



Minutes of the Housing Tenancy Board

*Minutes of a meeting held on 6 June 2011
at the Civic Offices, Fareham*

PRESENT:

Councillor P J Davies
(Chairman)

Mrs M R Nadolski
(Vice Chairman)

Councillors: Miss S M Bell, (deputising for D L Steadman), C W Brown
(deputising for Mrs K K Trott) and T J Howard

Co-opted members: Mrs E Bailey, (deputising for Mr G Wood), Mr M Busby, Alderman
Crouch and Mrs P Weaver

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D L Steadman and Councillor Mrs K K Trott and Mr G Wood (Co-opted member).

2. MINUTES

RESOLVED that the minutes of the meeting of the Housing Tenancy Board held on 21 March 2011 be confirmed and signed as a correct record ([ht-110321-m](#)).

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed members to the first meeting of the Housing Tenancy Board in the new municipal year.

4. DECLARATIONS OF INTEREST

The Chairman, Councillor P J Davies declared a personal interest in agenda item 11 - Review of Housing Allocations Policy - Frosthole Close as the premises are located in his Ward (see minute 9 below).

5. DEPUTATIONS

There were no deputations made at this meeting.

6. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that in accordance with Section 100A (4) of the Local Government Act 1972, the Public and Press be excluded from the meeting during consideration of the following item (minute 7 below) as the Board considered it is not in the public interest to consider the matter in public on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of the Schedule 12A of the Act.

Private Session

7. APPOINTMENT OF CO-OPTED AND DEPUTY CO-OPTED REPRESENTATIVES TO THE HOUSING TENANCY BOARD

The Board considered a report by the Director of Community and Streetscene regarding the appointment by elected members of a co-opted representative onto the Board. Appendix B to the report, which provided details of the representative nominated by the General Tenants' Forum, was circulated at the meeting for elected members' consideration (copy of the confidential report which contains exempt information, circulated with agenda and appended to signed minutes).

It was AGREED that Mrs P Weaver be appointed as a co-opted representative (General Tenant Representative) onto the Housing Tenancy Board.

Following her appointment onto the Board, the Chairman invited Mrs Weaver to join in the meeting.

Public Session

8. HOUSING TENANCY BOARD WORK PROGRAMME 2011/12

The Board considered a report by the Director of Community and Streetscene, which reviewed the Board's Work Programme for 2011/12 (copy of report [ht-110606-r01-jsh](#) circulated with agenda and appended to signed minutes).

The Tenancy Services Manager requested members note that the Draft Annual Report to Tenants was now included in the work programme for the meeting on 19 September 2011, to allow sufficient time for further consultation with tenants. Also the Annual Housing Conference Report had been removed from the Board's work programme for 2011/12.

With regard to the item on Performance Monitoring (Period April to June 2011) it was proposed that, to allow sufficient time for preparation of the report, this item be moved from the work programme for 11 July 2011 meeting and added to the programme for 19 September 2011 meeting.

It was AGREED that:-

- (a) subject to the revisions set out in the report, together with the amendments to the work programme set out above being incorporated within the work programme attached as Appendix A to the report, the Work Programme for 2011/12 be agreed; and
- (b) the Work Programme for 2011/12, attached as Appendix A to these minutes, be submitted to the Executive for information.

9. REVIEW OF HOUSING ALLOCATIONS POLICY - FROSTHOLE CLOSE

The Chairman agreed to bring this item (Agenda item 11) forward on the agenda for consideration.

The Chairman declared a personal interest in this matter as the premises are in his Ward (see minute 4 above)

The Board considered a report by the Director of Community and Streetscene, which set out a proposed local housing allocations policy for housing accommodation at Frosthole Close (copy of report [ht-110606-r04-jsh](#) circulated with the agenda and appended to the signed minutes

The Board was referred to the table on page 3 of the report which showed a summary of the proposed allocations policy. It was suggested that the wording for the proposed allocation policy relating to a two bedroom second floor maisonettes be amended to read "General Purpose Use - Families (children over 5 **as a preference** or under 5). The Tenancy Services Manager stated that in addition to issuing a questionnaire it was also intended to hold a meeting at Frosthole Close to answer residents' questions and keep people informed. It was suggested, once arrangements had been made, that Board members might also wish to take the opportunity to attend this meeting so as to be more informed of the relevant issues when the matter is further considered at the meeting on 19 September 2011.

