

BOARD MEETING

Minutes of Board Meeting held at 4:00 pm 10th December 2009, Little Aynam House, Kendal

Present: Mary Dowling (Chairman)
John Short (Vice Chairman)
Christine Chadwick
Peter Thompson
David Vatcher
Joan Chadwick
Charles Howarth
Frank Hodson
Robin Brown
Peter Woof

Officers: Peter Thomas
David Stubbs
Rebecca Lord
Sue Boulton
Jacqui Blenkinship

Guests: Sheila Meades
Gillian Llewellyn - SLDC

Apologies: Peter Bland
Brenda Gray

NO	<u>TITLE OF MINUTE</u>	ACTION
814	CO-OPTION OF SHEILA MEADES The Chairman welcomed Directors to the meeting and requested that the agenda item "Co-option of Sheila Meades' be taken first as Mrs Meades had been invited to the meeting. The Chairman outlined the process used to consider Mrs Meades' application for co-option and the view of the interviewing panel that she would make a valuable contribution to the Board in that capacity.. RESOLVED:- That the Board approve the appointment of Mrs Meades as a Co-optee for an initial period of one year from 11 December 2009: the appointment to be extended for a further period of one year thereafter if mutually satisfactory. Sheila Meades then joined the meeting.	
815	MINUTES OF LAST MEETING The Chairman thanked the Vice Chairman for chairing the October meeting. The minutes of the last meeting were accepted as a true record and signed by the Chairman of the meeting.	
816	MATTERS ARISING	

Minute 795: Membership of Committees (see minute 822 below)

ACTION

The Chairman asked Sheila Meades to consider joining one or two of the Committees. Sheila Meades replied that she would consider this once she knew more about the different Committees.

PT

817 COVALENT TRAINING ON DELIVERY PLAN

Gillian Llewellyn gave a brief presentation on the Covalent Performance Management Framework and what it could do for South Lakes Housing in terms of monitoring performance. Robin Brown commented that he had been involved in the acquisition of the system by SLDC.

The Chief Executive commented that this performance management system was robust and as well as triggering emails with impending deadlines to officers, evidence was also attached to show that tasks had been completed. The Chief Executive added that hard copies for board meetings would be used for now but in 2010 this information could be presented on screen at board meetings.

Gillian Llewellyn responded to questions from Board members. It was suggested that a symbols key be included in the SLH Delivery Plan and that additional training in understanding Covalent be made available to interested Board members. Those who wanted access to the system should contact Angela Tunnicliffe for access and initial training.

CAT

The Chairman thanked Gillian for an informative presentation and Gillian left the meeting.

818 SHELTERED HOUSING

Jacqui Blenkinship reminded Directors that the Sheltered Housing paper was a property based paper and did not take into account issues such as population need, service charges and staffing.

John Short said that this paper was discussed at Tenants' Committee and it was evident there was not currently a huge demand for sheltered housing even though there was an ageing population. Before 'de-sheltering' the question of amenity charges needed to be addressed.

Jacqui Blenkinship commented that having worked with the Sheltered Service Improvement Group it was important to understand the implications of de-sheltering accommodation and a review of operational costs and services would be required. The turnover for non sheltered bungalows was 0.83% whereas the turnover for sheltered voids was 2.1% showing a higher turnover in sheltered accommodation which resulted in loss of income.

Peter Thompson asked if it was policy to reduce the amount of sheltered housing and the Chief Executive replied that despite an ageing population increasingly older people were wanting to remain in their own homes which could be supported through the Telecare service. The quality of the accommodation on offer was also a critical factor.

Jacqui Blenkinship said that the first step was identify the long term potential for re-development of sheltered accommodation.

The Chairman suggested that it would be worthwhile for SLH to engage with NHS services as they too were considering how best to meet the health needs of the population in South Lakeland which was older than the national average. It was essential to understand the future likely need to sheltered housing before deciding to

reduce the quantity of sheltered housing SLH could make available.

ACTION

- RESOLVED:-
- i) That the Board agree the process adopted and undertaken for the sheltered housing portfolio scoring
 - ii) That the Board note the findings of the sheltered housing portfolio scoring exercise
 - iii) That that Board agree the proposed investment criteria in principle for each category
 - iv) That the Board approve the development of the option appraisal process using School Knott Close as a pilot for that process

819 INVESTMENT FRAMEWORK

Jacqui Blenkinship reported that an investment framework which sets out the way in which capital funds will be spent on the HRA assets, would ensure that available resources are directed to the works with the highest risk.

RESOLVED:- That the Board agree the Investment Framework for repairs and maintenance

820 2010/11 DELIVERY PLAN

The Chief Executive reported that the draft plan contained two important projects, one of which was to support the first phase of the strategic options review and the other was assisting SLDC to implement the Cumbria Sub Regional Choice-Based Lettings Scheme.

A growth bid had been put forward to SLDC to undertake the asbestos survey across the housing stock which was a health and safety requirement. South Lakes Housing did have some asbestos data but it was not sufficient and so a more informed survey was needed.

Volunteers for Board Champions were sought and Christine Chadwick volunteered for the Responsive Repairs/Void Management. The Chairman suggested that, if any Board Director was interested in any other area of activity, to let the Chief Executive know.

ALL to note

RESOLVED:- That the Board adopt the 2010/11 Delivery Plan

821 NEW REGULATORY FRAMEWORK – A STATUTORY CONSULTATION

The Chief Executive reported that the new system of regulation for social housing would commence from 1st April 2010. The Tenants Service Authority (TSA) are currently consulting on the new arrangements and that any comments from Directors would be welcomed as the closing date for consultation was 5 February 2010.

Board members supported the comments made by the Chief Executive in his report and agreed that these could form the basis of the SLH response to the consultation.

