

BABERGH AND MID SUFFOLK DISTRICT COUNCILS

Minutes of the meeting of the Joint Housing Board held at the Mid Suffolk District Council Offices, Needham Market at 2:15pm on 12 December 2016

Present:	<u>Mid Suffolk</u>	<u>Babergh</u>
Councillor:	Nick Gowrley Lesley Mayes Sarah Mansel	Tony Bavington Jennie Jenkins Jan Osborne (Chairman)
Tenant Representative:	Steve Phillips Keith Wykes	Michael Berry Roger Chapman Maria Hilton
In attendance:	Martin King – Assistant Director - Supported Living Gavin Fisk – Corporate Manager – HRA Business Planning and Budget Management Amanda Vince – Financial Inclusion Officer Krissy Dillon – Governance Support Officer	

JHB43 APOLOGIES

Apologies for absence were received from James Taylor.

JHB44 DECLARATIONS OF INTEREST

There were no declarations of interest.

JHB45 MINUTES OF THE MEETING HELD ON 14 NOVEMBER 2016

[Report JHB/32/16](#)

Martin King, Assistant Director – Supported Living advised Board Members that a definition of the Net Present Value and an explanation as to how it had been worked out, as referenced in the Resolution of Minute JHB15, had been received from Ridge and guidance for Board Members was being worked on.

Councillor Nick Gowrley asked if any further information regarding the sale of high value assets had been received from Government, in relation to Minute JHB37, Martin King, Assistant Director – Supported Living, advised that discussions with the District Valuer were still ongoing.

Tenant Representative Steve Phillips requested that when Recommendations are amended or added to, that this is made clear and the use of bold text to show amendments be replaced. Officers advised this comment would be taken on board.

RESOLUTION

That the Minutes of the meeting held 14 November 2016 be confirmed as a correct record.

JHB46 UPDATE ON INCOME MANAGEMENT STRATEGY AND FINANCIAL INCLUSION OUTCOMES

[Report JHB/34/16](#)

Gavin Fisk, Corporate Manager – HRA Income and Business Performance introduced Report JHB/34/16 and advised Board Members that the report followed on from the Income Management Strategy that was signed off by Joint Housing Board at the beginning of the year. The report provided Members with an overview of work that was developing as a result of the agreed Income Management Strategy.

Gavin Fisk, Corporate Manager – HRA Income and Business Performance highlighted to Board Members the Income Strategy Pledge priorities for 2017, and also gave an overview of the pledges that had been achieved to date.

Board Members debated various points, including:

- Future ways and opportunities of managing the business and how to improve upon the current way of working
- Working towards direct debit being the preferred method of payment, with a view to phasing out payments by credit, debit or cheque in Post Offices. Board Members raised concerns regarding this as it was felt that tenants found making payments in Post Offices much more convenient than having to travel to a new location once the Councils move.
- The increase in rent arrears that was being experienced nationally by all Councils involved in the pilot scheme.
- Succession planning and knowledge sharing within the team, to ensure a smooth and continued service going forward.

Gavin Fisk, Corporate Manager – HRA Income and Business Performance introduced Amanda Vince, Financial Inclusion Officer to provide Board Members with an overview of a recent case study so they could gain an understanding of the work the team carry out and how they provide help, advice and support to those that use the service.

In response to Board Members concerns regarding lone working, Officers advised that there are various processes in place to ensure that colleagues were safe when working, including the Lone Worker Policy, working with other agencies and the Customer Alert List. Gavin Fisk, Corporate Manager – HRA Income and Business Performance advised that Board Member comments would be taken to the Health and Safety Manager to seek advice on improving current systems and policies.

Board Members commented that the work the team had done had been outstanding, and was a fantastic achievement that should be commended.

By a unanimous vote.

JHB47 2017 JOINT HOUSING BOARD MEETING DATES

[Report JHB/35/16](#)

Martin King, Assistant Director – Supported Living advised Board Members that alternative rooms, other than the Council Chambers for Joint Housing Board meetings were being looked at for 2017. He also advised that due to the upcoming potential move to Ipswich, alternative venues within the districts were to be found and requested that any suggestions from Board Members be emailed to Victoria Freer – Improvement and Involvement Officer. Board Members requested that holding meetings elsewhere in the districts was trialled, prior to the accommodation move. Officers advised this could be looked into.

Martin King, Assistant Director – Supported Living suggested that this be added as an agenda item, once a move date to Ipswich had been advised.

By a unanimous vote.

JHB48 JOINT HOUSING BOARD FORWARD PLAN 2016/17

[Report JHB/36/16](#)

Martin King, Assistant Director – Supported Living advised the Board of some changes that had been made to the Forward Plan and advised reasons why these changes had been made.

Councillor Jan Osborne requested that reports yet to be assigned a meeting date be added to the Forward Plan, under 'Dates to be agreed'.

RESOLUTION

That the Forward Work Plan be noted.

JHB49 ANY OTHER BUSINESS

Gavin Fisk, Corporate Manager – HRA Income and Business Performance advised Board Members that there would be a review of resident involvement options commencing in January through to April.

Tenant Representative Roger Chapman brought to Board Members' attention a Christmas Card sent to the Board by the Tenant forum. Councillor Jan Osborne expressed thanks on behalf of the Board.

JHB50 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION

That under section 100(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act in the paragraphs registered against the item:

Item
JHB42

Schedule 12a Reason
2, 4, 5

JHB51 CONFIDENTIAL MINUTE OF THE MEETING HELD ON 14 NOVEMBER 2016

Report JHB/33/16

Councillor Jan Osborne requested that 'By a unanimous vote' be added to minute JHB42.

RESOLUTION

*That the confidential Minutes of the meeting held 14 November 2016 be confirmed as
a correct record, with the addition of 'By a unanimous vote'.*

The business of the meeting concluded at 15:30.

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Chairman