



**BLACKPOOL COASTAL HOUSING LIMITED**

**MINUTES OF THE BOARD MEETING  
HELD ON WEDNESDAY 28<sup>TH</sup> SEPTEMBER 2011 AT 6.00PM  
IN THE BOARD ROOM AT COASTAL HOUSE**

**PRESENT:**

Diane Bellinger  
 Cllr Lily Henderson MBE  
 Alan Marsh  
 Judith Mills  
 Bill Rogers  
 Cllr Andrew Stansfield  
 Janet Stirling  
 Paul Whitehead  
 Doreen Wightman (Chair)  
 Cllr Christine Wright

Cllr Gillian Campbell (Portfolio Holder for Housing – as an observer)

**IN ATTENDANCE:**

Peter Jefferson (Chief Executive)  
 Cyril Holland (Director of Property Services)  
 Peter Whittaker (Company Secretary)  
 Michael Watson (Policy & Performance Officer)  
 Lisa Murphy (Management Accountant)  
 Sam Fowler (Personal Assistant) - Minutes

**PART A – OPEN SESSION**

<b>1.</b>	<p><b><u>Apologies</u></b></p> <p>Cllr Adrian Hutton, Cllr Martin Mitchell, Alison Stringer</p>
<b>2.</b>	<p><b><u>Declarations of Interest</u></b></p> <p>None</p>
<b>3.</b>	<p><b><u>Minutes of Meeting 27<sup>th</sup> July 2011</u></b></p> <p><b><u>Agreed:</u></b> That the minutes be approved as a true record.</p>
<b>4.</b>	<p><b><u>Matters Arising</u></b></p>
<b>4A.</b>	<p><b><u>Item 6 BCH Annual Report</u></b> Doreen Wightman stated her belief that the Annual Report was an excellent document and was strongly supported in her view by Diane Bellinger.</p>



<p><b>4B.</b></p>	<p><u>Item 8 Area Panels</u> Peter Jefferson confirmed that the Area Panels had not yet been set up and that it was more than likely to be in the 2012-13 year before they are.</p>
<p><b>4C.</b></p>	<p><u>Item 13 Recruitment Process – Director of Finance &amp; Resources</u> Peter Jefferson confirmed that the post had now been advertised with an Assessment Day and Interviews taking place during November.</p>
<p><b>5.</b></p>	<p><b><u>Governance Issues</u></b></p>
<p><b>5A.</b></p>	<p><b><u>Customer Director Election 2011 Update</u></b></p> <p>Peter Whittaker presented the report which gave an update on the Customer Director Elections process. The successful candidates will formally join the Board at the Annual General Meeting but the Chair of the Board had given an invitation for them to participate in the Annual Strategy Meeting on Saturday 15<sup>th</sup> October.</p>
<p><b>5B.</b></p>	<p><b><u>Management Agreement Amendments</u></b></p> <p>Peter Whittaker presented the report which explained the changes required in the Management Agreement with Blackpool Council in relation to the new, jointly agreed Tenant Led Scrutiny structure and procedures.</p> <p><b><u>Agreed:</u></b></p> <ul style="list-style-type: none"> <li>A. That the arrangements for the Customer Director Election be noted.</li> <li>B. That the proposed variations to the Management Agreement be approved and submitted to Blackpool Council for formal approval.</li> </ul>
<p><b>6.</b></p>	<p><b><u>2010-11 BCH Final Accounts for Approval</u></b></p> <p>Lisa Murphy, Management Accountant, presented the report which asked the Board to accept and approve the Financial Statements for 2010/11 and to note the suitability of a “Going Concern” assumption for BCH.</p> <p><b><u>Agreed:</u></b> That the BCH Financial Statements for 2010/11, prepared on a “Going Concern” basis, be accepted and approved.</p>
<p><b>7.</b></p>	<p><b><u>Council Housing Redevelopment</u></b></p> <p>Maggie Cornall presented the report informing the Board of the Council’s position with regard to the New Build Housing programme whose development BCH have been supporting.</p> <p>A question was raised as to whether the reduction in stock would have any impact on the Management Fee. Peter Jefferson confirmed that there would be a reduction in stock by approximately 400 properties but in the long term the effect of this would be at least partially offset by BCH managing properties for Registered Social Landlords (RSLs), particularly where they build on Council owned land. There will also be discussions with the Council about the implications for future loss of income to the HRA.</p>



	<p>In response to a question about residents being rehoused as a result of the redevelopment plans Maggie Cornall confirmed that a decanting programme is to be implemented with allocation priority being given to Queens Park residents who need to move.</p> <p>With regard to the redevelopment of properties at Caton Grove it was confirmed that BCH would carry out the required consultation with the tenants. This will be done in partnership with the Housing Client Team because the programme is being led by the Council.</p> <p><b><u>Agreed:</u></b> That the report be noted.</p>
8.	<p><b><u>Minutes of Committees and Matters Arising</u></b></p> <p><b>8A. Finance, Audit &amp; Corporate Services</b></p> <p><b><u>Agreed That:</u></b> A. The minutes be accepted. B. The Committee recommendations in respect of Items 5, 6 &amp; 7 of its agenda be approved.</p> <p><b><u>8B. Service Delivery</u></b></p> <p><b><u>Agreed That:</u></b> A. That the minutes be accepted.</p>
9.	<p><b><u>Any Other Business</u></b></p> <p>There was no other business raised.</p>
10.	<p><b><u>Motion to Move Into Part B Closed Session</u></b></p> <p><b>Agreed</b> That in view of their confidential nature the remaining items on the agenda be discussed in Part B Closed Session and that any members of the press or public currently present be excluded from that part of the Board Meeting.</p>
	<p><b>PART B - CLOSED MEETING</b></p>
1.	<p><b><u>Finance, Audit &amp; Corporate Services Committee</u></b></p> <p>Peter Jefferson reported on the Data Protection breach which had taken place and explained what action BCH had taken to deal with its consequences, including the commissioning of an Internal Audit Investigation, the results of which had been reported to and discussed in detail by the Finance, Audit &amp; Corporate Services Committee.</p> <p><b><u>Agreed:</u></b> That the action taken to deal with the breach and to prevent future occurrences be noted.</p>



2.	<b><u>Performance Management Scheme</u></b>  <b>Agreed:</b> That the minutes of the Committee be accepted and its recommendations approved
3.	<b><u>Any Other Business</u></b>  There was no other business raised.
4.	<b><u>Date and Time of Future Meetings</u></b>  The next meeting will take place on Wednesday 30 <sup>th</sup> November 2011 at Coastal House following the Annual General Meeting which commences at 6pm.  The Annual Strategy Meeting will take place on Saturday 15 <sup>th</sup> October 2011 at 10am.
	<b>The Meeting Closed at 7-15pm</b>