

**BLACKPOOL COASTAL HOUSING LIMITED**  
**MINUTES OF THE BOARD MEETING**  
**HELD ON THURSDAY 20<sup>TH</sup> SEPTEMBER 2007**  
**AT 6.00pm, PROGRESS HOUSE**

**PRESENT:** Doreen Wightman (Chair)  
 Ron Bell (Vice Chair)  
 Joan Greenhalgh  
 Jim Houldsworth  
 Tim Cox  
 Simon Blackburn  
 Gwen King  
 Alan Marsh  
 Bill Rogers  
 Alison Stringer  
 Carol Hall  
 Philip Helm

**IN ATTENDANCE:** Peter Jefferson - Chief Executive  
 Maggie Cornall - Director of Housing Services  
 Cyril Holland - Director of Property Services  
 Neil Jack - Director of Finance & Resources  
 Peter Whittaker - Company Secretary  
 Michael Watson - Policy & Performance Officer

Peter Cross  
 Sarah Gledhill (for Item 7)

	<b>PART A – OPEN MEETING – 20<sup>TH</sup> SEPTEMBER 2007</b>
<b>1.</b>	<b>Apologies</b>  Irene Bishop, Michael Buchanan, Diane Bellinger
<b>2.</b>	<b>Declarations of Interest</b>  Peter Cross declared his involvement in delivering the mentoring service discussed in the report at Item 13.
<b>3.</b>	<b>Independent Director Recruitment Update</b>  The Company Secretary introduced Philip Helm as the final newly recruited Independent Board Member.  <b>Agreed</b> That Carol Hall, Diane Bellinger and Philip Helm be formally appointed as Non-Executive Directors of Blackpool Coastal Housing Limited and that the Company Secretary complete Companies House documentation in respect of their appointment.

<p>4.</p>	<p><b>Minutes of the Meeting of 8<sup>th</sup> August 2007</b></p> <p>Simon Blackburn stated that just before the previous meeting was held he had sent an email apology for his absence and that the minutes should reflect that fact rather than recording him as not present.</p> <p><b>Agreed</b> That subject to the amendment in respect of Simon Blackburn's apology the minutes be accepted as a true record.</p>
<p>5.</p>	<p><b>Matters Arising</b></p> <p><u>Item 5 Customer First</u> The Chief Executive confirmed that the Council are carrying out a Vanguard exercise which is a long process, therefore no update available.</p> <p><u>Item 5 Age of Tenants living above Sheltered Accommodation</u> The Chair stated that members of the TLF, Tenants Associations and three members of the Scrutiny Committee have been invited to a meeting.</p> <p><u>Item 12 Website – Email Addresses</u> <b>Agreed</b> That a message be included on the website to state that Directors can be contacted via the Company Secretary.</p>
<p>6.</p>	<p><b>Minutes of Sub-Committees</b></p> <p><b>A. Finance &amp; Audit – 29<sup>th</sup> August 2007</b></p> <p>The Director of Finance &amp; Resources stated that rent arrears had decreased by £30,000 and improvements have been made with regard to Housing Benefit processing times. Although Housing Benefit staff are still not ready to go back into the area offices a member of the Housing Benefit team is now working on a day to day basis with the Income &amp; Debt Prevention team at Progress House, who are happy with this arrangement. A request is being made to the Housing Client to claim compensation.</p> <p><b>B. Operations – 30<sup>th</sup> August 2007</b></p> <p>The Director of Housing Services stated that the Sub-Committee had given approval for the strategies relating to Income &amp; Debt Prevention, Customer Involvement, Homestop, ASB and Hate Crime to be brought to the Board for approval.</p> <p><b>Agreed</b> That the Hate Crime strategy be approved and the other strategies be brought to the next Board meeting.</p> <p><b>C. Human Resources – 2<sup>nd</sup> August 2007</b></p> <p>The Director of Finance &amp; Resources stated that the Chair for this Sub-Committee is still to be elected. The previous meeting was not quorate.</p>

