

BLACKPOOL COASTAL HOUSING LIMITED

**MINUTES OF THE BOARD MEETING
HELD ON WEDNESDAY 8TH AUGUST 2007
AT 6.00pm, PROGRESS HOUSE**

PRESENT: Ron Bell (Vice Chair) – not present from Item 13 onwards
Irene Bishop
Michael Buchanan
Joan Greenhalgh
Jim Houldsworth
Gwen King
Alan Marsh
Bill Rogers
Alison Stringer
Doreen Wightman (Chair)

Diane Bellinger
Carol Hall – not present from Item 12 onwards

IN ATTENDANCE: Peter Jefferson
Maggie Cornall
Neil Jack
Peter Whittaker

Peter Cross

	PART A – OPEN MEETING – 8TH AUGUST 2007
1.	Apologies Tim Cox, Simon Blackburn
2.	Declarations of Interest There were no items of interest declared.

<p>3.</p>	<p>Independent Director Recruitment Update</p> <p>Peter Whittaker confirmed that Diane Bellinger and Carol Hall had been appointed as Independent Directors subject to receipt of references and completion of other checks. They were both welcomed by the Board as observers for the meeting and were granted speaking but not voting rights.</p> <p>It was reported that Pat Corless had tendered her resignation due to increased work and family commitments. Peter Jefferson confirmed that an offer had been made to the third place candidate in the recent recruitment round but an acceptance was yet to be received.</p> <p>AGREED: That Pat be thanked for all her work as a Board Member and her contribution to the founding of BCH and that Peter Jefferson write to her convey the Board's thanks and best wishes.</p>
<p>4.</p>	<p>Minutes of Previous Board meetings</p> <p>A. 27th June 2007</p> <p>Agreed That the minutes be accepted as a true record.</p> <p>B. 18th July 2007</p> <p>Agreed That the minutes be accepted as a true record.</p>
<p>5.</p>	<p>Matters Arising</p> <p><u>27th June</u></p> <p>Customer First – Peter Jefferson confirmed that the Council are reviewing the situation and have acknowledged that targets are not being achieved.</p> <p>Age of Tenants living above Sheltered Accommodation – Ron Bell asked for clarification of the timescale for this issue to be resolved. Peter Jefferson stated that it will be completed before the inspection. Maggie Cornall explained that a scoping meeting had taken place but no timescales had been given. The next meeting is due to take place on 11th September.</p> <p><u>18th July</u></p> <p>Party in the Park – Ron Bell asked for an update on progress with this event. Maggie Cornall confirmed that a project plan is in place and risk assessments are being carried out on activities. Insurance policies of BCH and Stanley Park are being reviewed to ensure adequate cover. This event has been advertised in Viewpoint and posters have been circulated around estates.</p>

<p>6.</p>	<p>Minutes of Sub-Committees</p> <p>A. Finance & Audit</p> <p>Gwen King stated that improvements are being made in the Housing Benefit processing situation. A meeting had taken place to discuss a way forward and the Housing Benefit team confirmed that most issues should be sorted by 9th August. The next meeting has been arranged for 11th September. Neil Jack stated that the main problem is where to post money into the various systems. Housing Benefit staff will be working with the BCH Income Team over the next few weeks to speed up the process.</p> <p>B. Operations</p> <p>Maggie Cornall stated that staffing changes in the estate offices had occurred due to shortages and recruitment issues. The experienced staff had now been spread across the three management areas to ensure consistency. Maggie also confirmed that Cyril Holland was experiencing similar problems with the Repairs Team.</p> <p>C. Human Resources</p> <p>The Minutes of the previous meeting were not yet available.</p> <p>Neil Jack confirmed that the first meeting had taken place. A Chair had not been selected and will be elected at the next meeting. Due to the changes to the Independent Board membership the HR Sub-Committee has two vacancies. Terms of reference were agreed. Claire Pople, HR Manager gave an update on current and future developments.</p> <p>Agreed</p> <p>That the previous meeting minutes would be circulated prior to the next Board meeting.</p>
<p>7.</p>	<p>Matters Arising</p> <p>There were no matters arising from the Sub-Committee minutes.</p>
<p>8.</p>	<p>Dennis Rees – Chair of Derbyhomes</p> <p>The Board welcomed Dennis Rees who gave an overview of the Board arrangements at Derbyhomes and, based upon his considerable experience of the issues, also explained the roles of Officers and Board members during the inspection.</p> <p>AGREED: That Dennis be thanked for his interesting and helpful contribution.</p>
<p>9.</p>	<p>Board Champions</p> <p>Peter Whittaker presented the report on Board Champions and stated that the Board were now in the position to decide who should be the Board Champions.</p> <p>AGREED: That the following Directors be appointed as Champions: Value for Money – Gwen King Health & Safety & Risk Management – Michael Buchanan Equality & Diversity – Irene Bishop Access & Customer Care – Carol Hall</p>

10.	<p>Performance Report for April to June 2007</p> <p>Peter Whittaker presented the updated version of the Balanced Scorecard template previously approved by the Board, which had been populated with data for the first quarter of the financial year. Maggie Cornall commented on the document's content, explaining the reasons for the level of individual Performance Indicators.</p> <p>AGREED: That a bullet-pointed action plan should be included in future reports (the next is due to be considered at the October meeting) to highlight areas of concern.</p>
11.	<p>BCH Business Plan 2007-08 to 2008-09</p> <p>Peter Whittaker presented the BCH Business Plan, explaining that it covered a shorter period than normal and that it would be extended and fully developed once the outcomes of the Inspection and Government decisions on the Round 6 ALMO bids were known and future funding levels clarified. He explained that the plan had been presented to the Tenant Liaison Forum who had welcomed the approach it took.</p> <p>AGREED That the Business Plan be approved.</p>
12.	<p>Any other business</p> <p>Accommodation Jim Houldsworth asked for an update on new accommodation for BCH. Peter Jefferson stated that the Sure Start building is very unlikely to move forward and Neil Jack is currently sourcing alternative options. An options list will be brought to the Board through the Finance & Audit Sub-Committee.</p> <p>Website – Email Addresses Gwen King asked whether an email address for Board Members could be put onto the website to enable members of the public to make contact with the Board.</p> <p>AGREED That Peter Whittaker would look into the options available.</p>
13.	<p>Motion to Move Into Part B Closed Meeting</p> <p>AGREED: That in view of the confidential nature of the items for consideration the Board move into closed session and any members of the public and press present be excluded.</p>
PART B – CLOSED MEETING – 8TH AUGUST 2007	
1.	<p>Inspection Self Assessment</p> <p>The Board split into three groups to discuss the Self Assessment document previously circulated to them.</p>
2.	<p>Date & Time of next meeting</p> <p>The next meeting will take place on Thursday 20th September 2007 at 6.00pm in Conference room 2 at Progress House.</p>
The meeting closed at 9.20pm.	