



BLACKPOOL COASTAL HOUSING

MINUTES OF THE SHADOW BOARD MEETING HELD ON WEDNESDAY 18TH OCTOBER 2006 AT 6.00pm, PROGRESS HOUSE

PRESENT:

Non-Executive Directors – Independent

Ron Bell JP
Pat Corless
Alan Marsh
Iris Oldham

Council Nominee Directors

Cllr Kathryn Benson
Cllr Kath Rowson

Tenant Directors

Irene Bishop
Gwen King
Bill Rogers
Alison Stringer
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
Bob Fletcher	Blackpool Council Head of Risk & Assurance
Stephen Dunstan	Blackpool Council Chief Internal Auditor
Peter Cross	Independent Consultant (3E's)



	PART A – OPEN MEETING – 18th OCTOBER 2006
1	Apologies Apologies were received from Michael Buchanan and Cllrs Michael Carr, Lily Henderson MBE and Jim Houldsworth.
2	Declarations of Interest There were no items of interest declared.
3	Minutes of the Meetings of 4th October 2006 The minutes were agreed as a true record.
4	Matters Arising A <u>Item 6A (a) & (b)</u> Peter Jefferson reported (a) that the Council had agreed to the use of the words “reasonable endeavours” in respect of clause 27.1 and (b) that the pension contribution position remained unresolved B <u>Item 7A – ALMO Bid</u> Peter Jefferson reported that the Section 27 application had been submitted to DCLG. Agreed: That Directors will initially be notified by email when the outcome of the bid is known C <u>Item 8 – Housing Stock Tour</u> Agreed: (a) That Cyril Holland will prepare a matrix of possible dates for the second tour (b) That small group tours of the Hostels will be arranged
5	Internal Audit Stephen Dunstan, the Council's Chief Internal Auditor gave a presentation on the work carried out by his team in relation to Landlord Services and the risk-based approach used to determine what level of audit is needed and what areas of activity it should apply to. Questions were raised on the role of external auditors and of an audit sub-committee of the Board. It was noted that a reports on external audit and Board structure, including the formation of sub-committees, would shortly be brought to the Board. Further question concerned the amount of audit work undertaken and the systems, both manual and computerised, that are currently in use. It was noted that the 25 annual days of audit are in addition to the basic compliance audits and that current systems will move across for use by BCH when it is established.



<p>6</p>	<p>Risk Management</p> <p>Bob Fletcher, the Council's Head of Risk & Assurance led an interactive Risk Management Workshop covering such matters as:</p> <ul style="list-style-type: none"> • Definitions of risk management • The risk management process/cycle • Types of risk strategic and operational • Risks around BCH Services • Risk assessment matrix • Drawing up the Risk Register • Review of current register • Additional risks identified by the BCH Board <p>The existing Risk register was examined and Directors identified a number of additional items that they wished to see considered in it:</p> <ul style="list-style-type: none"> • Business Continuity Planning • Investment of cash balances • Fraud internal and external • Uncontrolled growth in void property • Availability of quality contractors for refurbishment programmes • Ability to meet the decent home standards requirement by deadline • Reduction or failure of tenant support for the ALMO project • Health & Safety compliance failure within large scale refurbishment <p>Agreed That the additional items be incorporated in the Risk register and that it then be re-circulated to Directors.</p>
<p>8</p>	<p>Any Other Business</p> <p><u>Email Names</u> Agreed: That BCH email addresses would be created for Tenant and Independent Directors in the format forename.surname@bch.co.uk and that arrangements would be made for email sent to these addresses to be forwarded to Directors' private inboxes.</p> <p><u>Meeting(s) in December 2006</u> Agreed: That a decision on this issue be taken at the next Board Meeting in the light of then known Director availability, the outcome of the ALMO bid and the likely date for formal establishment of Blackpool Coastal Housing.</p>
<p>9</p>	<p>The Meeting Closed at 8-00pm</p>
<p>10</p>	<p>Date and Time of the Next Meeting</p> <p>Wednesday 1st November 2006, at 6.00pm Progress House</p>