



BLACKPOOL COASTAL HOUSING LIMITED

**MINUTES OF THE BOARD MEETING
HELD ON WEDNESDAY 20th MAY 2009
AT 6.00 PM, PROGRESS HOUSE**

PRESENT:

Diane Bellinger
 Cllr Simon Blackburn
 Caroline Cook
 Cllr Tim Cox
 Alan Marsh
 Judith Mills
 Bill Rogers
 Paul Whitehead
 Cllr Jim Houldsworth
 Cllr Ron Bell
 Cllr Joan Greenhalgh
 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 & Resources)
 Peter Whittaker (Company Secretary)

 Peter Cross (Independent Consultant)

	PART A – OPEN MEETING – 25TH MARCH 2009
1.	Apologies Carol Hall, Alison Stringer, Janet Stirling
2.	Declarations of Interest Peter Cross declared an interest in Item 10.
3.	STATUS 2008 – Tenant Satisfaction Survey Results A presentation was given by BMG, the company who carried out the survey for BCH and it was explained that there is 95% confidence that the results are accurate to +/- 3.5%, which is better than the statutory requirement for accuracy to be no worse than +/- 4%. The main points identified from the survey were brought out and a general discussion of them and their implications then followed. Agreed That the full report be circulated to Directors, together with copies of the questionnaire and covering letter.



4.	<p>Minutes of Meeting 25th March 2009</p> <p>Agreed That the minutes be approved as a true record.</p>
5.	<p>Matters Arising</p> <p>A Part A Item 5 D – Human Resources Sub-Committee Minutes 19th March 2009-07-09</p> <p>Agreed That the process referred to in the minutes as Job Evaluation should properly be called an Equal Pay Review and will be referred to in that manner in future..</p> <p>B Part B Item 1 – office Accommodation Options review</p> <p>Noted That negotiation of the lease for the Harvey’s Building is being firmed up with the Council and the Board will be kept informed of progress.</p>
6.	<p>Minutes of Sub-Committees & Matters Arising</p> <p>A. Asset Management Sub-Committee – 28th April 2009 Caroline Cook, in the absence of the Sub-Committee chair, reported that Read & Errington had provided an update relating to their schedule of works and performance of the partnership contract. An update was given on the Decent Homes programme for 2009/10 and the extra funding of £2m that had been allocated. Caroline also explained that there had been an amendment to the Terms of Reference for the Sub-Committee.</p> <p>Discussion then arose about the continuing need for Sub-Committee decisions to be brought to the Board for ratification and the question of whether Sub-Committees should now be given delegated power to make decisions. Ron Bell expressed his opinion that it is still too early in the life of BCH for Sub-Committees to make delegated decisions.</p> <p>The Chair asked that this issue be debated fully at a future Board meeting and that, in the meantime, all Sub-Committees should review their Terms of Reference and bring them back to the next Board meeting for approval.</p> <p>Diane Bellinger raised her concern about the length of Board meetings. She asked that, in order to save time, and given that each set of minutes had been previously circulated for Directors to read, Sub-Committee Chairs should in future restrict their presentation of the minutes to those items that need ratification by the Board as a whole.</p> <p>Agreed</p> <ol style="list-style-type: none"> 1. That the Sub-Committee Minutes be accepted. 2. That the 2009-10 Decent Homes programme be brought to the Board for approval. 3. That each Sub-Committee will review its Terms of Reference and present them to the next Board meeting for approval. 4. That Sub-Committee decisions will continue to be ratified by the full Board. 5. That presentation of Sub-committee Minutes should focus on identification of decision items that require ratification by the full Board.



B. Finance & Audit Sub-Committee – 29th April 2009

The Sub-Committee Chair, Simon Blackburn, stated that all items discussed were covered in the minutes.

He explained that the Tenant's Project Fund will be taken back for further consideration at a future Finance & Audit Sub-Committee meeting because more detail was requested. Once accepted by the Sub-Committee it will be brought to full Board for approval.

Agreed

That the minutes be accepted.

C. Operations (Special) Sub-Committee – 27th April 2009

Jim Houldsworth, in the absence of the Sub-Committee Chair, reported that the purpose of the meeting was to further consider scrutiny issues raised at a previous Operations Sub-Committee meeting.

Agreed

That:

1. A Scrutiny Policy and Procedure should be prepared and presented to all Sub-Committees in the May to July Board cycle before being considered for overall approval by the Board at its meeting on 29th July 2009.
2. The draft of the report would be sent to the Members of the Operations Sub-Committee for comment before circulation to other Sub-Committees as part of their Agendas for meetings in the May to July cycle.
3. That the minutes be accepted.

D. Operations Sub-Committee – 5th May 2009

Jim Houldsworth, in the absence of the Sub-Committee chair, reported that the Business Plan and Environmental Contracts had been discussed at length.

Agreed

That the minutes be accepted.

E. Human Resources Sub-Committee – 5th May 2009

Diane Bellinger who, in the absence of the Chair at the Sub-Committee had chaired the meeting, reported that an in-depth discussion had taken place with regard to the Equal Pay Review. It had been agreed that the implementation date would be 1st October 2009.

Agreed

That the minutes be accepted.



