

**MINUTES OF HOUSING STRATEGY PROGRAMME BOARD  
HELD ON WEDNESDAY 29<sup>th</sup> APRIL 2015**

Present: Pat Jones Greenhalgh - Executive Director of Communities and Wellbeing (Chair) **PJG**  
 Harry Downie - Assistant Director of Business Re-Design & Development, Department of Communities and Wellbeing **HD**  
 John Merrick - Director of Neighbourhoods, Six Town Housing **JM**  
 Marcus Connor - Corporate Policy Manager, Department of Communities and Wellbeing **MCC**  
 Sharon Hanbury - Head of Urban Renewal, Department of Communities and Wellbeing **SH**  
 Tracey Hunt - Financial Services Business Manager, Six Town Housing **TH**  
 Emma Richman - Director of Assets, Six Town Housing **ER**  
 Steve Kenyon – Interim Director of Resources and Regulation / Six Town Housing **SK**  
 Chloe McCann – Assistant Improvement Advisor – Department of Communities and Wellbeing (Minutes) **CNM**

Apologies: Mike Owen – Interim Chief Executive, Bury Council **MO**  
 Sharon McCambridge - Chief Executive of Six Town Housing **SMC**  
 Karen Young - Head of Inclusion, Department of Communities and Wellbeing **KY**

		ACTION
<b>1.0</b>	<b>INTRODUCTIONS &amp; APOLOGIES FOR ABSENCE</b>	
1.1	Apologies were made as above.	
<b>2.0</b>	<b>MINUTES OF THE LAST MEETING</b>	
2.1	The minutes of the meeting held on Wednesday 8 <sup>th</sup> April 2015 were accepted as a correct record.	
<b>3.0</b>	<b>MATTERS ARISING:</b>	
3.1	<p><b>Item 1.1:</b> William Kemp Heaton site, scheme design – a number of issues were raised. ER confirmed that Catherine Pessagno (CP) had incorporated these into the scheme design.</p> <p>ER also confirmed that she had discussed with SH who would attend the different meetings, frequency of meetings and reporting to HOB / HSPB.</p> <p>CP to report to a later HSPB meeting. PJG asked that this be by exception. Operational activity reports to go to HOB.</p>	

<p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p>	<p><b>Item 5.0,b,i:</b> PJG confirmed that she had spoken to Councillor Shori and no further work must be done on the proposed Tenants’ Reward Scheme until after the elections. The proposal can be reconsidered in three months, although PJG pointed out that Councillor Shori was not keen on the idea.</p> <p><b>Item 6.0,a,i:</b> ER provided update on NEDO Project and the scheme will start on site from June 2015. Pat clarified that operational matters connected with NEDO will be dealt with by HOB and only exceptions and key strategic decisions brought to HSPB.</p> <p>ER advised the finance plan got the NEDO project will be brought to June’s HSPB meeting</p> <p><b>Item 6.0,a,i:</b> ER advised that the variation tenancy agreement associated with NEDO has been resolved.</p> <p><b>Item 6.0,b,ii:</b> STH 10<sup>th</sup> Anniversary events – PJG and JM are to meet to discuss how the celebrations are arranged jointly. PJG also stated that the Leader will need to be involved.</p> <p><b>Item 6.0,b,iii:</b> QL project concerns that KY had raised previously at HSPB are now resolved and the project is signed off.</p>	
<p><b>4.0</b></p>	<p><b>Items for Decision:</b></p>	
<p>4.1</p> <p>4.1.1</p> <p>4.1.1.1</p> <p>4.1.1.2</p> <p>4.1.1.3</p> <p>4.1.1.4</p> <p>4.1.2</p> <p>4.1.2.1</p> <p>4.1.2.2</p>	<p><u>a) New Items</u></p> <p><i>i) Adaptations Review - <b>SH</b></i></p> <p>SH provided an update from the interim report was submitted to HSPB in December 2014.</p> <p>The budget position is much improved, with more understanding of value for money, staffing resources / role of the Housing OT, and stock intelligence to ensure the best use of existing adapted stock.</p> <p>PJG thanked SH for a really good piece of work which achieved a significant reduction on spending and demonstrated a more positive position.</p> <p>MCC also pointed out a recent article in Inside Housing about a number of authorities apparently taking too long to carry out adaptation works. SH to look at how our successes could be made into a positive news story.</p> <p><i>ii) Sustainability Standard- <b>SH</b></i></p> <p>It is proposed that as per the Redbank Scheme the new extra care scheme at William Kemp Heaton is built to the BREEAM ‘very good’ standard. Whilst this is a challenging standard it is likely to be achievable on this development without a disproportionate cost.</p> <p>The Low Carbon Board are satisfied with the standard ‘very good’.</p>	<p><b>SH</b></p>

