



**BLACKPOOL COASTAL HOUSING**  
**MINUTES OF THE SHADOW BOARD MEETING**

**WEDNESDAY 12<sup>TH</sup> JULY 2006**  
**AT 6.00PM, PROGRESS HOUSE**

**PRESENT:**

**Independent Directors**

Ron Bell JP  
Michael Buchanan  
Pat Corless  
Alan Marsh  
Iris Oldham

**Council Nominee Directors**

Cllr Kathryn Benson  
Cllr Michael Carr  
Cllr Jim Houldsworth  
Cllr Kath Rowson

**Tenant Directors**

Irene Bishop  
Gwen King  
Bill Rogers  
Alison Stringer

**Leaseholder Director**

Doreen Wightman

**IN ATTENDANCE:**

Peter Jefferson	General Manager Designate
Maggie Cornall	Head of Housing Services Designate
Cyril Holland	Head of Property Services Designate
Peter Whittaker	Company Secretary Designate
Peter Cross	Independent Consultant

	<b>PART A – OPEN MEETING</b>
<b>1</b>	<b>Apologies</b>  Apologies were received from Cllr Lily Henderson MBE
<b>2</b>	<b>Welcome and Introductions</b>  Peter Jefferson welcomed new Directors to the Board and made a short presentation about progress with the setting up of the ALMO, some of the achievements of Landlord Services and aspirations for the future. He referred to the fact that a Mock Inspection had just been completed to help prepare for the real inspection in Summer 2007, success in which would lead to the release of the ALMO capital funding.
<b>3</b>	<b>Minutes of the Meeting of 14<sup>th</sup> June 2006</b>  The minutes were agreed as a true record.
<b>4</b>	<b>Matters Arising</b>  <b>A</b> It was agreed that, for future meetings, the meeting notice, the agenda paper and the previous minutes would be emailed to Directors. Paper copies of those items, along with all other agenda papers, would also be sent by post.  <b>B</b> It was noted that the joint meeting with the Adults Overview and Scrutiny Committee has now been changed to Thursday September 14 <sup>th</sup> 2006 at 5.00pm in the Town Hall. It is also proposed that training on prospective roles will be held in the afternoon and details of the arrangements for this will be sent out when they have been finalised.
<b>5</b>	<b>Company Formation and Appointment of Shadow Board Directors</b>  <b>A</b> It was noted that Blackpool Coastal Housing Limited was incorporated as a company limited by guarantee on 6 <sup>th</sup> July 2006 with Peter Jefferson and Peter Whittaker as the only so far named Directors. The names of Non-Executive Directors are to be added following ratification once all necessary checks have been completed.  <b>B</b> It was agreed that advice should be sought from the company's legal consultants on the validity of the Board electing a Chair before ratification of membership has taken place.  <b>C</b> It was agreed that the Director profiles could be used in publicity material and that any required amendments should be notified to Peter Whittaker.  <b>D</b> It was noted that at the next meeting on Wednesday 26 <sup>th</sup> July 2006, photographs will be taken of the Tenant and Independent Directors.
<b>6</b>	<b>“What is Housing”?</b>  Directors participated in a quiz presented by Maggie Cornall intended to act as an introduction to housing issues and facts and also as a means of getting to know each other.

<p><b>7</b></p>	<p><b>Senior Management Structure</b></p> <p>Peter Cross presented a report outlining the reporting lines between the five senior posts and the division of responsibilities between them. Copies of job descriptions and person specifications were provided. It was also explained that the new post of Head of Finance had been advertised internally within the Council and that one applicant had come forward, who would be interviewed before the post is possibly advertised externally.</p> <p><b>A</b> The report was noted but clarification was requested on the effectiveness of the Company Secretary role in view of its position within the structure.</p> <p><b>B</b> It was agreed that Peter Jefferson would arrange for the creation of an interview panel by contacting those Directors who expressed an interest in being on it. It was further agreed that the final composition would depend upon timing and the availability of Directors.</p>
<p><b>8</b></p>	<p><b>Senior Management Roles &amp; Responsibilities</b></p> <p>The presentation by the four current members of the Senior Management Team was noted.</p>
<p><b>9</b></p>	<p><b>Recruitment and Selection of Independent Board Members</b></p> <p>Peter Cross presented a report setting out the processes used in the selection of the five Independent Directors now present and recommending that those methods and procedures be used for such appointments in the future.</p> <p>It was agreed that</p> <p><b>A</b> The processes used for appointments so far be approved  <b>B</b> The same processes be adopted for future use  <b>C</b> The Recruitment Pack for Board Members be adopted for future use  <b>D</b> Human Resources should conduct a review of the demographics of Blackpool and of the Board and prepare a report for consideration prior to recruitment in future.</p>
<p><b>10</b></p>	<p><b>Any Other Business</b></p> <p><b>A</b> A set of contact details for all Board Directors was provided, which will be emailed to all Directors so that they can store it on their computers if they wish.</p> <p><b>B</b> It was noted that at the next meeting there would be a presentation from legal consultants on matters of company law, Board and Director responsibility and accountability and the Memorandum and Articles of Association. It was agreed that if any Director was already aware of any specific issues that they wished to have covered they should notify Peter Whittaker by no later than Wednesday 19<sup>th</sup> July so that he can pass on the request to the consultants.</p>
<p><b>11</b></p>	<p><b>Date and Time of Next Meeting</b></p> <p>Wednesday 26<sup>th</sup> July 2006, 6.00pm, Progress House. Refreshments will be available from 5.00pm onwards to allow for Director photographs to be taken.</p>
<p><b>12</b></p>	<p><b>Meeting Closed at 8-40pm</b></p>