

HOUSING STANDARDS BOARD

Minutes

18 January 2016

7.00pm – 8.30pm

PRESENT:

Committee Members

Cllr Rod Truan (Chairman) (RT),
 Cllr Bob Davis (BD)
 Cllr Simon Carter (Shadow Portfolio Holder
 - Housing (SC)
 Cllr Bill Pryor (BP)

Leaseholders Standards Panel:

Darrell Thomas (DT)

Officers:

Andrew Murray (AM)
 Cara Coxhead (CC)
 Zulfi Kiani (ZK)
 Jim Preston (JPr)
 Andrew Smith (APS)
 Nikki Blackburn (NB)

Tenant Representatives:

Property Standards Panel:

Shaun Russell (SR)
 Hugh Hoad (HH)

In Attendance

Elaine Upton (HQN)

Tenancy Standards Panel:

Jo West (JW)
 Jane Steer (JS)

		Action
1.	<u>Apologies</u> None	
2.	<u>Minutes of last meetings (01.12.15 and 15.12.15) and Matters arising</u> Minutes of the last meetings were approved. <i>Governance and Structure of Local Authority Trading Company (LATC) –</i> Mapping of the new relationships within the LATC will be brought to the Housing Standards Board (HSB) when available.	Noted Noted
3.	Cabinet Work plan 2015/16 The draft cabinet work plan was noted. It was noted that both Portfolio Holders for both Resources and Housing should be named in the Portfolio Holder and Lead Officer column for the HRA Business Plan 2015-2045 item.	Noted AM

	<p>Review of Complaints Procedure, Performance and Timescales. It was confirmed that this review was requested through the Scrutiny Panel.</p> <p>Debt Write Off Report. It was advised that this paper reflects debt write offs for Council Tax only.</p>	<p>Noted</p> <p>Noted</p>
4.	<p>Briefing Notes</p> <p>None</p>	<p>Noted</p>
5.	<p>HRA Business Plan (2015-2045), HRA Revenue, Housing Capital Estimates</p> <p>Minor text changes were identified to be amended. There were no substantive changes made to the HRA Business Plan 2015-2045 to what was presented to the Panels and the Tenant & Leaseholder Forum in January 2016.</p> <p>Congratulations was passed to Andrew Smith for the presentation.</p> <p>A number of questions were raised and answered respectively.</p>	<p>ZK</p> <p>Noted</p> <p>Noted</p>
6.	<p>Current Consultations:</p> <p>None.</p>	<p>Noted</p>
7.	<p>Annual Report</p> <p>The draft annual report has been to all three standard Panels and all suggestions and comments have been incorporated wherever possible.</p> <p>Presentational changes were advised for amendment.</p> <p>A number of questions were raised and answered respectively.</p> <p>Annual report will be included in the Harlow Times with a commitment to look at alternative methods of distribution for the next year.</p>	<p>Noted</p> <p>ZK</p> <p>Noted</p> <p>ZK</p>
8.	<p>Tenant & Leaseholder Strategy 2015-18</p> <p>Following Cabinet approval for the new framework, a new strategy has been developed. Consultation has taken place with all Panel members. .</p>	<p>Noted</p>

	A number of questions were raised and answered respectively together with a number of suggestions which will be updated within the final strategy document.	Noted
	The initial stage of the strategy outlined that officers would be chairing the Panel meetings for six months with a review to be carried out to see if this continues.	Noted
9.	Formal questions and answers Clarification had been received from HH, and writing answers to the questions raised were included within the papers.	Noted
10.	Any other Business None	Noted

The Date of the Next meeting is: 16 February 2016

Minutes of the Environmental SIT meeting were attached the papers but were for information only.

Background Papers

NB: These are papers referred to in the minutes of this meeting and are not attached as appendices but that are available for the public or Councillors to study.

Reports: