



**BLACKPOOL COASTAL HOUSING LIMITED**

**MINUTES OF THE BOARD MEETING  
HELD ON WEDNESDAY 18<sup>TH</sup> JULY 2007  
AT 6.00pm, PROGRESS HOUSE**

**PRESENT:**

**Non-Executive Directors**

**Independent Directors**

Pat Corless  
Alan Marsh

**Councillor Nominee Directors**

Ron Bell JP  
Jim Houldsworth  
Tim Cox  
Joan Greenhalgh

**Tenant Directors**

Irene Bishop  
Gwen King  
Bill Rogers  
Alison Stringer  
Doreen Wightman (Chair)

**IN ATTENDANCE:**

Peter Jefferson	Chief Executive
Maggie Cornall	Director of Housing Services
Cyril Holland	Director of Property Services
Neil Jack	Director of Finance
Peter Whittaker	Company Secretary
Peter McHugh	Independent Consultant



	<b>PART A – OPEN MEETING – 18<sup>TH</sup> JULY 2007</b>
<b>1.</b>	<b>Apologies</b>  Michael Buchanan, Iris Oldham, Simon Blackburn
<b>2.</b>	<b>Declarations of Interest</b>  There were no items of interest declared.
<b>3.</b>	<b>Election of Vice-Chair</b>  The Company Secretary reported that, following receipt of the two postal votes within the required time limit, the ballot papers had been counted in the presence of the Senior Management Team. The result was 8 votes received for Ron Bell and 6 for Alan Marsh.  <b>Agreed</b> That Ron Bell be elected to the position of Vice-Chair of the BCH Board.
<b>4.</b>	<b>Independent Director Recruitment Update</b>  The Company Secretary reported that he had the previous day received a letter of resignation from Iris Oldham, who had reluctantly decided to leave the Board due to her ill health. The Chair proposed a vote of thanks to Iris and to wish her well.  The Company Secretary stated that 6 applications had so far been received but a decision had been taken to postpone the interviews in view of the effect of the postal strike on the receipt of applications were expected. As a result of Iris Oldham's resignation, there will now be 2 vacant positions to fill. It was noted that the skills gap analysis would have to be reviewed in relation Iris's departure.  He also explained that the recruitment procedure needed to be changed to reflect the fact that we now have in-house HR staff who can facilitate the recruitment process and that the use of an independent consultant was no longer necessary.  <b>Agreed</b> 1. That Iris Oldham's resignation be accepted with regret and the Chief Executive send her a letter of thanks for her past contributions together with the Board's good wishes. 2. That recruitment progress be noted and the change to the recruitment procedure be approved.
<b>5.</b>	<b>Any other business</b>  The Company Secretary referred to the Party in the Park taking place on Wednesday 22 <sup>nd</sup> August at Stanley Park Arena. He explained that an advertisement will be circulated with the next edition of Viewpoint.



<p>6.</p>	<p><b>Motion to Move Into Part B Closed Meeting</b></p> <p>Ron Bell proposed that the meeting move into closed session and Alan Marsh seconded this.</p> <p><b>Agreed</b> That the meeting continue in closed session in view of the confidential nature of the business to be considered.</p>
	<p><b>PART B – CLOSED MEETING – 18<sup>TH</sup> JULY 2007</b></p>
<p>1.</p>	<p><b>Inspection Preparation Workshop</b></p>
	<p><b>A. One Team One Culture One Vision</b></p> <p>The Chief Executive explained the purpose of this section of the meeting was to provide information and reassurance for the inspection process, to outline what may be expected of the Board and to look at the information we provide and how we provide it. Sub-Committees will be developed to ensure that members of the Board are adequately prepared for their area and he will meet monthly with the Chair and Vice Chair with a report then being taken to the Board. A rolling diary of events is being prepared so that the Board can become more involved in them.</p> <p>The Company Secretary confirmed that Dennis Rees, Chair of DerbyHomes will attend the next meeting on 8<sup>th</sup> August. The Chief Executive also reported that an Away Day was being planned which would involve an overnight stay. Some issues about the sensitivities previously identified regarding cost and purpose were raised and discussion took place.</p> <p><b>Agreed</b> That a two-day training event be held in September with further details to be confirmed and that it be clearly understood by all that this is a collective decision of the Board.</p>
	<p><b>B. Training Past and Future</b></p> <p>The Company Secretary reminded the Board of past training that it had received and outlined future training that is planned.</p>
	<p><b>C. Performance Management</b></p> <p>The Director of Property Services explained the nature of the Balanced Scorecard that has been developed for performance management. It was welcomed as a better way of reporting and the concept of exception reporting embodied in it was generally approved with the following specific points being raised.</p> <ul style="list-style-type: none"> <li>• The scorecard should not merely report on current problems but should also be used as a means of forecasting future problems on an early warning basis.</li> <li>• A means of linking the scorecard elements to Sub-Committee areas of interest or of creating Sub-Committee scorecards should be investigated.</li> <li>• The visual presentation of trend indicators to be reviewed so that they remain clear when printed in black &amp; white and are readable by people with colour blindness.</li> </ul>



	<p><b>D. Audit Commission Expectations of the Board</b></p> <p>Independent Consultant Peter McHugh gave a presentation regarding expectations of the Board and the level of knowledge and involvement that they could reasonably be expected to have.</p>
	<p><b>E. Self-Assessment Update</b></p> <p>This item was deferred to the next meeting to which Directors should bring the papers already issued to them.</p>
<p><b>2.</b></p>	<p><b>Any other business</b></p> <p>None</p>
<p><b>3.</b></p>	<p><b>Date &amp; Time of Next meeting</b></p> <p>The next meeting will take place on Wednesday 8<sup>th</sup> August 2007 at 6.00pm at Progress House.</p>