply examine the good parts and the regeneration/improvement successes.</p> <p>Agreed</p> <ol style="list-style-type: none"> 1. That Peter Whittaker would email and/or telephone Directors with the latest position on arrangements for the meeting as soon as they are known. 2. That adjustments to the itinerary would be made in the light of comments made, the fact that a longer period of time is now available for the tour and that internal visits to hostels would be made but at a later time and in smaller groups. <p>Blackpool Coastal Housing Corporate Image Maggie Cornall provided examples of the current proposals for BCH image and stationery and explained that tenants had been involved in the design approval process.</p> <p>Agreed That final decisions on corporate image be delegated to the executive.</p> <p>Board Refreshments Peter Jefferson explained that part of the Board refreshments had been taken in error by persons unknown and that Koulla, the canteen staff member who comes in to serve them, had taken it on herself at short notice to make extra food to replace that which had disappeared.</p> <p>Agreed That special thanks be given to Koulla for her initiative and effort and that this be brought to the attention of her manager.</p>
<p>7</p>	<p>The Meeting Closed at 8-30pm</p>
<p>8</p>	<p>Date and Time of the Next Meeting Wednesday 20th September 2006, at 6.00pm Progress House.</p>