



Minutes of the Housing Tenancy Board

(to be confirmed at the next meeting)

*Minutes of a meeting held on 18 June 2012
at the Civic Offices, Fareham*

PRESENT:

Councillor P J Davies
(Chairman)

Councillor Mrs K Mandry
(Vice-Chairman)

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

Co-opted members: Mrs P Weaver, Mrs E Bailey (deputising for Mr G Wood), Mr B Lee and Mr S Lovelock.

Also Present: Councillor B Bayford, Executive Member for Housing (Minute 10); Councillor Mrs M E Ellerton, Chairman, Housing Policy Development and Review Panel.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D L Steadman, Alderman E Crouch and Mr G Wood.

2. MINUTES

It was AGREED that the minutes of the meeting of the Housing Tenancy Board held on 29 March 2012 be confirmed and signed as a correct record ([ht-120329-m](#)).

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcements:-

- (i) The Chairman welcomed to the first meeting of the Housing Tenancy Board for 2012/13, Councillor Mrs K Mandry, Vice-Chairman, and Councillor D M Whittingham, who in addition to his appointment as a

deputy member of the Board was also Vice-Chairman of the Housing Policy Development and Review Panel.

- (ii) Members were informed that the next scheduled meeting of the Board, which had been due to take place on Monday 9 July 2012, had now been cancelled owing to its proximity to this meeting. Items previously on the Board's work programme for consideration at the July meeting had now been re-allocated to meetings in September and November 2012.

It was AGREED that the cancellation of the meeting of the Housing Tenancy Board on 9 July 2012 be noted.

- (iii) The Chairman further informed the Board that with effect from May 2013, it was proposed that the number of meetings of the Housing Tenancy Board be reduced from 6 to 4 meetings per year. It was intended that the Board would meet quarterly in alignment with the timetable for meetings of the Tenants Forum and submission of the quarterly performance monitoring reports.

It was AGREED that the Executive be requested to note and approve the proposal that the Housing Tenancy Board meetings be reduced from 6 to 4 meetings per year with effect from May 2013 and that the Council be recommended to approve and take account of the reduction in meetings when determining the schedule of Council meetings for 2013/14.

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. APPOINTMENT OF CO-OPTED REPRESENTATIVE TO THE HOUSING TENANCY BOARD

The Board considered the appointment of Steve Lovelock, as a co-opted tenant representative onto the Housing Tenancy Board.

It was AGREED that Steve Lovelock be formally appointed as a co-opted representative for the General Tenants' Forum onto the Housing Tenancy Board.

7. HOUSING TENANCY BOARD WORK PROGRAMME 2012/13

The Board considered a report by the Director of Community and Streetscene which reviewed the Board's work programme for 2012/13 (copy of report [ht-120618-r01-jsh](#) circulated with the agenda and appended to the signed minutes).

Members were reminded that the meeting scheduled for 9 July had now been cancelled and items reallocated to meetings in September and November 2012 (see minute 3(ii) above).

Reference was made to the work programme in Appendix A and members were asked to note that the item for the current meeting entitled "Tenancy Standard", should read "Regulatory Framework for Social Housing" (item 11 on this agenda).

It was AGREED that:-

- (a) subject to the correction referred to above, the work programme for 2012/13, attached as Appendix A to these minutes, be approved; and
- (b) the work programme for 2012/13 be submitted to the Executive for information.

8. TENANCY SERVICES PERFORMANCE REPORT FOR 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 to March 2012 (copy of report [ht-120618-r02-jcr](#) circulated with the agenda and appended to the signed minutes).

Referring to paragraph 9 of the report and the table of Estate Inspection Visits, members were informed that details of the dates the inspections took place would be added to the table for future reports. At the suggestion of Councillor Mrs Trott, it was agreed that in addition, a further column would be added to the table with details of the action that had been taken on the issues identified. Members felt this would be helpful in providing feedback on action taken in response to the concerns of tenants and leaseholders.

In response to an enquiry concerning Anti-Social Behaviour issues, members were informed that officers are about to pilot a new electronic system of recording and monitoring reported incidents of anti-social behaviour which will provide a detailed and thorough reporting system available across the Council.