It was AGREED that:-

- (a) subject to an amendment to the wording as noted above, the proposed allocations policy for Frosthole Close, detailed in paragraph 12 of the report, be endorsed,
- (b) officers be requested to undertake consultation with tenants at Frosthole Close; and
- (c) following the consultation, a further report be made to a future Board meeting.

10. HOUSING STOCK CONDITION SURVEY

The Board considered a report by the Director of Finance and Resources, which provided members with information relating to the recent stock condition survey

(copy of report [ht-110606-r02-cne](#) circulated with the agenda and appended to the signed minutes).

The Board requested clarification on a number of items including:-

- The number and reasons why 1% of homes failed to meet the Decent Homes Standard in respect of heating and the action taken to further reduce this figure; and
- The number of homes to be included in each of the significant programmes detailed in paragraph 14 of the report.

The Head of Building Services explained that 1% of homes failed the heating standard because tenants had refused the offer of central heating. Officers periodically contacted these tenants to re-offer central heating particularly when the tenants requested other repairs or maintenance. The Head of Building Services provided details of the number of homes to be included in each of the significant programmes.

It was AGREED that the contents of the report be noted and that members expressed satisfaction with the condition of the housing stock.

11. HOUSING CAPITAL PROGRAMME 2011/12

The Board considered a report by the Director of Finance and Resources, which provided the Board with details of the Housing Capital Programme for 2011/12 (copy of report [ht-110606-r03-cne](#) circulated with the agenda and appended to the signed minutes).

The Board requested an explanation of the reasons for the carry forward of £959,000 from the previous year and a reassurance that this would not impact on the delivery of the 2011/12 capital programme.

The Head of Building Services explained that there had been delays in letting two significant contracts in 2010/11 (Fire doors in Maisonette Blocks and Boiler Replacement Programme) whilst investigations and discussions took place to finalise the technical specifications. The Contracts had now been let.

The Head of Building Service gave a reassurance that it is always the intention of the Council to deliver the annual capital programme in full. However, priority must always be given to ensuring the safety of tenants and delivering value for money. On occasions this may give rise to unforeseen delays whilst officers carryout further investigations to ensure the safety of tenants. The Head of Building Services gave an undertaking to keep the Board informed of any significant delays in the future.

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

12. SUPPORTING PEOPLE - STRATEGIC REVIEW OF OLDER PERSON'S SERVICES

The Board considered a report by the Director of Community and Streetscene relating to information on a strategic review of older persons' services being
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undertaken by Hampshire County Council in 2011/12 (copy of report - [ht-110606-r05-jsh](#) circulated with the agenda and appended to the signed minutes).

The Tenancy Services Manager reported that the percentage reduction in the Supporting People budget (stated as 9% in paragraph 10 of the report) was now 17.5%, which equated to around £60,000 to £65,000 per annum. It was noted that a further report on this matter will be presented to the Board later in the year setting out how the reduction in funding will be achieved and how it will impact on the service to tenants.

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

13. COUNCIL'S APPROACH TO THE DIGITAL SWITCHOVER - OPTIONS APPRAISAL

The Board considered a report by the Director of Finance and Resources, which provided information on the various options available for the upgrading of communal TV systems for blocks of flats and maisonettes across the Borough (copy of report [ht-110606-r06-cne](#) circulated with the agenda and appended to the signed minutes).

The Board discussed in full the various options available and the related costs as detailed in the report. It was the Board's view that overall the most cost effective and appropriate option was to install Integrated Reception Systems (IRS) to blocks across the Borough which provided residents with an opportunity to choose whichever services they wished to access.