<p>6</p> <p>A.</p> <p>B.</p>	<p>Business Planning</p> <p>BCH Strategic Visioning Document</p> <p>Peter Jefferson presented the Strategic Visioning Document which has been developed to support the Business Plan. It describes BCH's longer term strategy, and the mechanisms by which it will be delivered, thus providing an overview of the strategic thinking from which BCH Business Plans have been developed.</p> <p>BCH Business Plan 2008-13</p> <p>Peter Whittaker presented the Business Plan which had been considered by all Sub-Committees, the Council Client and the Tenant Liaison Forum. Comments received had been incorporated in the revised plan.</p> <p>Agreed That the updated Business Plan 2008-13 be approved.</p>
<p>8.</p> <p>A.</p> <p>B.</p>	<p>Financial Performance 2008-09</p> <p>BCH Budget Draft Outturn 2008-09</p> <p>Neil Jack presented the report on the BCH draft financial position as at 31 March 2009. By the end of 2008/09, it was projected that BCH would have a surplus of £389,000 as compared with a budgeted surplus of £100,000. Balances would therefore increase to £611,000. Final, audited figures will be submitted to the next Board meeting.</p> <p>Agreed That:</p> <ol style="list-style-type: none"> 1. The draft financial position be noted 2. The ICT budget underspend be carried forward into 2009/10 to cover future planned expenditure on a new housing management system. <p>Housing Revenue Account (HRA) Budget Draft Outturn 2008-09</p> <p>Neil Jack presented the report on the HRA draft financial position as at 31 March 2009. By the end of 2008-09 quarter, it was projected that there would be a surplus on the HRA of £394,000, as compared with the budgeted level of £120,000. HRA balances were projected to be £1,512,000 at the end of the year. Final figures will be submitted to the next Board meeting.</p> <p>Agreed That the report be accepted.</p>
<p>9.</p> <p>A</p>	<p>Operational Performance 2008-09</p> <p>Balanced Scorecard 2008-09</p> <p>Peter Jefferson presented the Balanced Scorecard for the full year 2008-09 and commented on particular items of interest or concern</p>



	<p>BUS13 – Simon Blackburn asked why the satisfaction rate was shown as 95% when the STATUS survey showed a lower figure. Peter Jefferson explained that our own survey includes sheltered tenants but the STATUS survey only covers general needs tenants.</p> <p>BUS11 – Simon Blackburn asked if properties were being held void for management reasons. Peter Jefferson explained that the Council have not yet made a decision on this issue and a meeting with them was set for this week. He stated that if a decision is not reached at that meeting he will suggest that BCH take the lead on the issue.</p> <p>ORG02 – Alan Marsh asked for further details about this PI. Neil Jack stated that long term sickness had reduced and short term sickness is now being addressed.</p> <p>CUS 07/08/09 – Simon Blackburn asked why there was no commentary on these PI's, Peter Jefferson explained that it had been agreed that they would be revised to reflect not just numbers but the speed with which complaints are investigated and the stages in the process at which they are resolved.</p> <p>CUS09 – Jim Houldsworth asked whether these could be separated. Peter Jefferson stated that this could be looked into.</p> <p>Agreed That the 2008-09 Year End Operational Performance position be noted.</p> <p>B Lettings Demographic Report 20008-09</p> <p>Maggie Cornall presented the report which described and provided an analysis of the demographics of new tenants entering the housing service provided by BCH.</p> <p>Agreed That the report be noted.</p>
<p>10.</p>	<p>2009-10 Board Forward Plan Update</p> <p>Peter Whittaker circulated the updated Board Forward Plan for information.</p>
<p>11.</p>	<p>Extension of the Decent Homes Estate Management Posts</p> <p>Cyril Holland presented the report which asked the Board to approve the extension of two temporary Decent Homes Estate Management Posts to cover the duration of the Decent Homes Programme.</p> <p>Tim Cox asked whether the £50,000 included oncosts and likely pay increases etc. Neil Jack confirmed that all oncosts were included.</p> <p>Ron Bell asked how quickly we could disestablish the posts if they were no longer required. Maggie Cornall stated that the posts will form part of the Housing Management establishment and there are also current vacancies in that area. Neil Jack stated that the process will be managed in the final year to ensure that there are no additional costs.</p> <p>Agreed That the duration of the two temporary Decent Homes Estate Management Officer posts be extended until the end of the Decent Homes Programme in March 2013.</p>



12.	<p>Any Other Business</p> <p>There were no other items of business raised.</p>
13.	<p>Motion to Move Into Part B Closed Session</p> <p>Agreed That in view of its confidential and commercially sensitive nature it is proposed that the remaining item 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>PART B – CLOSED MEETING – 20TH MAY 2009</p>	
1.	<p>Performance Management Scheme</p> <p>Agreed:</p> <p>That the minutes of the Sub-Committee be accepted and its recommendations approved.</p>
2.	<p>Any Other Business</p> <p>Management of Board Meetings</p> <p>Directors expressed their concern about the length of Board Meetings and in discussion a number of points were raised.</p> <p>Agreed: That:</p> <ol style="list-style-type: none"> 1. Agenda items should be time limited. 2. Items, particularly presentations, which may take an hour or more of Board time, should when practicable be given on separate occasions. 3. All Board papers must be received at least seven days before the meeting to enable Members to read them and prepare fully for the Board Meeting. 4. In view of this approach, “presentation” of reports and minutes will no longer be required and the Board will be able to move directly to raising questions about and discussing the matters set out in the reports. 5. The Chair will discuss these issues with the Chief Executive with the aim of limiting the length of a Board Meeting to approximately two hours.
3.	<p>Date and Time of Next Meeting</p> <p>The next meeting will take place on Wednesday 29th July 2009 at 6.00pm in Conference Room 1 at Progress House.</p>
<p>The meeting closed at 9.10pm</p>	