



Minutes of the Housing Tenancy Board

*Minutes of a meeting held on 20 September 2010
at the Civic Offices, Fareham*

PRESENT: Councillor P J Davies
(Chairman)

Councillor Mrs M R Nadolski
(Vice-Chairman)

Councillors: D L Steadman and Mrs K K Trott.

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

**Also in
attendance:** Councillor Mrs C L A Hockley, Executive Member for Community
(for minutes 4 and 6).

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor T J Howard, together with an apology Councillor Howard's Deputy, Councillor Miss Bell, as she was unable to deputise on this occasion.

2. MINUTES

It was AGREED that the minutes of the meeting of the Board held on 12 July 2010 be confirmed and signed as a correct record ([ht-100712-m](#)).

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Alderman Ernest Crouch to the meeting. He explained that Alderman Crouch had been co-opted onto the Board because of his vast experience in housing matters. The title of Alderman was an historic one, dating back to Anglo Saxon England. The Chairman was delighted that Alderman Crouch would be giving the Board the benefit of his experience.

4. APPOINTMENT OF DEPUTY CO-OPTED MEMBER

The Board considered the nomination of Mrs E Bailey to the position of deputy co-opted tenant representative onto the Housing Tenancy Board.

It was AGREED that Mrs E Bailey (Sheltered Tenant) be appointed as Deputy Co-opted representative onto the Housing Tenancy Board.

5. 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-100920-r05-jsh](#) circulated with agenda and appended to the signed minutes).

At the invitation of the Chairman, the Executive member for Community addressed the meeting on this item.

The Tenancy Services Manager advised that the revisions under paragraph 2 relating to 'Local Offers' were being deferred to January 2011 to allow tenants to give more consideration to the items. He also advised that the word "offer" would be changed to "standard" following feedback from tenants.

The Tenancy Services Manager further advised that following discussions with Graham Wood, it has been agreed that a report on the digital switchover in 2012 be added to the work programme for March 2011. The report would outline the Council's approach to the changeover and make reference to the possible provision of communal dishes on Council flats and Maisonettes.

The Chairman requested that information regarding the storage of mobile scooters be included in the report on the Sheltered Housing Review, which was being presented to the Board in November 2010.

It was AGREED that:-

- (a) subject to the revisions as set out in paragraph 2 of the report and additions to the work programme set out above being incorporated within the work programme attached as Appendix A to the report, the Work Programme for 2010/11 be agreed; and
- (b) the Work Programme for 2010/11, attached as Appendix A to these minutes, be submitted to the Executive for information.

(NB: Mr. G Wood joined the meeting at 6:17pm).

6. UPDATE REPORT TO TENANT SERVICES AUTHORITY (TSA) ON NATIONAL STANDARDS

The Board considered a report by the Director of Community and Streetscene, which provided an update on the annual report to be sent to the Tenant Services Authority (TSA) by the beginning of October 2010 (copy of report [ht-100920-r06-jsh](#) circulated with agenda and appended to signed minutes).

It was AGREED that the information contained in the report be noted.

7. PERFORMANCE MONITORING - TENANCY SERVICES

The Board considered a report by the Director of Community and Streetscene, which set out Performance Monitoring data for Tenancy Services in respect of Current Tenant Rent Arrears and Repossessions, Void Property Management, including Void Rent Loss, Estate Improvements, Inspections and Satisfaction levels for Estate Services, Anti-Social Behaviour, demand for Social Housing, Housing Stock Figures and Lettings and Tenant consultation and involvement (copy of report [ht-100920-r07-jcr](#) circulated with agenda and appended to signed minutes).

At the invitation of the Chairman, the Executive member for Community addressed the meeting on this item.

A co-opted member advised that he was disappointed that Stubbington had not been mentioned in the report. The Senior Housing Management Officer undertook to separate the areas so that Stubbington could have its own inspection.

A member also advised that she would have liked to have attended the inspections when they occurred; however, she had not been informed when they were taking place. The Senior Housing Management Officer advised that not all tenants wanted Ward Councillors to be present but she undertook to advise members, if and when tenants wished them to be present. She also undertook to feed back to members when problems arose in their Wards.

It was AGREED that the information contained within the report be noted.

8. PERFORMANCE MONITORING - BUILDING SERVICES

The Board considered a report by the Director of Finance, which set out Performance Monitoring data for Building Services covering all aspects of the service delivered to the residents (copy of report [ht-100920-r09-cne](#) circulated with agenda and appended to signed minutes).

It was AGREED that the information contained within the report be noted.

9. ESTATE IMPROVEMENTS 2010/11 - AN UPDATE

The Board considered a report by the Director of Community and Streetscene, which provided the Board with further information on schemes identified for inclusion in the programme of Estate Improvements for 2010/11, together with details of those schemes being progressed from funds carried over from 2009/10 (copy of report [ht-100920-r08-jsh](#) circulated with agenda and appended to signed minutes).

It was AGREED that the information contained within the report be noted.

(The meeting started at 6.00pm and ended at 7:23pm)

APPENDIX A

HOUSING TENANCY BOARD – WORK PROGRAMME 2010/2011

Date	Subject	Training Session/ Workshop
7 June 2010	<ul style="list-style-type: none"> • Housing Revenue Account Business Plan • Appointment of Co-opted and Deputy Co-opted Representatives onto the Board • Review of Extra Care Housing provision at Downing Court • Results of Tenant Information Survey • Development of Local Offers (Tenants Services Authority) • Work Programme 2010/11 • Performance Monitoring 	Members Training Session - The role of Tenancy and Building Services
12 July 2010	<ul style="list-style-type: none"> • Tenant STATUS Survey • Estate Improvements Programme 2010/11 • Report to TSA on National Standards • Update from National Housing Conference • Review and Update of Cleaning Contracts • Work Programme 2010/11 • Performance Monitoring 	
20 September 2010	<ul style="list-style-type: none"> • Work Programme 2010/11 • Updated report to TSA on National Standards • Performance Monitoring • Estate Improvements 2010/11 - An Update 	

15 November 2010	<ul style="list-style-type: none"> • Review of Sheltered Housing • Update on Former Tenant Rent Arrears Recovery • Review of Disabled Adaptations Policy • Equality Impact Assessments • Work Programme 2010/11 • Performance Monitoring 	
24 January 2011	<ul style="list-style-type: none"> • Preliminary Review of the Work Programme for 2010/11 and preliminary draft work programme for 2011/12 • Housing Revenue Account including the Housing Capital Programme for 2011/12 • Home Local Offer • Performance Monitoring • Tenant & Leaseholder Involvement Local Offer (Incl. Tenant Participation Agreement) • Neighbourhood and Community Local Offer 	
21 March 2011	<ul style="list-style-type: none"> • Update on Sheltered Housing Review • Review of the Annual Work Programme for 2010/11 and Final Consideration of Draft Work Programme for 2011/12 • Performance Monitoring • Estate Improvements Programme 2011/12 • Council's approach to the digital switchover in 2012 	