



## Minutes of the Housing Tenancy Board

*Minutes of a meeting held on 7 June 2010  
at the Civic Offices, Fareham*

**PRESENT:** Councillor P J Davies  
(Chairman)

Councillor Mrs M R Nadolski  
(Vice-Chairman)

**Councillors:** T J Howard and Mrs K K Trott.

**Co-opted  
Members:** Mr M Busby, Miss Y Goddard, Mr G Wood and Mr E Dance.

**Also  
in attendance:** Councillor Mrs C L A Hockley (Executive Member for Community)  
(for Minute 10) and Councillor L Keeble (Executive Member for  
Performance and Improvement).

### 1. **APOLOGY FOR ABSENCE**

An apology for absence was received from Councillor D L Steadman.

### 2. **APPOINTMENT OF CO-OPTED REPRESENTATIVES ONTO THE BOARD**

The Board considered a report by the Director of Community and Streetscene regarding the appointment of co-opted representatives onto the Board. Appendix B to the report providing details of Tenants and Leaseholders nominated by the forums was circulated at the meeting for Board members' consideration (copy of report ht-100607-rx07-jsh which contains exempt information, circulated with agenda and appended to signed minutes).

It was AGREED that the following persons be appointed as co-opted representatives onto the Housing Tenancy Board: Mr M Busby (General Tenant Representative); Miss Y Goddard (General Tenant Representative); Mr G Wood (Sheltered Tenant Representative) and Mr E Dance (Leaseholder Representative).

Following their appointment onto the Board, the Chairman invited the Co-opted Tenant and Leaseholder representatives to join in the meeting.

### 3. MINUTES

It was AGREED that the minutes of the meeting of the Board held on 18 March 2010 be confirmed and signed as a correct record ([ht-100318-m](#)).

### 4. CHAIRMAN'S ANNOUNCEMENTS

(Minute 8 of 18 March 2010 refers)

The Chairman wished to pay tribute to Councillor Ernest Crouch, former Chairman of the Housing Tenancy Board, for over 30 years of dedicated work and service to Tenants' and Leaseholders' across the Borough.

### 5. REVIEW OF THE WORK PROGRAMME FOR 2010/11

The Board considered a report by the Director of Community and Streetscene, which reviewed the Work Programme for 2010/11 (copy of report [ht-100607-r01-mge](#) circulated with agenda and appended to signed minutes).

It was AGREED that:-

- (a) the Work Programme for 2010/11 be agreed, subject to the revisions as set out within the report and the additional revision listed in (i) below and incorporated within Appendix A:-
  - (i) Update from the National Housing Conference - This item was added to the work programme for 12 July 2010; and
- (b) the Work Programme for 2010/11 be submitted to the Executive.

### 6. PROPOSALS FOR THE REFORM OF HOUSING FINANCE - GOVERNMENT CONSULTATION

The Board considered a report by the Director of Community and Streetscene regarding the Department for Communities and Local Government consultation on the proposals for reforming Housing Finance. The report also outlined self financing proposals and the impact these would have on the Borough (copy of report [ht-100607-r02-cha](#) circulated with agenda and appended to signed minutes).

Members discussed at length the proposals contained within the report and the affect this would have in future years and officers answered members' questions thereon.

It was AGREED that the Executive be advised that the Board favoured the self financing proposal, as set out within the report.

### 7. REVIEW OF EXTRA CARE HOUSING PROVISION AT DOWNING COURT

The Board considered a report by the Director of Community and Streetscene, which provided an update on the progress that had been made since September 2006 when members first agreed to progress with a Pilot Extra Care approach at Downing Court in partnership with Hampshire County Council's Supporting People and Adult Services (copy of report [ht-100607-r02-](#)

[afi](#) circulated with agenda and appended to signed minutes).

The report outlined suggestions in moving the Pilot forward over the coming months so it could also be used to help inform the Sheltered Housing Review, as well as the Vision for Older Person's Housing that was agreed by the Board in March 2010.

It was AGREED that:-

- (a) the progress made with the Extra Care Housing Pilot at Downing Court be noted; and
- (b) the Pilot be extended for a further 12 months and a report providing detailed recommendations for the future be considered by the Board in 2011.