It was AGREED that in the Board's view, the preferred option for the upgrading of the communal TV systems for blocks of flats and maisonettes across the Borough was the Integrated Reception Systems.

14. PERFORMANCE MONITORING - TENANCY SERVICES 2010/11

The Board considered a report by the Director of Community and Streetscene, which set out Performance Monitoring data for Tenancy Services covering 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, Tenant Consultation and Involvement (copy of report [ht-110606-r07-jcr](#) circulated with the agenda and appended to the signed minutes).

Members were informed that a report on Former Tenant Arrears would be made to the Board at the meeting on 14 November 2011. Arising from questions raised at the meeting, members were requested to direct any concerns regarding standards of estate management to the Senior Housing Management Officer for further investigation. It was intended to include feedback reports on estate inspections that have already taken place to identify the issues raised and proposed action to deal with those issues.

It was AGREED that the Director of Streetscene and Community and his team be thanked for the report and that the information be noted.

15. PERFORMANCE MONITORING - BUILDING SERVICES 2010/11

The Board considered a report by the Director of Finance and Resources, which set out Performance Monitoring data for Building Services covering all aspects of the service delivered to the residents (copy of report [ht-110606-r08-cne](#) circulated with the agenda and appended to the signed minutes).

The Tenants Representatives requested that future reports include a brief summary/ schedule listing the roads where work is proposed to be carried out and the type of work to be undertaken. It was noted that this had been provided to Board members in the past and had proved very informative.

It was AGREED that:-

- (a) the information contained in the report be noted;
- (b) the Chairman, in consultation with the Director of Community & Streetscene, consider the most appropriate way of providing the summary/schedule referred to above in future reports; and
- (c) the proposed structure for future reports shown in Appendix B attached to the report be noted.

(The meeting started at 6:00pm
and ended at 8.23pm).

APPENDIX A

HOUSING TENANCY BOARD – WORK PROGRAMME 2011/2012

Date	Subject	Training Session/ Workshop
6 June 2011	<ul style="list-style-type: none"> • Work Programme 2011/12 • Appointment of Co-opted Tenant Representative • Performance Monitoring (2010-2011) • Housing Stock Condition Survey • Housing Capital Programme 2011/12 • Review of Housing Allocations Policy - Frosthole Close • Supporting People - Strategic Review of Older Persons Services • Council's Approach to the Digital Switchover - Options Appraisal 	
11 July 2011	<ul style="list-style-type: none"> • Work Programme 2011/12 • Housing Grounds Maintenance • Mobility Scooter Storage Policy (draft) 	
19 September 2011	<ul style="list-style-type: none"> • Work Programme 2011/12 • Draft Annual report to Tenants • Sheltered Housing Review - An Update (including Collingwood House Feasibility Study) • Regulation of Social Housing - An Update • Review of Housing Allocations Policy - Frosthole Close • Performance Monitoring (Period Apr-Jun 2011) 	

Date	Subject	Training Session/ Workshop
14 November 2011	<ul style="list-style-type: none"> • Work Programme 2011/12 • Performance Monitoring (Period Jul-Sep 2011) • Housing Revenue Account reform - An Update • Extra Care Provision at Downing Court • Former Tenant Debt Recovery • Update on Estates Improvement Programme 2011/12 	
23 January 2012	<ul style="list-style-type: none"> • Preliminary Review of the Work Programme for 2011/12 and preliminary draft work programme for 2012/13 • Performance Monitoring (Period Oct-Dec 2011) • Housing Revenue Account including the Housing Capital Programme for 2012/13 • Supporting People - Outcome of Strategic Review of Older Persons Services • Tenancy Strategy 	
19 March 2012	<ul style="list-style-type: none"> • Review of the Annual Work Programme for 2011/12 and Final Consideration of Draft Work Programme for 2012/13 • Estate Improvements Programme 2012-13 • Review and Update of Local Standards 	