

BLACKPOOL COASTAL HOUSING LIMITED

**MINUTES OF THE BOARD MEETING
HELD ON WEDNESDAY 11th JUNE 2008
AT 6.00PM, PROGRESS HOUSE**

PRESENT:

Diane Bellinger
Irene Bishop
Simon Blackburn
Mick Buchanan
Joan Greenhalgh
Carol Hall
Jim Houldsworth
Alan Marsh
Bill Rogers
Doreen Wightman (Chair)

IN ATTENDANCE:

Peter Jefferson
Cyril Holland
Neil Jack
Peter Whittaker

Peter Cross – Independent Consultant

	PART A – OPEN MEETING – 11TH JUNE 2008
1.	Apologies Ron Bell, Tim Cox, Alison Stringer, Maggie Cornall
2.	Declarations of Interest There were no items of interest declared.
3.	Minutes of Meeting 30th April 2008 Agreed That the minutes be accepted as a true record.
4.	Matters Arising All matters arising raised were covered by items on the main agenda.

<p>5.</p> <p>A</p> <p>B</p> <p>C</p> <p>D</p>	<p>Minutes of Sub-Committees & Matters Arising</p> <p>Asset Management Sub-Committee – 20th May 2008</p> <p>The Sub-Committee Chair, Alan Marsh, stated that Read & Errington had provided an update relating to their schedule of works prior to its commencement on 9th June 2008. All other items discussed are covered under the main agenda.</p> <p>Agreed That the minutes be accepted.</p> <p>Operations Sub-Committee – 20th May 2008</p> <p>In Mick Buchanan’s absence as the Sub-Committee Chair, Irene Bishop stated that a demonstration of the Repairs Hotline and Gas Safety system had been given.</p> <p>Joan Greenhalgh asked whether the system records how long it takes for a repair to be carried out. Cyril Holland confirmed that each tenant is given a date when the repairs will be carried out and the average completion time is now 4 days unless it is related to gas or electric in which case it is sooner. Jim Houldsworth asked whether targets are being met and Cyril Holland stated that this information is provided for the Board on a quarterly basis on the Balanced Scorecard.</p> <p>Agreed That the minutes be accepted as a true record.</p> <p>Human Resources Sub-Committee – 22nd May 2008</p> <p>In the absence of a current Chair of the Sub-Committee, Joan Greenhalgh stated her view that when questions are asked at the meeting, the answers given are not always clear. Jim Houldsworth commented that information presented to the Board should be unambiguous and easy to understand. Neil Jack asked that Directors raise any points of clarification directly with him, either during or immediately after the meeting or by telephone the next day and this approach was agreed.</p> <p>Joan Greenhalgh also raised the issue of sickness levels within BCH. Neil Jack said that, although sickness levels have improved, they do need to improve further and training in the management of sickness absence has taken place to try to achieve this.</p> <p>The issue of the equal pay review was also raised and Neil Jack confirmed that BCH have a statutory duty to undertake such a review. He explained that advice had been received that it would be best to defer the start of the review until after staff restructuring had been completed.</p> <p>Jim Houldsworth asked whether staff who had transferred to BCH from the Council under TUPE rules will be entitled to make a claim if they were found to have been underpaid whilst employed by the Council. Neil Jack explained that if more than six months had passed since the date of transfer to BCH the right to make a claim would have been lost.</p> <p>Agreed That the minutes be accepted as a true record.</p> <p>Finance & Audit Sub-Committee – 6th June 2008</p> <p>The Sub-Committee Chair, Simon Blackburn, stated that the items discussed at the Sub-Committee are covered under the agenda.</p>
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	<p>He then raised the issue of loss of income to the Emergency Housing service, which he felt was largely caused by the way in which the Council's homelessness service was operating. He was concerned that provision of the Hostel service and its management by BCH could become non-viable as a result and, furthermore, that the Council are not sufficiently involving BCH in discussions to address this issue.</p> <p>Whilst recognising that the Council do have statutory duties in this area Simon Blackburn proposed that the Chair write to Steve Pullan as Client Representative to express the Board's concern about the effect of the current approach on the Emergency Housing service provided by BCH. It was noted also that the quality of current hostel provision is not as good as it could be and improvement or re-building would be costly but, with the Council's agreement, BCH may be able to work with partners to achieve improvement.</p> <p>Agreed That:</p> <ul style="list-style-type: none"> A. The minutes be accepted as true record. B. The Chair write to Steve Pullan to raise with him the issues relating to emergency housing provision.
<p>6.</p>	<p>Reassurance Plus</p> <p>Due to apologies being received from Shirley Young, this item was omitted.</p>
<p>7.</p>	<p>Business Plan 2008-2013</p> <p>Peter Jefferson stated that it was hoped to bring a full copy of the revised Business Plan to the Board however there has been a slight delay due to the TLF being postponed. The proposal is to either agree tonight based on the amendments in Appendix 7A being made or the amendments can be made and then a full copy can be brought back to the Board at the next meeting.</p> <p>Peter Whittaker stated that we have had approval from the Client and all the requests for amendments will be made. Jim Houldsworth asked whether there was any reason for the Business Plan to be approved tonight and if it wasn't would it cause any problems. Peter Whittaker stated that that it would be better to approve sooner rather than later.</p> <p>Diane Bellinger proposed that the Board agree the document based on the amendments being made. This was supported by Simon Blackburn.</p> <p>Agreed That the Board approve the Business Plan based on the amendments in Appendix 7A being made</p>
<p>8.</p>	<p>Decent Homes Programme – 2009-10 (Year 2)</p> <p>Cyril Holland presented the report, which set out the proposed Decent Homes Programme and budget for 2009-2010 (Year 2). He explained that the total resources available for the programme were £15,000.000 inclusive of £4,000.000 Capital Funding from the Major Repairs Allowance (MRA)</p> <p>The total value of the schemes identified was £14,316,500 subject to the submission of final priced frameworks by our partnering contractors.</p> <p>Agreed That the Board approve the Decent Homes Programme for 2009-10 (Year 2).</p>

