

Housing Improvement Programme Board Meeting

Agenda

Meeting:	Housing Improvement Programme Board (HIPB)
Venue:	Committee Room 1 (and hybrid via Teams as required/agreed)
Date:	25 th September 2025
Time:	17:00-18:30

Member Attendees: Cllr Rob Lillis (Cllr RL) – Chair & Programme Member Sponsor, Cllr Kate Knott (Cllr KK) – Vice Chair & Board Member, Cllr Dave Blackwell (Cllr DB) Leader of the Council and 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, David Randerson (DR) - Housing Development and Finance Manager

Guests: Chris Stratford (CS) Programme Director, Steve Colk (SC) - Interim Head of Housing Technical Services, Linda Curtis (LC) – Compliance Manager, Michael Lerpiniere (ML) - Interim Head of Housing Management, Hannah McNally (HM) – Assistant Project Manager, Leigh Donegan (LD) – Administrator, Damien Roche (DR) - HQN

Apologies: Cllr Jamie Huntman (Cllr JH) – Board Member, Cllr Warren Gibson (Cllr WG) – Deputy Leader of the Council and Board Member, Rebecca Outram (RO) – Policy Officer

Officer Pre-Brief

ACTION – LC to create a glossary index for compliance dashboard.

Ref	Item	Lead
1.	Welcome & Introductions <ul style="list-style-type: none"> - Apologies received. - The meeting was recorded for note taking purposes. 	Chair
2.	Declaration of Interests <ul style="list-style-type: none"> - No declarations of interest were made. 	Chair
3.	TSM Survey 2025/2026 [standing item] <ul style="list-style-type: none"> - In the absence of RO, the Project manager ran through additional questions for 2025/2026 surveys. - Clarification from Project manager on how tenants will be verified in questionnaire. Tenants will be required to provide a tenancy reference number. - HQN advised that wording of Q19 does not represent best practice. ACTION: HM to send over survey script from Acuity to Leader. ACTION: HQN to send over recommended wording to HM for future surveys.	HM HQN

	<p>ACTION: TSM survey dates to be included in the next Newsletter.</p> <p>DECISION: Remove or reword TSM Q19 for future surveys.</p>	<p>HM</p> <p>All</p>
4.	<p>Government announcements and consultations [standing item]</p> <ul style="list-style-type: none"> - IB ran through the latest update from last ARCH board meeting and current decent homes standard. - No new consultations have started. 	IB
5.	<p>Health & safety compliance [standing item]</p> <ul style="list-style-type: none"> - LC reported tracking at almost 100% across Big 6 compliance areas. - 3 outstanding LOLER's have now been received. Delay due to staff absence. - Domestic EICR's reduced to 6 outstanding due to significant circumstances. Will be complete by the end of September. - A new programme to be introduced for fire smoke detectors out of remit of CPBC but exercised as best practice. - Completion date set for Willalla House with all documented proof downloaded prior to Waking Watch being stood down. - The Chair voiced thanks to the Technical Services team for their work across the workstreams to bring CPBC to its current compliance status. HQN supported this. <p>ACTION: LC to add completion date to outstanding high-risk FRA actions for tracking purposes.</p> <p>ACTION: Programme of works and associated costs on open FRA action to be updated at the next HIPB.</p> <p>ACTION: SC to discuss Waking Watch costs with Section 151 Officer.</p>	<p>LC</p> <p>LC</p> <p>SC</p>
5.	<p>Housing Improvement Programme update</p> <ul style="list-style-type: none"> - Milestone update – no red reg items to be reported. - Discussion on tenant consultation events and next steps. AH advised conversation with other internal departments to utilise full Council resources and spaces for tenant engagement such as estates, (e.g. libraries, etc). - CS introduced 'Voluntary undertaking'. Will report further in October HIPB. - LW discussed financial overview and allocated funds. <p>ACTION: HIP strategic documents and gap analysis to be presented at next HIPB.</p>	HM

	<p>ACTION: Cllr Lillis to send over quarterly complaints statistics to the Leader.</p> <p>ACTION: HM to add complaint types to future HIPB work plan KPI reporting.</p> <p>ACTION: HQN to speak with source at another Council who has recently completed a Voluntary Undertaking with the aim of sharing details with Chair to discuss.</p>	<p>Chair</p> <p>HM</p> <p>HQN</p>
6.	<p>AOB</p> <ul style="list-style-type: none"> - Next meeting: Tuesday 21st October 2025. - Vice Chair to chair next meeting. Chair to attend via Teams. <p>DECISION: Pre-meet from 4.30-5pm for Members' questions on supporting documentation to be kept in place.</p>	<p>All</p>