

HOUSING STANDARDS BOARD (HSB)

Minutes

19 March 2019

7.00pm – 8.10pm

PRESENT:

Committee Members

Cllr Mark Wilkinson (MW) – Chair
Cllr Simon Carter (SC) (*left meeting at 7.40pm*)

Jane Steer (JS),

Leaseholder Standards Panel:

Darrell Thomas (DT)

Tenant & Leaseholder Representatives:

Property Standards Panel:

Hugh Hoad (HH)

Officers:

Andrew Murray (AM)
Cara Stevens (CS),
Zulfi Kiani-Mackintosh (ZKM)
Jenny Pearce (JP),

Tenancy Standards Panel:

Binh Nguyen(BN)

		Action
1.	<u>Apologies</u> Cllr Bob Davis (BD) – (Vice-Chair), Wendy Makepeace (WM), James Fulcher (JF).	Noted
2.	<u>Declaration of Interest</u> Cllr Simon Carter declared a pecuniary interest in matters related specifically to HTS (Property and Environment) Ltd by virtue of his remuneration as a Councillor Director. Having taken advice from the Monitoring Officer, will remain in the meeting but would need to be absent should financial matters relating to HTS (Property and Environment) Ltd be specifically debated.	Noted
3.	<u>Minutes of last meeting (08.01.19) and Matters arising</u> The minutes were agreed. There were no matters arising.	Noted
4.	Cabinet Work plan 2018/19 The work plan was noted with no amendments. Any additions or amendments to be provided to Jenny Pearce. There is likely to be two Portfolio Holder reports regarding Contract Awards. Homelessness Strategy report was due to go to Cabinet in March 2019, however this was removed due to legal consultation which will	All Noted Noted

	<p>take 12 weeks. There will be a members workshop on the Homelessness Reduction Act in later in the year.</p> <p>If there are any Housing “write offs” that are over £20,000 these go to Cabinet. Below this figure is to be dealt with internally. Figures to be produced quarterly showing the amounts and numbers written off.</p>	<p>ZKM</p> <p>CS</p>
5.	<p>Briefing Notes</p> <p>Briefing note: HRA Revenue Account Quarter 3 Finance Report 2018/19 was noted.</p> <p>Briefing Note: Capital Programmes Quarter 3 Finance Report 2018/19 was noted. There was a slight slippage in schemes which resulted in carryovers which was disappointing, however this has been due to the increase in complexity with HTS (Property and Environment) Ltd being unable to complete the spend.</p>	<p>Noted</p> <p>Noted</p>
6.	<p>Joint Performance and Finance Report</p> <p>The Joint Performance and Finance Report will be sent to HSB members when available.</p>	<p>JP (completed)</p>
7.	<p>Housing Performance Reports</p> <p>The Performance Reports for Housing Management & HomeOwnership was noted.</p> <p>A verbal report was made on the Modern Homes Work Programme. A copy of the report to be sent with these minutes.</p>	<p>Noted</p> <p>JP</p>
8.	<p>Current Consultations</p> <p>There is one Local Homelessness Consultation which began on 25 March and will be for 12 weeks.</p>	<p>Noted</p>
9.	<p>Formal questions and answers</p> <p>None</p>	<p>Noted</p>
11.	<p>Any other Business</p> <p><u>Paperless Billing:</u> A proposal was put through by Cllr Carter for Housing to go paperless as soon as possible, with a plan being developed over the next six months, an update to HSB in July and a full plan to be agreed at the HSB in October.</p>	<p>Noted</p>

	<p>This to be a regular HSB Agenda item.</p> <p><u>Tenant Profiling:</u> A discussion was held regarding tenant profiling to establish the requirements of tenants (family size and makeup) and their possible future needs. Housing have the software to implement this, but there would be set up costs and it would be a long term project.</p> <p>A complaint was received regarding the standard of letters being sent from HTS (Property and Environment) Ltd. It was understood that any letters that went out to over 50 residents should be approved by the Editorial Panel, which these have not. To be investigated further.</p>	<p>JP</p> <p>Noted</p> <p>WM</p>
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The Date of the Next meeting: to be advised

Background Papers

Minutes of the Environmental SIT meeting (5 December 2018 and 30 January 2019) were attached the papers but were for information only.