



Minutes of the Housing Tenancy Board

*Minutes of a meeting held on 29 March 2012
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, Alderman E Crouch, Mrs P Weaver, Mr G Wood, Mr B Lee.

Also Present: Councillor B Bayford, Executive Member for Housing; and Councillor Mrs M E Ellerton, Chairman, Housing Policy Development and Review Panel.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence received at this meeting.

2. MINUTES

It was AGREED that the minutes of the meeting of the Housing Tenancy Board held on 2 February 2012 be confirmed and signed as a correct record ([ht-120202-m](#) refers).

3. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

4. DEPUTATIONS

There were no deputations made at this meeting.

5. REVIEW OF THE ANNUAL WORK PROGRAMME FOR 2011/12 AND FINAL CONSIDERATION OF 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 considered the draft programme for 2012/13 (copy of report [ht-120329-r01-jsh](#) circulated with the agenda and appended to the signed minutes).

It was AGREED that:-

- (a) the outcomes of the work programme for 2011/12 be noted;
- (b) the proposed work programme for 2012/13, attached as Appendix A to these minutes, be approved; and
- (c) the proposed work programme for 2012/13 be submitted to the Executive for endorsement.

6. HOMESWAPPER SCHEME

The Board considered a report by the Director of Community and Streetscene which provided members with information about Homeswapper, a nationwide exchange scheme, and considered the benefits of joining such a scheme for both tenants and the Council (copy of report - [ht-120329-r05-jsh](#) circulated with the agenda and appended to the signed minutes).

It was noted that there had been a presentation to members, prior to the meeting on the Homeswapper scheme.

At the invitation of the Chairman, Councillor B Bayford addressed the Board during the consideration of this item.

During the course of the discussion, concern was expressed that tenants who did not have ready access to, or familiarity with, the internet but who would be interested in finding out about a possible exchange, might be disadvantaged.

A proposal to recommend to the Executive that the Council joins the scheme, without the additional benefit, for one year initially, but with a caveat to the effect that the scheme did not necessarily serve all the people that did not have internet access, was made by Alderman Crouch, seconded by Councillor Mrs Nadolski and agreed by the Board.

It was AGREED that:-

- (a) the contents of the report be noted;
- (b) the proposal that the Council joins the Homeswapper scheme, for an initial period of one year, at a cost of the annual participation fee (£2,275), but not including the optional Rightsize module, be endorsed, subject to the Executive being advised of the Board's concern that fair access to the scheme should be available to all tenants; and

- (c) this matter be recommended to the Executive for approval.

(Alderman Crouch left the meeting at 6.28pm).

7. ESTATE IMPROVEMENTS PROGRAMME 2012/13

The Board considered a report by the Director of Community and Streetscene which provided members with information on schemes suggested for inclusion in the programme of Estate Improvements for 2012/13 and also provided an update on the schemes approved for the current year, 2011/12 (copy of report [ht-120329-r02-jsh](#) circulated with the agenda and appended to the signed minutes).

It was AGREED that:-

- (a) the information contained in the report be noted;
- (b) it be noted that additional information would be added to future reports concerning schemes;
- (c) the officers be requested to find out whether the programme to replace lamp columns included any possibility of relocating some of them;
- (d) the schemes suggested for inclusion in the programme of Estate Improvements for 2012/13 be endorsed; and
- (e) it be noted that further schemes could still be added to the 2012/13 programme.

8. REVIEW AND UPDATE OF LOCAL STANDARDS

The Board considered a report by the Director of Community and Streetscene which provided an update on the progress and delivery of locally agreed standards and looked at changes to the regulatory framework and housing standards following the transfer of the regulatory function from the Tenant Services Authority to the Homes and Communities Agency (copy of report [ht-120329-r03-jla](#) circulated with the agenda and appended to the signed minutes).

It was AGREED that the progress made with the local standards and changes to the regulatory framework brought about by the Localism Act 2011 be noted.

