



Minutes of the Housing Tenancy Board

*Minutes of a meeting held on 21 January 2010
at the Civic Offices, Fareham*

PRESENT: Councillor E A Crouch
(Chairman)

Councillor Mrs M R Nadolski
(Vice-Chairman)

Councillors: T J Howard (deputising for D L Steadman), M F Godrich and Mrs K K Trott.

Co-opted Members: Mr M Busby and Miss Y Goddard (deputising for Miss M Condon).

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D L Steadman and Miss M Condon.

2. MINUTES

It was AGREED that the minutes of the meeting of the Board held on 18 November 2009 be confirmed and signed as a correct record ([ht-091118-m](#)).

3. PRELIMINARY REVIEW OF THE WORK PROGRAMME FOR 2009/10 AND DRAFT WORK PROGRAMME FOR 2010/11

The Board considered a report by the Director of Customer Services on the Board's Work Programme for 2009/10 and the preliminary draft of the Work Programme for 2010/11 (copy of report [ht-100121-r01-mge](#) circulated with the agenda and appended to the signed minutes).

It was AGREED that:-

- (a) the Work Programme for 2009/10 be agreed, subject to the revisions as set out within the report and in Appendix A attached; and
- (b) the items shown in paragraphs 9 and 10 of the report form the basis of the draft work programme for 2010/11, to be submitted to the next meeting.

4. 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, Void Property Management, Void Rent Loss, Repairs Satisfaction, Gas Servicing, Fire Risk Assessments, Housing Revenue Account (HRA) Capital Programme, the Decent Homes Programme and Housing Management information relating to housing stock and the waiting list, including LetSelect and received a presentation thereon (copy of report [ht-100121-r04-jsh](#) circulated with agenda and appended to signed minutes).

Members expressed concern regarding the unsatisfactory performance statistics outlined for Void Turnaround times and officers advised on the work that was currently being carried out to reduce this level.

It was AGREED that:-

- (a) the report be received and noted; and
- (b) officers provide a report describing the action being taken to reduce Void Turnaround times to the next meeting of the Board with an item to be added to the work programme.

5. HOUSING REVENUE ACCOUNT (INCLUDING THE HOUSING CAPITAL PROGRAMME) FOR 2010/11

The Board considered a report by the Acting Chief Finance Officer outlining the Housing Revenue Account together with details of the Capital Programme for Housing Revenue Account Services for 2010/11 (copy of report [ht-100121-r02-cha](#) circulated with agenda and appended to signed minutes).

Members received a presentation from the Corporate Accountant in which the following matters were discussed at length:-

- Budget Setting Principles;
- Housing Revenue Account (HRA) Budget;
- Housing Repairs Account Budget;
- Balances;
- Issues Affecting the Budget;
- Rent Convergence and Rents;
- Negative Subsidy;
- Examples of Risks;
- Use of Account Balances;
- Variation;
- HRA Service Expenditure;
- HRA Service Income; and
- The Capital Programme.

It was AGREED that:-

- (a) the revised budgets for 2009/10, the base budgets for 2010/11, the capital programme and the recommended rent increases, as set out in the report, be recommended to the Executive for approval; and
- (b) the Corporate Accountant be thanked for providing a very informative presentation, for all her help over the years and was wished every success in her retirement.

NB: Councillor Godrich and Councillor Howard gave apologies and left the meeting after consideration of this item.

6. TENANT SERVICES AUTHORITY PROPOSED REGULATORY FRAMEWORK

The Board considered a report by the Director of Customer Services which provided information on the proposed new regulatory framework being introduced by the Tenant Services Authority (TSA) which provided an opportunity for the Board to respond to a number of key questions asked as part of the formal consultation process (copy of report [ht-100121-r05-jsh](#) circulated with agenda and appended to signed minutes).

Officers reported that they were currently reviewing consultation arrangements with tenants to make improvements to communication and involvement with tenants.

It was AGREED that the report be received and noted.

7. REVIEW OF DECORATING ASSISTANCE SCHEME ELIGIBILITY

The Board considered a report by the Director of Customer Services which reviewed the eligibility criteria in respect of the council housing decorating assistance scheme aimed at tenants of pensionable age and those with a disability (copy of report [ht-100121-r03-jsh](#) circulated with agenda and appended to signed minutes).

It was AGREED that the report be received and noted.

8. TENANTS AND LEASEHOLDERS BOROUGH PANEL MINUTES - 10 DECEMBER 2009

The Board gave consideration to the minutes of the meeting of the Tenants' and Leaseholders' Borough Panel held on 10 December 2009 (copy of minutes [ftlbp-091210-m](#) circulated with agenda and appended to signed minutes).

It was AGREED that the minutes be received and noted for information.

(The meeting started at 6.00pm and ended at 7.35pm)

APPENDIX A

HOUSING TENANCY BOARD – WORK PROGRAMME 2009/2010

Date	Subject	Training Session/ Workshop
3 June 2009	<ul style="list-style-type: none"> • Satellite TV Dish Policy for Council Flats and Maisonettes • Gas Servicing Contract • Work Programme 2009/10 • Performance Monitoring • Tenants' and Leaseholders' Borough Panel Minutes – 10 March 2009 	
7 July 2009	<ul style="list-style-type: none"> • Review and Update of Rent Arrears Recovery Policy • Parking Policy for Council Housing Owned Land • Review and update of Former Tenant Debt Recovery • Work Programme 2009/10 • Performance Monitoring 	
23 September 2009	<ul style="list-style-type: none"> • Amendments to the Nominations Policy • Draft Vision for Older Person's Housing in the Borough • Anti-Social Behaviour Policy and Procedures • Work Programme 2009/10 • Performance Monitoring • Tenants' and Leaseholders' Borough Panel Minutes – 11 June 2009 	
18 November 2009	<ul style="list-style-type: none"> • Policy on Pets in Housing Accommodation • Draft Housing Strategy 2010-2015 • Maintenance of Housing 	

18 November 2009 cont'd...	<p>Garage/Service Areas</p> <ul style="list-style-type: none"> • Tenant Information Survey • Update Review of Potential Affordable Housing Sites • Future Appointment of Co-opted Tenant Representatives - Information Report • Work Programme 2009/10 • Performance Monitoring • Tenants' and Leaseholders' Borough Panel Minutes – 17 September 2009 	
21 January 2010	<ul style="list-style-type: none"> • Preliminary Review of the Work Programme for 2009/10 and preliminary draft work programme for 2010/11 • Housing Revenue Account including the Housing Capital Programme for 2010/11 • Tenant Services Authority Proposed Regulatory Framework • Review of Decorating Assistance Scheme Eligibility • Performance Monitoring • Tenants' and Leaseholders' Borough Panel Minutes – 10 December 2009 	
18 March 2010	<ul style="list-style-type: none"> • Tenant Participation Agreement • Update on Void Turnaround Times • Review of the Annual Work Programme for 2009/10 and Final Consideration of Draft Work Programme for 2010/11 • Performance Monitoring • Extra Care housing provision at Downing Court 	