



BLACKPOOL COASTAL HOUSING LIMITED

**MINUTES OF THE FINANCE, AUDIT AND CORPORATE SERVICES COMMITTEE
HELD ON WEDNESDAY 6th JULY 2011 AT 6.00PM
IN THE BOARDROOM AT COASTAL HOUSE**

Present:

Cllr Adrian Hutton
Cllr Martin Mitchell
Bill Rogers
Cllr Andrew Stansfield
Janet Stirling
Paul Whitehead (Chair)

In Attendance

Neil Jack (Director of Finance & Resources)
Sam Fowler (PA – minutes)
Stephen Dunstan (Chief Internal Auditor, Blackpool Council)

COMMITTEE RECOMMENDATIONS REQUIRING BOARD APPROVAL

Item 7 – Performance Target Setting

The Board is asked to approve the Performance Indicators and their Targets as listed at Item 7.

ITEM	
1.	<p>Apologies Diane Bellinger</p>
2.	<p>Declarations of Interest There were no declarations of interest.</p>
3.	<p>Minutes of Previous Meeting & Matters Arising There were no matters arising</p> <p><u>Agreed</u> That the Minutes be agreed as a true record.</p>
4.	<p>Blackpool Council Internal Audit Report – Core Financial Controls Compliance Testing – Housing Rents Stephen Dunstan presented the report arising from the audit of arrangements for core financial control compliance. The report is a Blackpool Council Internal Audit report as part of their audit work undertaken to test the controls of the key financial systems across the Council. The Council conducts audits on how BCH is collecting housing rents.</p> <p>He commented that the only real risk would be if the person setting up new tenancies reduced the rent payable by a friend or relative. BCH are going to develop an exception report to show any over-rides of this nature. Internal Audit will check a sample of files to ensure that the relevant forms, signatures and photograph are in place and will review the exception reports produced.</p>



	<p>The Chair asked if there was any evidence to show that the risk for tenancy fraud is low in Blackpool. Neil Jack confirmed that, as nearly 3,000 properties within our stock are one bedroom flats, not many applicant points are required to be offered one because they are in Lettings Band C and therefore tenancy fraud is not an issue. He also confirmed that BCH has an ongoing tenancy audit scheme to help monitor stock condition.</p> <p><u>Agreed That:</u></p> <p>A. The report be noted. B. A follow up report be brought back to the Committee in six months time.</p>
<p>5.</p>	<p>HR Balanced Scorecard Year End 2010/11 Neil Jack presented the report to enable the Committee to review BCH performance as recorded on the Human Resources Balanced Scorecard.</p> <p>The report considered the performance of BCH in 2010-11 compared to targets for the year and performance in the previous year, 2009-10.</p> <p><u>Agreed</u> That the report be noted.</p>
<p>6.</p>	<p>HR Absence Statistics Year End 2010/11 Neil Jack presented the report to enable the Committee to review the level of sickness absence for BCH in 2010-11.</p> <p>Following high levels of sickness absence in 2009-10, it had been agreed by the previously existing HR Committee that a detailed report on sickness absence should be reported to that Committee, and therefore to FACS as its replacement, at the end of each quarter in 2010-11.</p> <p><u>Agreed</u> That the report be noted.</p>
<p>7.</p>	<p>Balanced Scorecard Target Setting 2011-12 Neil Jack presented the report, which listed a set of Performance Indicators (PIs) for the Committee to consider if it wished to continue to monitor in detail. He also explained that, whatever PIs were chosen, new targets needed to be set for them for 2011-12.</p> <p>Adrian Hutton asked if a couple of the targets could be looked at in more detail. Neil Jack confirmed that, if any of the figures are particularly high or low in relation to target, more detail would be brought to the Committee to explore further.</p> <p>Paul Whitehead asked the Committee to think about anything they specifically wished to be included on the Balanced Scorecard for further discussion at the next meeting.</p> <p><u>Agreed That:</u></p> <p>A. Performance against target for the following Indicators be reported quarterly</p> <ul style="list-style-type: none"> • FIN02 - % of invoices paid within 30 days – Target 98% • ORG01 – Number of Days of Sickness – Target 7.5 days • ORG02 - Employees who Hit Sickness Trigger Points – Target 15 Employees • ORG03 – Staff Turnover – Target 10% • ORG04 – Leavers within 1 Year – Target 4 Employees • ORG11 – Number of Training Sessions per Employee – Target 5



	<p>B. Performance against target for the following Indicators be reported six monthly</p> <ul style="list-style-type: none"> • ORG05 – Percentage of Staff who are Women • ORG06 - Percentage of Staff from a BME Background • ORG07 – Percentage of Staff with a Disability • ORG08 – Percentage of Top 5% of Earners who are Women • ORG09 – Percentage of Top 5% of Earners from a BME Background • ORG10 – Percentage of Top 5% of Earners with a Disability
8.	<p>Any Other Business None</p>
9.	<p>Date of Next Meeting Wednesday 31st August 2011 at 6pm in the Boardroom at Coastal House.</p>
10.	<p>The meeting closed at 6-50pm</p>