## **8. RESULTS OF TENANT INFORMATION SURVEY**

The Board considered a report by the Director of Community and Streetscene, which provided the Board with some initial feedback from the tenant information survey sent to all tenants (copy of report [ht-100607-r04-jsh](#) circulated with agenda and appended to signed minutes).

It was AGREED that the report be received and noted.

## **9. DEVELOPMENT OF LOCAL OFFERS (TENANT SERVICES AUTHORITY)**

The Board considered a report by the Director of Community and Streetscene, which explained that the Tenant Services Authority (TSA) was set up in December 2008 and became the regulator for all social housing providers with effect from 1 April 2010. The TSA, in consultation with both tenants and landlords, had established a set of national standards for all providers of social housing and expected all providers to establish local 'offers' in consultation with its tenants. The report considered ideas on the approach to development and establishment of local offers with tenants (copy of report [ht-100607-r05-jla](#) circulated with agenda and appended to signed minutes).

It was AGREED that:-

- (a) the report be received and noted; and
- (b) the Tenant Involvement Officer be thanked for her contribution towards creating stronger links regarding Tenant involvement in the Borough.

## **10. PERFORMANCE MONITORING**

The Board considered a report by the Director of Customer Services, which set out performance monitoring data for Council Housing Services in respect of Current Tenant Rent Arrears, Cleaning, Grounds Maintenance, Void Property Management, Void Rent Loss, Repairs Satisfaction, Gas Servicing, Housing Revenue Account (HRA) Capital Programme, the Decent Homes Programme and Housing Management information relating to housing stock

and the waiting list, including LetSelect (copy of report [ht-100607-r06-jsh](#) circulated with agenda and appended to signed minutes).

At the invitation of the Chairman, Councillor Mrs Hockley addressed the Board on this matter.

It was AGREED that the report be received and noted.

(The meeting started at 6.00pm and ended at 7.37pm)

**APPENDIX A****HOUSING TENANCY BOARD – WORK PROGRAMME 2010/2011**

<b>Date</b>	<b>Subject</b>	<b>Training Session/ Workshop</b>
7 June 2010	<ul style="list-style-type: none"> <li>• Housing Revenue Account Business Plan</li> <li>• Appointment of Co-opted and Deputy Co-opted Representatives onto the Board</li> <li>• Review of Extra Care Housing provision at Downing Court</li> <li>• Results of Tenant Information Survey</li> <li>• Development of Local Offers (Tenants Services Authority)</li> <li>• Work Programme 2010/11</li> <li>• Performance Monitoring</li> </ul>	Members' Training Session - The role of Tenancy and Building Services
12 July 2010	<ul style="list-style-type: none"> <li>• Tenant STATUS Survey</li> <li>• Estate Improvements Programme 2010/11</li> <li>• Report to TSA on National Standards</li> <li>• Update from National Housing Conference</li> <li>• Review and Update of Cleaning Contracts</li> <li>• Work Programme 2010/11</li> <li>• Performance Monitoring</li> <li>• Review of Sheltered Housing</li> </ul>	
20 September 2010	<ul style="list-style-type: none"> <li>• Tenant &amp; Leaseholder Involvement Local Offer (Incl. Tenant Participation Agreement)</li> <li>• Update on Former Tenant Rent Arrears Recovery</li> </ul>	

20 September 2010 cont'd....	<ul style="list-style-type: none"> <li>• Home Local Offer</li> <li>• Equality Impact Assessments</li> <li>• Work Programme 2010/11</li> <li>• Performance Monitoring</li> </ul>	
15 November 2010	<ul style="list-style-type: none"> <li>• Neighbourhood and Community Local Offer</li> <li>• Review of Disabled Adaptations Policy</li> <li>• Work Programme 2010/11</li> <li>• Performance Monitoring</li> </ul>	
24 January 2011	<ul style="list-style-type: none"> <li>• Preliminary Review of the Work Programme for 2010/11 and preliminary draft work programme for 2011/12</li> <li>• Housing Revenue Account including the Housing Capital Programme for 2011/12</li> <li>• Performance Monitoring</li> </ul>	
21 March 2011	<ul style="list-style-type: none"> <li>• Results of Tenant STATUS Survey</li> <li>• Update on Sheltered Housing Review</li> <li>• Review of the Annual Work Programme for 2010/11 and Final Consideration of Draft Work Programme for 2011/12</li> <li>• Performance Monitoring</li> </ul>	