



**BLACKPOOL COASTAL HOUSING LIMITED**

**MINUTES OF THE BOARD MEETING  
HELD ON TUESDAY 21st SEPTEMBER 2010  
AT 6.00 PM, CONFERENCE ROOM 1 & 2 PROGRESS HOUSE**

**PRESENT:**

Cllr Fred Jackson  
Cllr Simon Blackburn  
Alan Marsh  
Bill Rogers  
Diane Bellinger  
Alison Stringer  
Paul Whitehead  
Doreen Wightman (Chair)

**IN ATTENDANCE:**

Peter Jefferson	(Chief Executive)
Cyril Holland	(Director of Property Services)
Neil Jack	(Director of Finance & Resources)
Peter Whittaker	(Company Secretary)
Maggie Cornall	(Director of Housing Services)
John Donnellon	(Assistant Director: Housing, Planning & Transport Blackpool Council)
Graeme Bennett	(Audit Commission)

**PART A – OPEN SESSION**

<b>1.</b>	<p><b><u>Apologies</u></b></p> <p>Cllr Ron Bell, Cllr Tim Cox, Cllr Jim Houldsworth, Carol Hall, Judith Mills, Janet Stirling, Habiba Adam</p>
<b>2.</b>	<p><b><u>Declarations of Interest</u></b></p> <p>None</p>
<b>3.</b>	<p><b><u>Governance Issues</u></b></p>
<b>3A</b>	<p><b><u>Election of Chair</u></b></p> <p><b><u>Agreed</u></b> That as no other valid nominations had been received Doreen Wightman be elected unopposed to the position of Chair of the BCH Board to serve until the next Annual General Meeting in 2011.</p>
<b>3B</b>	<p><b><u>Election of Vice-Chair</u></b></p> <p><b><u>Agreed</u></b> That as no other valid nominations had been received Bill Rogers be elected unopposed to the position of Vice-Chair of the BCH Board to serve until the next Annual general Meeting in 2011.</p>



<p>3C</p>	<p><b><u>Appointment of Directors to Board Committees</u></b></p> <p><b><u>Agreed</u></b> That current Board Committee membership and Charing arrangements be retained until decisions on the full and final outcome of the Governance Review have been made.</p>
<p>4.</p>	<p><b><u>Minutes of Board Meeting 28<sup>th</sup> July 2010</u></b></p> <p><b><u>Agreed:</u></b> That the minutes be approved as a true record.</p>
<p>5.</p>	<p><b><u>Matters Arising</u></b></p> <p><b>Item 6 Annual Report</b> – Doreen Wightman stated that she had received excellent feedback about the Annual Report and expressed congratulations on behalf of the Board to all involved in its production</p> <p><b>Connaught</b> – Cyril Holland stated that Connaught had gone into administration and their contract had been terminated. A replacement contractor was on site the following day and negotiations were taking place with the staff employed by Connaught. He stated that no long term delay had been created in the decent homes programme and all work will be completed as planned. Doreen Wightman congratulated Cyril and his team for the way in which they had dealt with this issue.</p>
<p>6.</p>	<p><b><u>Audit Commission Inspection 2011</u></b></p> <p>Peter Jefferson introduced Graeme Bennett, the National Lead Inspector for ALMO/ Landlord Services, from the Audit Commission.</p> <p>Graeme gave a presentation explaining:</p> <ul style="list-style-type: none"> <li>• The Inspection Judgements</li> <li>• Audit Commission expectations on good governance</li> <li>• The Housing Inspection process and dates</li> </ul> <p><b><u>Agreed</u></b> That Graeme be thanked for his presentation and its contents be noted</p>
<p>7.</p> <p>7A</p> <p>7B</p>	<p><b><u>Financial Performance</u></b></p> <p><b><u>2009-10 BCH Audited Accounts</u></b></p> <p>Neil Jack presented the report which asked the Board to accept the Financial Statements for 2009/10 and to note the suitability of a “Going Concern” assumption for BCH. Neil Jack stated that financial performance in the last year had been very satisfactory.</p> <p><b><u>Q1 2010-11 BCH Budget Monitoring</u></b></p> <p>Neil Jack presented the report which asked the Board to consider the financial position as at 30 June 2010 for Blackpool Coastal Housing. At the end of the first quarter of 2010/11 it was projected that BCH would show an in year deficit of £159,000 compared to a budgeted deficit of £149,000. This would leave balances of £1,175,000 at 31<sup>st</sup> March 2011.</p>