<p>9.</p>	<p>Decent Homes Programme & Local Employment Opportunities</p> <p>As requested by the Asset Management Sub-Committee, Cyril Holland presented the report to enable the Board to consider proposed annual targets for creating local employment opportunities within the boundaries of Blackpool during the Decent Homes improvements.</p> <p>It was anticipated that by the end of 2008-09 (Year 1) 70% of the workforce employed by the partnering contractors and their sub-contractors in delivering the Decent Homes Programme would be local people. By the end of year 5 the aim is to reach 80%, which is a challenging target and BCH will develop and strengthen its links with “Blackpool Build up” and Blackpool & Fylde College in its efforts to achieve it .</p> <p>Cyril Holland stated that the target will be a key performance indicator which will be measured and reviewed at the end of each year. Simon Blackburn asked how these figures reflect across the BCH workforce. Neil Jack commented that BCH would be higher than 80% and agreed to prepare a report for the next meeting.</p> <p>Agreed That:</p> <ul style="list-style-type: none"> A. The Board agree the recommended levels of local employment for each year of Decent Homes investment. B. The Board receive regular updates on the number of local people employed. C. The Board receive further information on the number of apprentices, supply chain and sub-contractors to be employed by the Partnership. D. The Board receive a report at a future meeting on the residential location pattern of all directly employed BCH staff.
<p>10.</p>	<p>BCH Year End Financial Report 2007-08</p> <p>Neil Jack presented the report which showed that BCH had a surplus of £217,000 at the end of its first full year of operation. He explained that BCH did not budget to make a surplus in 2007/08 and outlined the main reasons for the variation, reminding the Board that a surplus of £142,000 had been anticipated at the time of the Quarter 3 budget monitoring report being presented to the Board.</p> <p>It was noted that the accounts are still subject to audit and, in connection with that, Peter Whittaker asked Directors to sign the individual letters that had been distributed in order to confirm that they do not receive any taxable benefits from BCH.</p> <p>Agreed</p> <p>That the report be noted and the audited accounts be presented when ready.</p>
<p>11.</p>	<p>Housing Revenue Account (HRA) Financial Report 2007-08</p> <p>Neil Jack presented the report, reminding the Board that the HRA is a Council account that BCH manages for them. It shows a surplus of £314,000 for 2007/08, an improvement compared to the budget of £84,000 and a quarter 3 projected surplus of £185,000. The cumulative HRA revenue balance as at 31st March 2008 was £1,089,000.</p> <p>Jim Houldsworth asked if there was budget provision for the switch over to digital television. Neil Jack explained that the new system is already installed in all flats but it is responsibility of tenants of houses to make their own arrangements.</p> <p>Agreed</p> <p>That the report be noted and the Council be informed of the position.</p>

12.	<p>Staffing Structures Update</p> <p>Peter Jefferson stated that the Property Services restructure has now been completed. The Housing Services structure is currently with the unions and should be finalised by the beginning of July. Once approval has been received for this structure, work will commence on the Finance & Resources structure. Once all have been completed an overall report and organisational chart will be brought back to the Board.</p> <p>Agreed</p> <p>That the position be noted.</p>
13.	<p>National Federation of ALMOs AGM Update</p> <p>Peter Jefferson explained that he and Doreen Wightman, as Chair, had recently attended the National Federation of ALMOs AGM. Doreen stated that following the awards ceremony she felt that BCH has been doing for some time many of the things for which other organisations were winning awards for apparent innovation. She felt that BCH is not yet sufficiently good at celebrating its successes and making people generally aware of its activities and innovations.</p> <p>Agreed</p> <p>That further consideration be given to matters of publicity of the work of BCH</p>
14.	<p>Any other business</p> <p>Peter Whittaker confirmed that the process for recruiting two Tenant Directors to fill the vacancies that will be created by the rotational retirement arrangements will be commencing soon and the process to recruit an Independent Director will begin shortly after.</p> <p>Alan Marsh raised an issue with regard to a tax implication on receiving expenses and the fact that he had received a tax return. Neil Jack agreed to send a letter to all.</p>
<p>PART B – CLOSED MEETING – 11TH JUNE 2008</p>	
1.	<p>Queens Park</p> <p>Peter Jefferson confirmed that the Queens Park Residents Association have appointed TPAS to assist them in a feasibility study to examine options for greater tenant control.</p> <p>Agreed</p> <p>That the position be noted</p>
2.	<p>Date & Time of Next Meeting</p> <p>The next meeting will take place on Wednesday 30th July 2008 at 6.00pm in Conference Room 1 at Progress House.</p>
<p>The meeting closed at 7.50pm</p>	