<p>6.</p>	<p><b>D. Asset Management – 17<sup>th</sup> August 2007</b></p> <p>The Director of Property Services stated that the Chair for the Sub-Committee was not elected at the meeting but, Bill Rogers had been elected as Chair prior to this meeting.</p> <p>The Director of Property Services confirmed that Hanover UK, who were the BCH window contractors went out of business at the beginning of August. Hanover were in the final year of their contract with BCH and the procurement process to appoint a new contractor is now at its mid-point. An audit is currently taking place to establish what work is outstanding, but there is unlikely to be a cost to BCH.</p> <p>The Director of Property Services stated that the Procurement Strategy had been approved by the Finance &amp; Audit Sub-Committee and was now being brought to the Board for approval.</p> <p><b>Agreed</b> That Directors consider the Procurement Strategy and forward any comments to the Director of Property Services with a view to the document being approved at the next Board meeting</p> <p>The Chair expressed concern in relation to attendance at the Sub-Committees as meetings are often not quorate, which results in decisions not being made and she suggested increasing the number of members on each group.</p> <p><b>Agreed</b> That the membership for each Sub-Committee be increased to 5 or 6 depending upon Directors' availability. The Company Secretary is to write to Directors to ask for their availability and preferences for joining a second Sub-Committee.</p>
<p>7.</p>	<p><b>Sustainable Communities Strategy Consultation</b></p> <p>A presentation was given by Sarah Gledhill, Partnership Officer for Policy &amp; Communications and a copy of the presentation and the consultation document was circulated to all present. The Chief Executive stated that housing issues are not mentioned a great deal in the presentation and Sarah agreed to take this comment away. A general discussion took place regarding the consultation.</p> <p><b>Agreed</b> That the strategy and consultation exercise be noted and that a greater recognition of housing issues should be include within the strategy.</p>
<p>8.</p>	<p><b>Information Sharing Protocol</b></p> <p>The Information Sharing Protocol was presented to the Board.</p> <p><b>Agreed</b> That the Protocol be approved.</p>
<p>9.</p>	<p><b>Risk Management Strategy</b></p> <p>The Risk Management Strategy was presented to the Board.</p> <p><b>Agreed</b> That the strategy be approved.</p>

<p><b>10.</b></p>	<p><b>Disability Equality Scheme</b></p> <p>The Disability Equality Scheme was presented to the Board. The Chief Executive stated that this document is not a specific requirement but is good practice and is based on the Council's Disability Equality Scheme but is more housing focussed.</p> <p><b>Agreed</b> That the scheme be approved.</p>
<p><b>11.</b></p>	<p><b>Race Equality Scheme</b></p> <p>The Race Equality Scheme was presented to the Board. The Chief Executive stated that BCH will be consulting more with the BME population and its tenants. The BME tenants of BCH have expressed an interest in involvement but do not want to form a focus group. This is a working document and has been brought to the Board for approval.</p> <p><b>Agreed</b> That the scheme as presented be approved and any significant future changes be highlighted to the Board.</p>
<p><b>12.</b></p>	<p><b>Inspection Self Assessment</b></p> <p>The document was presented to the Board for approval.</p> <p><b>Agreed</b> That the Self-Assessment be approved with the understanding that minor changes or adjustments may be necessary prior to submission to the Audit Commission on 28<sup>th</sup> September and that the Senior Management Team is empowered to make such changes.</p>
<p><b>13.</b></p>	<p><b>Mentoring Evaluation Report</b></p> <p>Peter Cross stated that the mentoring service is provided as part of his consultancy service to BCH. Some Directors have been through the process but it is open to all Directors</p> <p>The Chief Executive explained that Directors who have received mentoring have expressed a wish for it to continue as they feel it is a very valuable exercise and stated that the consultancy contract is now due for review.</p> <p>Peter Cross, having previously declared his interest in this agenda item, left the room at this point whilst further discussion took place.</p> <p><b>Agreed</b> That the mentoring consultancy be now extended to the end of March 2008 on the basis of 6 days per month and that it be reviewed at that time.</p>
<p><b>14.</b></p>	<p><b>Any Other Business</b></p> <p><b>New Offices</b> Directors asked for an update on the new offices for BCH. The Director of Finance &amp; Resources stated that the Sure Start building is definitely not an option due to problems of timescale and financing. There are currently three options being explored.</p>
<p><b>15.</b></p>	<p><b>Date &amp; Time of next meeting</b></p> <p>The next meeting will take place on Wednesday 31<sup>st</sup> October 2007 at 6.00pm in Conference Room 1 at Progress House.</p>
<p><b>16.</b></p>	<p><b>The meeting closed at 8:05pm.</b></p>