9. BLOCK CAPTAIN/NEIGHBOURHOOD ADVISER REGIME

The Board considered a report by the Director of Community and Streetscene regarding the Block Captain Regime, a scheme whereby the Council worked closely with tenants and leaseholders who had volunteered to assist in the monitoring of estate services, including cleaning and grounds maintenance (copy of report [ht-120329-r04-jla](#) circulated with the agenda and appended to the signed minutes).

It was noted that the volunteers performing this important role were known variously as block captains, estate monitors, performance monitors and neighbourhood advisers. None of these terms had met with universal approval and so the volunteers were currently able to decide how they wished to be described.

There were generally 40 or so people involved in the role at any one time and approximately 20 of them had attended an event arranged by the officers on 27 March 2012.

It was AGREED that:-

- (a) the information provided in the report be noted; and
- (b) the recommendation that officers continue to support tenants and leaseholders in their role as Block Captains, using feedback they provide to effectively improve housing estates services to tenants and leaseholders, be endorsed.

10. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made announcements concerning Mr M Busby, the Vice-Chairman, Councillor Mrs Nadolski, the forthcoming elections and the past year.

Mr Busby was standing down after six years as a co-opted tenant member on the Board. On behalf of the Board, the Chairman thanked Mr Busby for all his work, wished him a happy retirement and presented him with a card signed on behalf of members and officers.

Councillor Mrs Nadolski was not standing for re-election in 2012 in order to concentrate on her work with young children and their families. On behalf of the Board, the Chairman, thanked Mrs Nadolski for all her work and wished her well for the future.

In conclusion, the Chairman wished those members of the Board who were standing for re-election to the Council in 2012, Councillors Mrs Trott and Howard, good luck in the elections and thanked all Board members and the officers for their work in connection with the Board.

(The meeting started at 6:00pm
and ended at 6.54pm).

HOUSING TENANCY BOARD – DRAFT WORK PROGRAMME 2012/2013

Date	Subject	Training/ Workshop
18 June 2012	<ul style="list-style-type: none"> • Work Programme 2012/13 • Appointment of Co-opted Tenant Representatives • Tenancy Services Performance Report for 2011/12 - (for the whole year including January to March 2012) • Building Services Performance Report for 2011/12 - (for the whole year including January to March 2012) • Housing Capital Programme 2012/13 • Tenancy Standard 	
9 July 2012	<ul style="list-style-type: none"> • Work Programme 2012/13 • Solar Panels on Council Properties • Tenant Cashback Scheme - Experience from pilots • Tenancy Strategy - An Update • Tenancy Agreement 	
10 Sept 2012	<ul style="list-style-type: none"> • Work Programme 2012/13 • Draft Annual Report to Tenants • Quarterly Performance Monitoring Report for Tenancy Services (April to June 2012) • Quarterly Performance Monitoring Report for Building Services (April to June 2012) • Tenant and Leaseholder Satisfaction Survey 	
12 Nov 2012	<ul style="list-style-type: none"> • Work Programme 2012/13 • Quarterly Performance Monitoring Report for Tenancy Services (July to Sept 2012) • Quarterly Performance Monitoring Report for Building Services (July to Sept 2012) • Former Tenant Debt Recovery - An Update • Estate Improvements 2012/13 - An Update • Benefit Changes - An Update 	

Date	Subject	Training/ Workshop
21 Jan 2013	<ul style="list-style-type: none">• Preliminary Review of the Work Programme for 2012/13 and preliminary draft work programme for 2013/14• Housing Revenue Account including the Housing Capital Programme for 2013/14• Quarterly Performance Monitoring Report for Tenancy Services(October to December 2012)• Quarterly Performance Monitoring Report for Building Services (October to December 2012)	
18 March 2013	<ul style="list-style-type: none">• Review of the Annual Work Programme for 2012/13 and Final Consideration of Draft Work Programme for 2013/14• Estate Improvements Programme 2013/14• Review and Update of Local Standards	