Tenant representatives expressed the view that it had been found useful in the past when officers from different Council departments had attended Forum meetings to answer questions and give information about the services they provided. It was proposed that, in consultation with the Tenant Involvement Officer, officers consider preparing a programme of speakers to attend future Forum meetings.

The Chairman suggested that for clarification, the table in paragraph 5 of the report relating to void turnaround times for empty properties be revised to

show figures relating to general need properties and sheltered properties separately.

It was AGREED that:-

- (a) the information contained in the report be noted;
- (b) for future reports, the table of Estate Inspection Visits be amended to include details of the date of the inspection visit and an additional column showing details of the action taken on the issues identified; and
- (c) for future reports the table providing details of void turnaround times for empty properties be revised to show figures relating to general need properties and sheltered properties separately.

9. BUILDING SERVICES PERFORMANCE REPORT FOR 2011/12

The Board considered a report by the Director of Community and Streetscene which set out performance monitoring data for Building Services covering all aspects of the service delivered to the residents for 2011/2012 (copy of report [ht-120618-r03-cne](#) circulated with the agenda and appended to the signed minutes)

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

10. HOUSING CAPITAL PROGRAMME 2012/13

The Board considered a report by the Director of Finance and Resources which provided members with background to the development and details of the capital investment programme for the Housing stock for 2012/13 (copy of report [ht-120618-r04-cne](#) circulated with the agenda and appended to the signed minutes).

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

The Housing Tenancy Board Chairman referred to a previous meeting of the Board when the issue of providing funding to help address off-road parking issues on housing land at various problem sites had been discussed and a budget of £20,000 for the provision of off-road parking improvements had been suggested. At that time it was proposed that the issue of parking improvements be discussed at the Tenant Forum meetings to obtain tenant's views and assess the level of funding which might be needed. The Director of Community and Streetscene commented that there had been no formal recommendation to the Executive for funding and expenditure from the Housing Capital Programme on off-road parking improvements had not been generally supported by tenants. The Head of Building Services advised the Board that there had previously been an off-road parking works programme but that had now ceased.

The Board was advised that a decision to allocate resources for a programme of parking works would have an impact on the capital investment programme and reduce available resources for improving and maintaining the housing stock, which is the Council's primary responsibility. If car parking issues were felt to be a serious problem, a way forward would be for officers to investigate and undertake a review across the borough.

During the course of discussion, a tenant representative stated that concerns related not only to the availability of parking for residents but included safety issues where emergency services were having difficulty in accessing areas.

It was proposed and seconded, that officers be requested to review where off road parking improvements could be made on housing land (including the need for driveways), to assist in preparing a strategy for the improvements. Consideration could then be given to the availability of funding for the parking improvement works identified.

It was AGREED that:-

- (a) officers be requested to review where off-road parking improvements could be made on housing land (including the provision for driveways) and prepare a strategy for the improvements;
- (b) outcomes from the review and a proposed strategy be reported back to the Board at a future meeting; and
- (c) consideration then be given to the availability of funding for the parking improvement works identified.

11. REGULATORY FRAMEWORK FOR SOCIAL HOUSING

The Board considered a report by the Director of Community and Streetscene which provided members with information about key changes to the regulatory framework for social housing from April 2012 following transfer of regulation from the Tenant Services Authority to the Homes and Communities Agency (copy of report [ht-1208618-r05-jsh](#) circulated with the agenda and appended to the signed minutes).

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

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

APPENDIX A

HOUSING TENANCY BOARD – DRAFT WORK PROGRAMME 2012/2013

Date	Subject	Training
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 • Regulatory Framework for Social Housing 	
9 July 2012	CANCEL	
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 • Solar Panels on Council Properties • Tenant Cashback Scheme - Experience from pilots • Tenancy Strategy - An Update 	
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 • Tenancy Agreement 	

Date	Subject	Training
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	

Unallocated item

- (i) A review of car parking on housing estates (Minute 10(b) of 18 June 2012 refers)