



Minutes of the Housing Tenancy Board

*Minutes of a meeting held on 2 February 2012
at the Civic Offices, Fareham*

PRESENT:

Councillor P J Davies
(Chairman)

Councillors: Miss S M Bell (deputising for Mrs M R Nadolski), T J Howard, D L Steadman and Mrs K K Trott.

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

Also Present: Councillor B Bayford, Executive Member for Housing.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs M R Nadolski (Vice-Chairman) and Mrs P Weaver.

2. MINUTES

It was AGREED that the minutes of the meeting of the Housing Tenancy Board held on 24 November 2011 be confirmed and signed as a correct record ([ht-111124-m](#)).

3. CHAIRMANS ANNOUNCEMENTS

The Chairman made no announcements at this meeting.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PRELIMINARY REVIEW OF THE HOUSING TENANCY BOARD WORK PROGRAMME FOR 2011/12 AND PRELIMINARY DRAFT WORK PROGRAMME FOR 2012/13

The Board considered a report by the Director of Community and Streetscene which reviewed the Board's work programme for the current year, 2011/12 and gave initial consideration to the programme for 2012/13 (copy of report [ht-120202-r01-jsh](#) circulated with agenda and appended to signed minutes).

Members were referred to paragraph 4 of the report regarding proposed revisions to the work programme for the current year 2011/12 and to paragraph 7 which outlined the proposed items for the work programme for the next municipal year, 2012/13.

It was AGREED that:-

- (a) the revisions to the work programme for the remainder of 2011/12, set out in paragraph 4 of the report, be endorsed;
- (b) the agreed work programme for the remainder of 2011/12, attached as Appendix A to these minutes, be submitted to the Executive for information; and
- (c) the proposed draft work programme for 2012/13, detailed in paragraph 7 of the report, be noted.

7. PRESENTATION: COLLINGWOOD HOUSE - UPDATE ON PROPOSED PLANS

The Board received a verbal update from the Tenancy Services Manager on progress regarding the Collingwood House redevelopment project. It was reported that tenants were being kept informed of progress through monthly newsletters. Tenants had been consulted concerning their preferences for features in the design of the accommodation and the results passed to the architects undertaking the feasibility study. The tenants had expressed a preference for:-

- A guest room being made available;
- Underfloor heating;
- Balconies;
- Sufficient space in the unit to accommodate a washing machine; and
- The majority had indicated a preference for 1 bedroom units.

It was noted that good progress was being made on the feasibility study and the architects were also in dialogue with the Council's planning officers on the project. It was anticipated that the appointment of a project manager would be made in the next few weeks. Members were informed that, in due course, a report would be made to the Executive seeking approval for the Council to enter into a contract with the Homes and Communities Agency (HCA) which had approved the allocation of funding towards the project.

Members were informed that further updates on this matter would be presented at future Board meetings.

Taking account of the majority preference for a 1 bedroom unit, a question was raised about the proportion of 1 bedroom and 2 bedroom units proposed in the new accommodation and how that would be determined. The Director of Community and Streetscene advised that the final design mix had not yet been finally determined, however, there would be a commitment to provide a minimum of 35 units in the development.

It was suggested that consideration be given to designing the bedrooms in the 1 bedroom units so that they were large enough to accommodate 2 single beds. The Board agreed that this suggestion should be passed on to the architects. It was emphasised by the Chairman that tenants would be kept fully involved in the design process at all stages.

It was AGREED that:-

- (a) the officers be thanked for their hard work in progressing this project; and
- (b) the Tenancy Services Manager would arrange for all members of the Housing Tenancy Board to receive a copy of the monthly newsletter to tenants, referred to above.

8. HOUSING REVENUE ACCOUNT INCLUDING THE HOUSING CAPITAL PROGRAMME FOR 2012/13

The Board considered a report by the Director of Finance and Resources regarding the proposed spending plans for housing revenue account services, in order that any comments could be forwarded to the Executive when it considered the matter at its meeting on 6 February 2012 (copy of report [ht-120202-r03-kgo](#) circulated with agenda and appended to signed minutes).

A copy of a revised Appendix E – Fees and Charges 2012/13 was circulated to members at the meeting. Members were requested to note the following amendments under the heading Discretionary Charges:-

- Sheltered accommodation for the Elderly – Guest Room charge per person per night - proposed charge (including VAT) should read £6.60 (not £6.62 as shown);
- Rechargeable Repairs to Council Houses - (a) Abortive visit by Officer, Surveyor or Tradesman - standard charge per visit - proposed charge (including VAT) should read £38.50 (not £38.53 as shown)

In addition, a copy of the plan for the 2012/13 capital programme was also circulated to all members at the meeting (copy of document [ht-120202-r03-kgo-HRA Capital Programme 2012/13](#) appended to signed minutes).

The Board considered each of the attached appendices in turn and asked questions regarding information contained in both the appendices and the main report. Members were informed that since the report had been written, the borrowing figure for the HRA Reforms had been confirmed at £49,268,000 (£49.3 million).

