

# HOUSING STANDARDS BOARD

## Minutes

13 September 2016

7.00pm – 8.25pm

### PRESENT:

#### Committee Members

Cllr Mark Wilkinson (Chairman) (MW),  
Cllr Bob Davis (BD)  
Cllr Simon Carter (SC)

#### Leasehold Representative:

Darrell Thomas

#### Officers:

Andrew Murray (AM)  
Zulfi Kiani (ZK)  
Cara Coxhead (CC)  
Phil McRae  
Jenny Pearce (JP)

#### Tenant Representatives:

##### **Property Standards Panel:**

Hugh Hoad (HH)  
Sheila Robson (SR)

##### **Tenancy Standards Panel:**

Jane Steer (JS)

		Action
1.	<b><u>Apologies</u></b>  Cllr Bill Pryor (BP), Jim Preston (JPr), Wendy Makepeace (WM)	Noted
2.	<b><u>Declaration of Interest</u></b>  Cllr Simon Carter and Cllr Bob Davis declared an interest in HTS Group.	Noted
3.	<b><u>Minutes of last meeting (12.07.16) and Matters arising</u></b>  Minutes of the last meeting were approved.  Name cards were provided for the meeting.  <i>Cabinet Workplan:</i> The Joint Finance and Performance Report (JFPR) was circulated after the meeting.  <i>Housing Performance Reports:</i> Changes made to the reports – see agenda item 5	Noted  Noted  Noted  Noted
4.	<b>Cabinet Work plan 2016/17</b>  The report and the following was noted.  The review of the allocations policy scheduled for November cabinet	Noted  Noted

	has been removed due to the delay in receiving Government Guidance.	
<b>5.</b>	<p><b>Housing Performance Reports</b></p> <p>Performance reports and the following was noted:</p> <p><i>BVPI 66A – Rent collected as a proportion of rents owed on the HRA dwellings.</i> Forward forecast is to achieve targets set.</p> <p>Current arrears balances as at 28.08.16 is £1.398m with total prepaid of £449,658. It has been requested that that this information be made available quarterly.</p> <p><i>Modern Works Programme:</i> Internal Works – Kier SCAPE – It is anticipated that the works will be completed by 31 December 2016. This is being monitored closely and reported to JPRM on a monthly basis.</p> <p>Energy Works – number of projects have been commenced as part of the Councils Asset Management Plans. Consultation on the schemes are ongoing with further consultations planned in the coming weeks.</p> <p>Current “no-access” figures were discussed and it was suggested that an article be put into the next Harlow Times highlighting that if the tenant/leaseholder is taken to court, then any court charges could be charged together with the current amount.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>ZK</p>
<b>6.</b>	<p><b>HRA Business Plan Review Timetable</b></p> <p>The draft report was approved and will be reported monthly to HSB.</p> <p>It was noted, that the Council is still awaiting Government Guidance around the Housing &amp; Planning Act which may have an impact on the this timetable.</p>	<p>ZK</p> <p>Noted</p>
<b>7.</b>	<p><b>Independent Landlord Survey</b></p> <p>The draft report and its reporting was approved. Timescales noted.</p> <p>Task and Finish group to be set up to look at the survey questions to ensure that it is numbered correctly, to look at the number of options available to select when responding to the questions and the look for any omissions in the questions.</p> <p>This survey is discretionary on behalf of the Council, who are currently looking at what other authorities do, whether it meets the</p>	<p>Noted</p> <p>ZK</p> <p>ZK</p>

	required customer profiling and the frequency.	
<b>8.</b>	<b>Tenant &amp; Leaseholders Conference Agenda 15 October 2016</b> The draft agenda was agreed that there would be an opportunity of questions to be asked and answered after each presentation, with a further opportunity at the end of the conference.	ZK
<b>9.</b>	<b>Briefing Notes:</b> The briefing notes were noted.	Noted
<b>10.</b>	<b>Current Consultations:</b> None	Noted
<b>11.</b>	<b>Formal questions and answers</b> None	Noted
<b>12.</b>	<b>Any other Business</b> None	Noted

The Date of the Next meeting is: 18 October 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.  
There were no additional reports.