

# HOUSING STANDARDS BOARD

## Minutes

24 January 2017

7.00pm – 8.10pm

### PRESENT:

#### Committee Members

Cllr Mark Wilkinson (MW) - Chair  
Cllr Simon Carter (SC)

#### Leaseholder Standards Panel:

Darrell Thomas (DT)

#### Tenant & Leaseholder Representatives:

##### Property Standards Panel:

Hugh Hoad (HH)

#### Officers:

Zulfi Kiani (ZK)  
Cara Coxhead (CC)  
Wendy Makepeace (WM)  
Jim Preston (JPr)  
Christopher Smith (CS)  
Viv Hales (VH)  
Jordan Gallagher (JG)

##### Tenancy Standards Panel:

Jane Steer (JS)

		Action
1.	<b><u>Apologies</u></b>  Cllr Bob Davis (Vice-Chair) (BD), Cllr Bill Pryor (BP), Andrew Murray (AM), Sheila Robson (SR), Jo West (JW), Jenny Pearce (JPe).  Christopher Smith was introduced as the Asset Manager who will be replacing Jim Preston for future meetings.	Noted  Noted
2.	<b><u>Declaration of Interest</u></b>  Cllr Simon Carter declared an interest in HTS Group.	Noted
3.	<b><u>Minutes of last meeting (06.12.16) and Matters arising</u></b>  The minutes were agreed.  It was advised that the action points from the minutes would be covered under agenda item 6.	Noted
4.	<b>Cabinet Work plan 2016/17</b>  The work plan was noted.	Noted
5.	<b>Briefing Notes:</b>  The briefing notes were noted:	

	A number of questions were raised and answered respectively and a full set of questions and answers was sent to all members of the HSB on the 25 January 2017.	Noted
<b>6.</b>	<p><b>Major Works Toolkit including Out of Hours</b></p> <p>Officers confirmed that the processes are robust. Contractor handbooks were circulated to HSB members for information.</p> <p>However, following previous concerns raised with regards responses to a heating appliance breakdown, a review of the process was carried out, re-affirming customer contact points, outlining roles and responsibilities</p>	Noted
<b>7.</b>	<p><b>Current Consultations</b></p> <p>None</p>	
<b>8.</b>	<p><b>Formal questions and answers</b></p> <p>None</p>	
<b>9.</b>	<p><b>Any other Business</b></p> <p>None</p>	

The Date of the Next meeting is: 21 February 2017

**Background Papers**

None