<p>7C</p>	<p><b><u>Q1 2010-11 HRA Budget</u></b></p> <p>Neil Jack presented the report which asked the Board to consider the financial position as at 30 June 2010 for the Housing Revenue Account. At the end of the first quarter, it was projected that in 2010/11 there would be an in year deficit on the HRA of £65,000, compared to a budgeted surplus of £77,000. HRA balances are projected to be £1,285,000 at the end of the year.</p> <p><b><u>Agreed that:</u></b></p> <ul style="list-style-type: none"> <li>A. The audited accounts for the financial year 2009-10 be accepted.</li> <li>B. The Q1 2010-11 budget monitoring report for BCH be noted.</li> <li>C. The Q1 2010-11 budget monitoring report for the HRA be noted.</li> </ul>
<p>8.</p> <p>8A</p> <p>8B</p>	<p><b><u>Operational Performance</u></b></p> <p><b><u>Q1 2010-11 Balanced Scorecard</u></b></p> <p>Peter Jefferson stated that a lot of work is being undertaken across BCH in relation to sickness absence levels to improve performance.</p> <p>FIN14 Former Tenant Arrears – Diane Bellinger commented that the figure appears to be high. Maggie Cornall explained that there had been some delays in the write-off process and confirmed that she is working with the Council Client, who gives write-off approval, to make improvements before the next quarter end.</p> <p>FIN02 % of Invoices Paid Within 30 Days – Paul Whitehead pointed out that the target for this PI was missing. Neil Jack confirmed that a target had been agreed at the Finance &amp; Audit Committee and he will now put it into the scorecard.</p> <p>HEH02 A &amp; B Average Relet Times – Diane Bellinger asked for more information about these PIs. Maggie Cornall and Peter Whittaker explained the way in which the formulas to calculate them work the fact that the different PIs are intended to show performance as between “normal” relets and those in which extra work, such as major repairs or Decent Homes work is required.</p> <p><b><u>Q1 2010-11 Decent Homes Programme</u></b></p> <p>Cyril Holland presented the report to inform the Board of progress made against the Decent Homes Programme targets in the first quarter of 2010-11, covering the period from 1 April 2010 to 30 June 2010.</p> <p>The third year of the programme began in April 2010 and significant progress had been made. The overall spend up to 30 June 2010 inclusive of retentions was £3,508,666 against a framework for the year of £16,599,000. BCH had seen an increase in the number of decent properties from 5006 to 5016 whilst the number of non-decent properties had reduced from 313 to 303 during the period from 1 April 2010 to 20 July 2010.</p> <p><b><u>Agreed that:</u></b></p> <ul style="list-style-type: none"> <li>A. Operational performance as reported in the Balanced Scorecard be noted.</li> <li>B. Progress of Decent Homes Programme works be noted.</li> </ul>



<p>9.</p>	<p><b><u>Directors Expenses</u></b></p> <p>Peter Whittaker presented the report for consideration by the Board.</p> <p><b><u>Agreed that:</u></b></p> <ul style="list-style-type: none"> <li>A. Car Mileage and Communication Allowance payments as last set in September 2008 be held at that level for a further 12 months from October 2010.</li> <li>B. The levels of Car Mileage and Communication Allowance be reviewed at the first Board Meeting to follow the Annual General Meeting each year.</li> </ul>
<p>10.</p>	<p><b><u>Navajo Accreditation</u></b></p> <p>Peter Jefferson presented the report which explained that BCH had been successful in its request for Navajo accreditation as a result of the way in which it approaches Lesbian, Gay, Bisexual and Transgender (LGBT) issues in relation to both its customers and its staff.</p> <p><b><u>Agreed</u></b></p> <p>That the accreditation be noted and all involved in the process be congratulated.</p>
<p>11</p>	<p><b><u>Office Accommodation – Progress Report</u></b></p> <p>Peter Jefferson confirmed that BCH would be moving into Coastal House on 30 October 2010. There are still a few issues outstanding with the Council relating to costs but in the main agreements had been made.</p> <p><b><u>Agreed</u></b></p> <p>That the position be noted</p>
<p>12.</p>	<p><b><u>New Council House Building – Progress Report</u></b></p> <p>Peter Jefferson and Cyril Holland provided an update on progress, which is generally satisfactory.</p> <p><b><u>Agreed</u></b></p> <p>That progress be noted</p>
<p>13.</p>	<p><b><u>Governance Review Panel – Progress Report</u></b></p> <p>Doreen Wightman explained that the Panel had met twice and that its comments, conclusions and recommendations would be presented for consideration at the Board’s Annual Strategy Meeting on 16<sup>th</sup> October 2010 and that the report will be circulated before the event.</p> <p>Simon Blackburn asked whether the Annual Strategy Meeting would be a formally constituted meeting of the Board. It was explained that the Board would sit as if it were a Board Committee.</p> <p><b><u>Agreed</u></b></p> <p>That the Panel’s report be considered at the Annual Strategy Meeting and the decisions taken then be reported to the November Board Meeting for formal ratification.</p>



14.	<p><b><u>Minutes of Committees and Matters Arising</u></b></p>
14A	<p><b><u>Asset Management</u></b></p> <p>Alan Marsh presented the minutes from the Asset Management Committee.</p> <p><b><u>Agreed</u></b> That the Minutes be accepted.</p>
14B	<p><b><u>Operations</u></b></p> <p>Alison Stringer presented the minutes from the Operations Committee.</p> <p><b><u>Agreed</u></b> That the Minutes be accepted.</p>
14C	<p><b><u>Human Resources</u></b></p> <p>Diane Bellinger presented the minutes from the HR Committee.</p> <p><b><u>Agreed</u></b> That the Minutes be accepted.</p>
14D	<p><b><u>Finance &amp; Audit</u></b></p> <p>Cllr Simon Blackburn presented the minutes from the Finance &amp; Audit Committee.</p> <p><b><u>Agreed</u></b> That the Minutes be accepted.</p>
15.	<p><b><u>Any Other Business</u></b></p> <p><b>Annual Strategy Event</b> – Peter Whittaker confirmed that the Annual Strategy Event would be taking place on Saturday 16<sup>th</sup> October 2010 from 9.30am until 4.30pm at Coastal House. Directors’ Parking Permits would be distributed in time for this meeting.</p>
16.	<p><b><u>Date and Time of Next Meeting</u></b></p> <p>The next meeting will take place on Wednesday 17<sup>th</sup> November 2010 at Coastal House.</p>
	<p><b>The Meeting Closed at 7-40pm</b></p>