RESOLVED:- That the Chief Executive's comments (supplemented by any further comments from Board members) be passed onto the TSA as part of the consultation of the new system of regulation for social housing.

PT

822 CHIEF EXECUTIVE REPORT

Stock Options Project Manager

The Chief Executive reported that following the interviews held on 7th December,

John Sykes had been appointed and the first project meeting had been arranged for 17th December. This first phase should be completed by October 2010. **ACTION**

Management Fee

The Chief Executive reported that a meeting between SLH, SLDC and Tenants' Committee representatives had been arranged for Monday 14th December at 6 pm to negotiate the 2010/11 Management Fee and repairs and maintenance budgets.

Membership of Committees

It was agreed at the Board meeting held on 29th October that a 'refresh' of membership of each of the Committees should take place at this meeting. Following this the members of each Committee would choose a Chairman. **ALL**

Accordingly a list of the current membership of Committees was circulated and Directors were asked to put their name by the Committees on which they would like to serve.

RESOLVED:- That the Board note the Chief Executive's report.

823 VICE-CHAIRMAN'S REPORT

The Chairman reported to Directors that 1-2-1's would be held in the New Year and Directors would be asked for their availability to attend these sessions. **CAT**

The Chairman reported that following the Cabinet meeting held on 11th November David Vatcher had been nominated and confirmed as the SLDC representative for on the Board until November 2012.

The Chairman thanked SLH staff and Tenants' Committee for a very good Christmas concert which had been held prior to the Board.

Robin Brown added that the Board's appreciation be minuted for all those SLH staff who had gone the 'extra mile' with their efforts when the recent flooding had occurred.

RESOLVED:- That the Board note the ~~Vice~~ Chairman's report.

824 QUARTER 2 – DELIVERY PLAN, PERFORMANCE REPORT AND DHP PROGRESS REPORT

Decent Homes

The Director of Operations reported that the DHP programme would be concluded by the end of December which was on time and within budget and the mop up programme has achieved 100% satisfaction.

The Chief Executive commented that it had been a good partnership and the successes would be published in the next SLDC newsletter . Furthermore a meeting had been arranged in the new year with a professional PR consultant paid for by Bramalls to communicate the outcome.

Performance Indicators

Robin Brown suggested that narrative be added if a task was failing to achieve the deadline set for it. **DS**

Covalent Delivery Plan

ACTION

The Chief Executive informed Directors that the completion of the 2009-10 VFM Plan would be an issue and was a priority for next year's delivery plan.

Robin Brown suggested that Performance Indicators be removed from the Delivery Plan for future publications as these were the subject of a separate report.

CAT

RESOLVED:- That the Board note the Quarter two Delivery Plan, Performance Plan and DHP report

825 OPEN DISCUSSION

None.

826 RESIDENTS' QUESTIONS

There were no resident's questions.

827 TENANTS' COMMITTEE REPORTS

John Short said that he considered that the recommendation from Tenants' Committee with regard to the Family Fun Days emailed on 10th December, was incorrect. In the circumstances, the Chairman proposed that the matter should be deferred until the next board meeting. This was agreed.

Charles Howarth referred to the Grounds maintenance contract minute 572 of the Tenants' Committee minutes from 3 December 2009 and commented that it was unfair that tenants in the outlying areas received no maintenance service and he believed tenants were paying for the service twice, through their rent and council tax.

Jacqui Blenkinship replied that this would be factored into the Housing Options appraisal. The Chairman added that this was a complex issue and asked that the Chief Executive have it reviewed for the ~~the~~ next Board meeting

PT

John Short then referred to the Service Improvement Group Tenants' Committee report of 22 October and said that the SIG's had been reduced from 9 to 6 groups and it was important that future dates for the amalgamated SIGs were confirmed as soon as possible.

RESOLVED:- That the Board accepts the Tenants' Committee recommendation that the SIG review group proposals be accepted, including the matters clarified at the last meeting on 22 October 2009

828 POLICY REVIEW: PET POLICY

The Director of Operations reported that this was a brand new policy and did not require any changes from the Policy Committee

RESOLVED:- That the Board accepts the recommendation of the Policy Committee and adopts the new Pet Policy.

829 POLICY REVIEW: EMPTY PROPERTY MANAGEMENT (VOIDS)

The Director of Operations reported that this revised policy did not require any changes from the Policy Committee

RESOLVED:- That the Board accepts the recommendation of the Policy Committee

and adopts the revised Empty Property Management (Voids) Policy.

ACTION

Councillor Hodson left the meeting.

830 ANNUAL REPORT ON EQUALITY AND DIVERSITY

The Business Support Manager updated Directors with regard to progress against the E & D strands

RESOLVED:- That the Board note the progress made on equalities issues.

831 DRAFT FINANCE AND PROCUREMENT MINUTES

RESOLVED: That the Board notes the minutes.

832 POLICY COMMITTEE MINUTES

The Director of Operations commented that currently only four policies were due for review and that the process was now working well.

RESOLVED:- That the Board notes the minutes.

833 BOARD AWAY DAY – 17TH JULY 2009

The Chairman reported to Directors that a list had been emailed to the Chief Executive with Directors' requirements which were being actioned such as a 2010/11 Board Development Plan, mandatory training, walkabouts, location of estates and an updated Board Information Pack.

RESOLVED:- That the Board note the Michael Guest Associates report of 17 July 2009 following the Board Away Day.

834 ANY OTHER BUSINESS

The Director of Operations handed out an updated briefing paper on the Statutory Guidance issued by the Government for those in greatest housing need which now included an overview of the allocations legislation.

835 DATE OF NEXT MEETING

21st January 2010 at Little Aynam House.

The meeting then continued with Part II items.