

Housing Improvement Programme Board Meeting Minutes

Meeting: Housing Improvement Programme Board (HIPB)

Venue: Committee Room 1 (and hybrid via Teams as agreed)

Date: 7th May 2025

Time: 17:00-18:30

Member Attendees: Cllr Rob Lillis (Cllr RL) – Chair & Programme Member Sponsor, Cllr Warren Gibson (Cllr WG) – Deputy Leader of the Council and Board Member, Cllr Jamie Huntman (Cllr H) – Board Member

Officer Attendees: Angela Hutchings (AH) – Project Sponsor, Ian Butt (IB) – Project Sponsor, Damien Ghela (DG) – SRO, Lance Wosko (LW) – Section 151 Officer, Angela Law (AL) – Monitoring Officer

Guests: Chris Stratford (PD) Programme Director, Lorraine Savill (PM) – Programme Manager, Hannah McNally (HM) – Assistant Project Manager, Damien Roche (DR) – HQN

Apologies: Cllr Kate Knott (Cllr KK) – Vice Chair & Board Member, Cllr Dave Blackwell (Cllr DB) Leader of the Council and Board Member, Steve Colk (SC) – Interim Head of Housing Technical Services, Leigh Donegan (LD) – Administrator

No.	Item	Lead
1.	Welcome & Introductions <ul style="list-style-type: none"> Apologies received The meeting was recorded for note-taking purposes The Chair confirmed he has been appointed to represent the Council on the Association of Retained Council Housing (ARCH) Board. The officer representative is Ian Butt. 	Chair
2.	Declaration of Interests <ul style="list-style-type: none"> No declarations of interests were made. 	Chair
3.	Compliance update <ul style="list-style-type: none"> No actions raised 	Programme Director
4.	Decisions from HIPB 17.03.2025 <ul style="list-style-type: none"> D-017: agree terms of reference (TOR) for HIPB <ul style="list-style-type: none"> Chair and all Board members agreed inclusion within the TOR for HIPB distribution of papers 5 working days prior to Housing Improvement Programme Board. Chair and all members agreed to specifying Cllr Kate Knott as Vice Chair. Chair and all members agreed to changing the reporting timeframe to Overview and Scrutiny Committee from bi-monthly to a quarterly basis. 	Programme Manager

	<ul style="list-style-type: none"> - Incorrect references to 'Regulator for Social Housing' to be changed to 'Regulator of Social Housing'. <p>DECISION TAKEN: All Board members approved the revised Terms of Reference (TOR), subject to the above changes being completed.</p> <ul style="list-style-type: none"> • D-023: KPI's to monitor housing performance to be agreed by HIPB <ul style="list-style-type: none"> - Chair and all members agree to add Damp and Mould to KPI's <p>DECISION TAKEN: All Board members approved KPI's subject to above changes being completed.</p> • D-024: Workplan and areas of specific focus for HIPB <ul style="list-style-type: none"> - Chair and all Board members agreed to change HQN Board challenge and feedback from September to October. - Chair and all Board members agreed to financial programme reporting to be bi-monthly, starting June 2025. <p>DECISION TAKEN: All Board members approved to the workplan subject to the above changes being completed.</p> • D-018: Training programmes – update wider members training <ul style="list-style-type: none"> - Chair and all members agreed to wider member training taking place on 11th June 2025. - DECISION TAKEN: All Board members approve the training programme for wider Members taking place prior to first Overview and Scrutiny Committee meeting. 	
5.	<p>HIP progress reporting</p> <p>Policy & Procedures:</p> <ul style="list-style-type: none"> • ACTION: HIP to circulate to Board members the list of HIP policies detailing the agreed governance routes, for their information and awareness. • ACTION: All policies are to be added to the Cabinet Forward Plan as soon as possible, to ensure the minimum of 28 days visibility is met. • ACTION: Acuity to be asked to submit TSM results to the Regulator after pre-election period ends on 29th May. • ACTION: All Board members to be notified when TSM results have been formally submitted. • ACTION: Governance and oversight timeline dates to be re-confirmed with Democratic Services due to a possible change to the schedule. <p>Stakeholder Engagement Plan:</p> <ul style="list-style-type: none"> • ACTION: Change Member e-brief CPBC lead. • ACTION: Change FOI CPBC lead from democratic services to customer relations • ACTION: HIP Forward plan - update on the housing structure review to be presented at Board following modelling and affordability completion. • ACTION: Risk IR-059 to be updated to reflect no delays. 	Programme Manager

6.	AOB <ul style="list-style-type: none">No other business raised	Chair
7.	Next Meeting Date: 26 th June 2025 <ul style="list-style-type: none">DECISION TAKEN: Bring meeting start time forward to 16.00	Chair