4.1.2.3	SK also observed that the costs of achieving 'excellent' were disproportionate to the savings / benefits they provided.	
4.1.2.4	HSPB agreed the proposed standard.	
4.2	<u>b) Existing Items</u>	
4.2.1	<i>i) Empty Properties - <b>SH</b></i>	
4.2.1.1	SH submitted a report outlining the current position on bringing empty properties back into use.	
4.2.1.2	Figures were provided which indicated that the Radcliffe pilot had been a success and this track record had resulted further grant money from the HCA. As a result, the Council had not needed to use all of the s106 money originally allocated to this work. SH to check the last Cabinet report to ensure sufficient approvals are in place to apply the s106 monies to empty properties in other parts of the Borough.	<b>SH</b>
4.2.1.3	HD requested a map showing empty property clusters within particular cluster areas to be brought to HSPB on 24 <sup>th</sup> June to inform discussions on extending the scheme.	<b>SH</b>
4.2.1.4	PJG asked for a timeline of events to be brought to a future HSPB.	<b>SH</b>
4.2.1.5	SK advised that the Strategic Sites Group is also looking at use of all s106 monies. SK is involved from a finance point of view. PJG asked who the housing link was. MCC to find out.	<b>MCC</b>
<b>5.0</b>	<b>Information Briefs:</b>	
5.1	<u>a) New Items</u>	
5.1.1	<i>i) HECA Report - <b>SH</b></i>	
5.1.1.1	SH provided an update for information. The HECA report was submitted to Government by the deadline of 31 March 2015.	
5.2	<u>b) Existing Items</u>	
5.2.1	<i>i) HOB Chair's Update - <b>SH</b></i>	
5.2.1.1	A workshop was held to determine the future role of HOB. This will see HOB being more proactive at progressing items before they are brought to HSPB for final sign off approval. HSPB to approve final reports or deal with any exception reporting.	
5.2.1.2	The Council had been successful in obtaining Right to Buy Social Mobility Fund, which will allow grant of £20,000 to be offered to people wishing to give up their RTB entitlement and purchase a property in the private sector. TH has prepared a process for allocating the £5,000 'top up' funded by the HRA. This will be allocated at a rate of £100 for every year of tenancy to a maximum of £3,000 and 1% of the purchase price to a maximum of £2,000. No	

**ACTION**

<p>5.2.1.3</p> <p>5.2.1.4</p> <p>5.2.2</p>	<p>allocation will be given to tenants with corporate debt or ASB.</p> <p>Soft marketing of the scheme will commence at the end of May, targeted at people under-occupying larger properties.</p> <p>PJG asked MCC to do a briefing note for Councillor Shori.</p> <p><i>ii) Welfare Reform (verbal update) – JM</i></p> <p>JM provided an update on the present position in Bury. Any cases that are in arrears are being closely monitored.</p>	<p><b>MCC</b></p>
<p><b>6.0</b></p> <p>6.1</p>	<p><b>STH Board Papers</b></p> <p><i>Nothing to update.</i></p>	
<p><b>7.0</b></p> <p>7.1</p>	<p><b>Any Other Business</b></p> <p>None.</p>	
<p><b>8.0</b></p>	<p><b>Date of Next Meeting</b></p> <p>Wednesday 24<sup>th</sup> June 2015, 10.30am – 12.00pm</p> <p>Lancashire Fusiliers Room, 1<sup>st</sup> Floor Town Hall</p>	