



BLACKPOOL COASTAL HOUSING

MINUTES OF THE BOARD MEETING HELD ON MONDAY 15TH JANUARY 2007 AT 6-00pm, PROGRESS HOUSE

PRESENT:

Non-Executive Directors

Independent Directors

Ron Bell JP
Michael Buchanan
Pat Corless
Alan Marsh
Iris Oldham

Council Nominee Directors

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

Tenant Directors

Irene Bishop
Gwen King
Bill Rogers
Alison Stringer
Doreen Wightman

IN ATTENDANCE:

Peter Jefferson	General Manager
Maggie Cornall	Head of Housing Services
Neil Jack	Head of Finance
Peter Whittaker	Company Secretary
Steve Pullan	Director of Housing & Social Services
Peter Cross	Independent Consultant (3E's)



	PART A – OPEN MEETING – 15TH JANUARY 2007
1	Apologies None
2	Declarations of Interest There were no items of interest declared.
3	BCH Board “Awayday” In view of the fact that the representative of the local press attending the meeting had to leave quickly for another appointment it was agreed that this item (originally no.10) should be brought forward to the start of the meeting. Peter Jefferson reminded the Board of the nature and purpose of this training event, essentially addressing issues of Vision and Values for BCH, Board cohesion, team building and consensus decision-making, which had been approved in principle at the previous meeting. He explained that there had been considerable difficulty in arranging the training because of seasonal pressures on the availability of a suitable venue for it and the ability of Directors to attend on the proposed dates. It was, therefore, proposed that alternative arrangements be made without the need for overnight accommodation. In the ensuing discussion Cllr Carr expressed his opinion that the approach taken had created a bad impression of the Council. Agreed That the “Awayday” is a necessary part of the development of both the Board and BCH as an organisation. It should, therefore, be re-arranged as a single day event at a time and place that will maximise the opportunity for Directors to attend.
4	Election of The Chair of the Board of Management The election was held by secret ballot in which all 15 Directors voted. The result was: Ron Bell JP – 11votes Cllr Kathryn Benson – 4 votes Agreed That Ron Bell be elected Chair of the BCH Board of Management to serve until the date of the first Board Meeting to be held after the first Annual General Meeting Ron Bell then took the Chair for the remainder of the meeting
5	Election of The Vice-Chair of the Board of Management The election was held by secret ballot in which all 15 Directors voted. The result was: Candidate A – 7 votes - Doreen Wightman Candidate B – 4 votes Candidate C – 3 votes Candidate D – 1 vote Agreed That Doreen Wightman be elected Vice-Chair of the BCH Board of Management to serve until the date of the first Board Meeting to be held after the first Annual General Meeting



6	<p>Minutes of the Meeting of 13th December 2006</p> <p>The minutes were agreed as a true record.</p>
7	<p>Matters Arising</p> <p><u>Item 4A - Appointment of External Auditors</u></p> <p>Neil Jack reported that arrangements had now been made to interview the candidate companies on Wednesday 24th January 2007. The interview panel was now expected to be Ron Bell JP, Irene Bishop, Pat Corless, Cllr Kath Rowson</p> <p>As Chair of the Board Ron Bell thanked the Board's officers and all the staff of Landlord Services for the work they had done to bring Blackpool Coastal Housing into being.</p>
8	<p>Ratification Of Decisions Taken By The Shadow Board Of BCH And Adoption Of Existing Policies</p> <p>Peter Whittaker explained that, in order for them to be given full effect, it was necessary for the Board as now fully and formally constituted to ratify the decisions that had been taken when it was acting in its previous "Shadow" capacity. It was noted that, by having just approved the minutes of the meeting of 13th December 2006, the decisions taken at that meeting had already been ratified.</p> <p>He also explained that, in order to create an initial framework for the operation of BCH, it was necessary for the Board to formally adopt the strategies, policies and procedures that Landlord Services had previously had in place. It was noted that these would all be subject to review for long-term BCH use and that the outcome of such reviews would be reported to the Board for consideration and approval.</p> <p>Agreed</p> <p>A That decisions recorded in the Minutes of the Shadow Board of Blackpool Coastal Housing Limited for meetings held between 14th June 2006 and 1st November 2006 be ratified.</p> <p>B That all currently existing corporate, departmental and divisional strategies, policies and procedures be adopted for initial use by Blackpool Coastal Housing Limited subject to them being reviewed for long-term use and reported for consideration by the Board.</p>
6	<p>Dates of Future Meetings</p> <p>Peter Whittaker asked for Directors' views on the range of suggested meeting dates that had been provided. It was noted that it is preferable to avoid the first and last Wednesday of a month to minimise clashes with other meetings in which Directors may be involved.</p> <p>Agreed</p> <p>A That the meetings proposed for 7th February and 2nd May 2007 be put back by one week and the other dates be reviewed to maximise potential attendance for Directors.</p> <p>B That Sub-Committee meeting dates will be determined when Sub-Committee membership has been determined and Board meeting dates finalised.</p>



7	<p>BCH Website</p> <p>Peter Whittaker explained that the website had been developed as a cross organisation effort on the part of staff and that there had been essential Tenant input to the process. He introduced Mike Glennon who demonstrated the site. He also explained that a “portal” had been created to allow both staff and Directors to gain access from home to their files, emails and the internal telephone directory. There was still some work needed to finalise Directors’ “login” arrangements and details will be issued as soon as this has been done.</p> <p>Agreed That the appearance and operation of the website appears be approved and that the importance of it being properly maintained and kept up to date be emphasised.</p>
8	<p>Any Other Business</p> <p>Defining the Chair’s Role Alan Marsh enquired about this and it was explained that it is addressed in the Board Member/Officer Protocol approved and adopted at an early meeting of the Shadow Board.</p> <p>“STATUS” Tenant Satisfaction Survey Peter Jefferson explained that a presentation on the findings of the recent survey would be made to a future meeting of the Board</p> <p>Public Relations Pat Corless asked for information about BCH launch press publicity and commented on the need to have a positive communications strategy and image. Peter Jefferson outlined the arrangements in hand and explained that BCH would be buying in to the Council’s PR Service as an independent customer for this and future press relations. He reminded Directors of the provisions of their approved Protocol whereby responses to press enquiries are to be referred to officers and not responded to directly by Directors.</p>
10	<p>The Meeting Closed at 7-15pm</p>
11	<p>Date and Time of the Next Meeting Wednesday 14th February, at Progress House at 6-00pm</p>