It was AGREED that it be recommended to the Executive that:-

- (a) individual rent increases in line with the rent restructuring model, be approved for Council dwellings with effect from 2 April 2012;
- (b) rents for Council garages be unchanged with effect from 2 April 2012;
- (c) discretionary fees and charges be increased to provide a minimum increase of 5% with effect from 2 April 2012;
- (d) the revised budget for 2011/12 be approved;
- (e) the base budget for 2012/13 be approved;
- (f) the capital programme and financing for 2011/12 to 2015/16 be approved;
- (g) borrowing of £49,268,000 for the Housing Revenue Account Reforms be approved;
- (h) a new Housing Revenue Account capital fund is set up for the purposes of repaying debt in the future and to reinvest in existing or new stock; and
- (i) annual budgets and assumptions are set with the aim of ensuring sufficient surpluses are held to repay debt on the date of maturity of each loan.

9. DEVELOPMENT OF A TENANCY STRATEGY

The Board considered a report by the Director of Community and Streetscene which outlined initial thoughts on the Council's approach to the granting of tenancies to new tenants from April 2013 (copy of report [ht-120202-r05-jsh](#) circulated with agenda and appended to signed minutes).

Members were referred to page 3 of the report regarding the Tenancy Options and advised that the Housing Policy Development and Review Panel had already established a Tenancy Strategy Working Group, consisting of officers and elected members, to assist in the development of a Tenancy Strategy for the Council. It was confirmed that the Housing Tenancy Board would be consulted during preparation of the Strategy to allow all Board members, which included Tenants' representatives, to inform the process.

The Tenancy Services Manager reminded members that the Council's Tenancy Strategy document would need to be prepared, consulted upon and published within 12 months of Section 150 of the Localism Act 2011 being enacted. It was expected that a further report on this matter would be presented to the Board early in the new municipal year.

It was AGREED that:-

- (a) the information contained in the report be noted;
- (b) the continued development of a Tenancy Strategy be endorsed; and
- (c) a further report on progress be made to a future Board meeting.

(Councillor Bell left the meeting prior to consideration of the following agenda items)

10. PERFORMANCE MONITORING - BUILDING SERVICES 2011/12

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 residents (copy of report - [ht-120202-r06-cne](#) circulated with the agenda and appended to the signed minutes).

Members were referred to Appendix A - Responsive Repairs Service Performance Indicators and advised that there had been an increase in the number of customer satisfaction cards over recent months. It was hoped that this positive trend would continue. The Board discussed the Performance Indicators, particularly whether the targets were realistic and achievable. The Head of Building Services stated that a review of the performance targets was being undertaken and the outcomes of this review would be reported to members at a future meeting.

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

11. PERFORMANCE MONITORING - TENANCY SERVICES 2011/12

The Board considered a report by the Director of Community and Streetscene which set out Performance monitoring information for Tenant Services covering Rent Arrears and Repossessions, void property management including Void Rent Loss, Estate inspections and Satisfaction levels for Estate Services, anti-Social Behaviour, Tenant Consultation and Involvement for the period October to December 2011 inclusive copy of report - [ht-120202-r07-jcr](#) circulated with the agenda and appended to the signed minutes).

The Tenancy Services Manager highlighted the key features of the report relating to tenant arrears and repossessions, void turnaround times, evictions and cases of anti-social behaviour. The report also provided details of the various meetings attended by tenant representatives over the last quarter. This

included the South Coast Training conference in October 2011 which had 10 representatives from Fareham Borough Council.

The Board was informed that tenants' concerns about the standard of window cleaning were still under investigation.

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

(The meeting started at 6:00pm and ended at 7.25pm).

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 • Collingwood House - Progress with Redevelopment Plans • Housing Grounds Maintenance • Mobility Scooter Storage Policy (draft) 	
19 Sept 2011	<ul style="list-style-type: none"> • Work Programme 2011/12 • Annual Report to Tenants • Performance Monitoring (Apr-Jun 2011) • Implementing Social Housing Reform: Directions to the Social Housing Regulator - Consultation • A New Mandatory Power of Possession for Anti-Social Behaviour - Draft Response to Consultation. • Review of Housing Allocations Policy - Frosthole Close • Welfare Reforms - Update on Government Proposals 	

Date	Subject	Training Session/ Workshop
19 Sept 2011 (contd.)	<ul style="list-style-type: none"> • Review of Sheltered Housing Service at Lincoln Close 	
24 Nov 2011	<ul style="list-style-type: none"> • Work Programme 2011/12 • Performance Monitoring (Period Jul-Sep 2011) • Housing Revenue Account reform - Update • Former Tenant Debt Recovery • Update on Estates Improvement Programme 2011/12 • Sheltered Housing Review - An Update (including Collingwood House Feasibility Study) • Mobility Scooter Storage Policy • Appointment of Co-opted and Deputy Co-opted Representatives 	
2 February 2012	<ul style="list-style-type: none"> • Preliminary Review of the Work Programme for 2011/12 and preliminary draft work programme for 2012/13 • Collingwood House – An update on proposed plans • Performance Monitoring (Period Oct-Dec 2011) • Housing Revenue Account including the Housing Capital Programme for 2012/13 • Development of a Tenancy Strategy 	
29 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 • Block Captain Regime 	