

HOUSING STANDARDS BOARD (HSB)

Minutes

20 November 2018

7.00pm – 8.05pm

PRESENT:

Committee Members

Cllr Mark Wilkinson (MW) – Chair
Cllr Bob Davis (BD) – (Vice-Chair)
Cllr Simon Carter (SC)

Leaseholder Standards Panel:

Darrell Thomas (DT)

Officers:

Andrew Murray (AM)
Wendy Makepeace (WM)
James Fulcher (JF)
David Prescott (DP)
Zulfi Kiani (ZK)
Nikki Blackburn (NB)

Tenant & Leaseholder Representatives:

Property Standards Panel:

Hugh Hoad (HH)
Roy Jackson (RJ)

Tenancy Standards Panel:

Jane Steer (JS)

		Action
1.	<u>Apologies</u> Cara Stevens (CS), Jenny Pearce (JP), Binh Nguyen(BN).	Noted
2.	<u>Declaration of Interest</u> Cllr Bob Davis and Cllr Simon Carter both declared a personal interest as Council-appointed non-executive directors of HTS Group and HTS (Property and Environment) Ltd.	Noted
3.	<u>Minutes of last meeting (06.09.18) and Matters arising</u> The minutes were agreed with one amendment to note Cllr Simon Carter's apologies. WAU/SEs – WM advised that a definite list and programme is not yet available. Should have an update for the January HSB.	Noted Noted
4.	Cabinet Work plan 2018/19 The work plan was noted.	Noted
5.	Briefing Notes Briefing notes on the HRA Revenue Account, Quarter 2 Finance Report 2018/19 and Capital Programmes, Quarter 2 Finance Report were noted.	Noted

	<p>An update was also given on fire safety within tower blocks.</p> <p>A number of questions were raised and answered respectively.</p>	Noted
6.	<p>Joint Performance and Finance Report</p> <p>The Joint Performance and Finance Report was noted.</p>	Noted
7.	<p>Housing Performance Reports</p> <p>The Performance Reports for Housing Management & HomeOwnership and the Modern Homes Works Programme were noted.</p> <p>A number of questions were raised and answered respectively.</p> <p><i>BVPI 66A:</i> It was noted that the percentage reduction for BVPI 66A was due to a Direct Debit date falling on the weekend, therefore payment taken later than usual.</p> <p>An issue with regards to Contractors carrying ID badges was raised and noted.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
8.	<p>Current Consultations</p> <p>None</p>	Noted
9.	<p>Landlord Survey</p> <p>An update was given on the Landlord Survey. The results of the survey will be used to produce the annual report and also assist with Service and Action Plans.</p> <p>The survey will be sent to approximately 40% of the total Housing stock.</p> <p>The HSB will need to agree the timeline as well as creating a Task and Finish group to explore issues.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
10.	<p>Annual Report</p> <p>The Annual Report was discussed and noted. The report will be published in the Spring 2019 edition of the Harlow Times as well as being available on the Council's website.</p> <p>A question regarding the major works costings to leaseholders was raised. It has been subsequently removed.</p>	<p>Noted</p> <p>Noted</p>

11.	Formal questions and answers None	Noted
12.	Any other Business None	Noted

The Date of the Next meeting 8 January 209

Background Papers

Minutes of the Environmental SIT meeting (4 July 2018, 5 September 2018, 3 October 2018) were attached the papers but were for information only.