



BLACKPOOL COASTAL HOUSING LIMITED

**MINUTES OF THE SERVICE DELIVERY COMMITTEE
HELD ON TUESDAY 18th JANUARY 2011 AT 6.00PM
IN THE BOARDROOM AT COASTAL HOUSE**

Present:

Judith Mills
Alan Marsh
Cllr Jim Houldsworth
Janet Stirling
Doreen Wightman

In Attendance

Maggie Cornall (Director of Housing Services)
Cyril Holland (Director of Property Services)
Michael Watson (Policy & Performance Officer)
Sam Fowler (Minutes)

ITEM	
1.	<p>Apologies Alison Stringer, Carol Hall, Cllr Fred Jackson</p>
2.	<p>Declarations of Interest There were no declarations of interest.</p>
3.	<p>Election of Chair</p> <p>Following a discussion, Janet Stirling proposed that Alan Marsh stand as the Chair for this Committee. This was seconded by Judith Mills.</p> <p>Agreed That Alan Marsh stand as the Chair of the Service Delivery Committee.</p>
4.	<p>Minutes of Previous Meeting and Matters Arising</p> <p>4A. Asset Management Committee The minutes were agreed as a true record and there were no matters arising.</p> <p>4B. Operations Committee The minutes were agreed as a true record and there were no matters arising.</p>
5.	<p>Terms of Reference</p> <p>The Committee asked for the Terms of Reference for Asset Management and Operations be pulled together for this Committee and to be brought to the next meeting for approval.</p> <p>Agreed That the Terms of Reference be brought to the next meeting for approval.</p>
6.	<p>Forward Plan</p> <p>Local Offers – Maggie Cornall stated that the Local Offers will be taken to full Board on 15th February for approval.</p>



	<p>Void Turnaround – Judith Mills asked whether Voids could be closely monitored at this Committee. Maggie Cornall stated that a full audit of the Voids PI is underway and a report will be generated which will be brought to this Committee for review.</p> <p>Cyril Holland stated that an update on Decent Homes will be brought to each of these meetings and the Balanced Scorecard will be brought every quarter as before.</p> <p>Judith Mills asked for regular updates on Sheltered Housing.</p>
<p>7.</p>	<p>Tenant Project Fund Update</p> <p>Maggie Cornall presented the report which asks the Committee to consider the progress of the Tenant Project Fund.</p> <p>Doreen Wightman asked whether there was a timeframe in which the money has to be used once awarded. Maggie Cornall confirmed that the expiry is 12 months from the funding being awarded.</p> <p>Alan Marsh asked whether any funding not used for this financial year could be carried forward to the next financial year. Maggie Cornall stated that the Board would need to approve to carry the unused money forward.</p> <p>Agreed That the Service Delivery Committee makes a recommendation to Board that any unused money be carried forward to the next financial year.</p>
<p>8.</p>	<p>Single Equality Scheme</p> <p>Maggie Cornall presented the report which asks the Committee to receive and approve the BCH Single Equality Scheme.</p> <p>Judith Mills stated that it was an excellent scheme and asked whether the new system will be able to back up the information we receive and enable us to produce reports. Michael Watson confirmed that the amount of information we currently hold will allow the CRM system to provide the information we require. We will also be able to highlight the trends and compare with external data to make projections for the future. Michael also stated that we have until 31st July 2011 to publish our impact assessment on the Single Equality Scheme.</p> <p>Judith Mills asked whether the Board and SMT will be requested to complete the E&D training online. Maggie Cornall confirmed that this will be enforced as it was agreed at the last Board meeting.</p> <p>Agreed That the Committee makes a recommendation to the Board to approve this scheme subject to the STATUS information coming in which will update this document.</p>
<p>9.</p>	<p>Decent Homes Funding Update</p> <p>Cyril Holland confirmed that two bids for funding had been submitted. A meeting has taken place with the Homes and Communities Agency and positive sounds were made however, it was made clear that we will only receive 30-40% of the original funding due to the current economic climate. Cyril stated that a bid had been submitted for 2 years which reflects the current spending profile and is the most economic route and a bid for 4 years which would mean we would have to re-tender 2 years into the program. Cyril stated that the outcome should be announced in early February. Once this has happened our current contractors will</p>



	<p>have to undertake a cost exercise that supports the reviews that currently take place as we will probably have to move from 4 to 3 contractors.</p> <p>Judith Mills asked whether the Council have reduced the management fee. Maggie Cornall stated that we had a 50% cut in the Supported Housing funding which has resulted in the Sheltered Service being re-modeled and negotiations are still taking place with the Council regarding the Management Fee but it is likely to be around a 5% reduction which will be a reduction of £350k in the budget. The re-modeling of the Sheltered Service will mean 5/6 redundancies, however there are other areas where vacancies have not been filled which would enable redeployment for the staff at risk. Early retirement and voluntary redundancy has also been put out to staff who may be interested which may free up jobs in other areas.</p>
<p>10.</p>	<p>Any Other Business</p> <p>Alan Marsh expressed concerns about the lack of family accommodation and forcing long established tenants to move out of their homes. Jim Houldsworth asked what progress had been made to encourage people under occupying family accommodation to move into smaller accommodation. Maggie Cornall confirmed that these people had secure tenancies and couldn't be forced to move, although there were a number of incentives to encourage these moves. Maggie agreed to bring a report to a future meeting.</p> <p>Maggie stated that as part of the efficiency savings she was proposing to terminate the debt advice contract provided by Advice Link as it didn't offer value for money. Instead she proposed to create a tenancy support post in the rents team as this provided better value for money and would offer a re-deployment opportunity to a member of staff at risk of compulsory redundancy. The Committee supported this course of action.</p> <p>Agreed That this be added to the Forward Plan.</p>
<p>11.</p>	<p>Date of Next Meeting</p> <p>The next meeting will take place on Tuesday 1st March 2011 at 6pm at Coastal House.</p>