

Meeting action minutes

Meeting	<b>Senior Housing Action Group</b>		
Attendees	<p><b>Residents:</b> Roy Crowhurst (Chair of SHAG, Woods House) Tony Brown, Terry Weller (Evelyn Court) Elizabeth Tinkler (Laburnum Grove) Ernie Tidy (Churchill House) Ray Goble, Joyce Bean (Elwyn Jones Court) Jean Davis (Leach Court) Alan Davis (Rosehill Court) Walter Sargison, Kath Davis (Broadfields) Tomm Nyhuus (Somerset Point) Steven Nye (Elizabeth Court)</p> <p><b>Staff:</b> Simon Pickles (Housing Stock Review Manager) Peter Huntbach (Senior Housing Manager) Hannah Barker (Resident Involvement Officer)</p> <p><b>Partners:</b> Peter Lloyd (Healthwatch)</p>		
Apologies	Rachel Chasseaud (Head of Tenancy Services), Charles Penrose (Sloane Court), Cllr Anne Meadows, Cllr Tracey Hill		
Venue	<b>Leach Court</b>	Produced by	Hannah Barker
Date	<b>14 September 2016</b>	Minutes completed	<b>15<sup>th</sup> September 2016</b>
Time	<b>10am- 12.30pm</b>		

**Minutes & Matters arising - Update on actions from previous meeting**

	Description
1	<b>Laundry 4.1:</b> Q: phrase 'other options of frameworks' re next step procurement? A: maybe phrased incorrectly; closing date for procurement bids 10 <sup>th</sup> October. Roy is involved in evaluation. Procurement is for whole city council laundry service.
2	<b>Laundry 4.2:</b> report has gone to Housing Leadership Team (HLT) not Housing Committee. Also, the laundry contract has been extended, new contract starts estimated April 2017.
3	<b>2.9 Elwyn Jones former NHS clinic:</b> we tried to let commercially, but unsuccessful. Architects working up feasibility studies for either large one bed wheelchair flat or two smaller one bed.
4	<b>2.1 Peters</b> report on time all empty properties left (Appendix1 below)
5	<b>5.1 WIFI in communal areas:</b> No update. Have run number of digital workshops in schemes & more coming up to support residents. (Q: Can we install WIFI in our lounges ourselves? A: Yes. At Broadfields we reimburse Kath who pays it.) There are risks, you are responsible for what inappropriate or illegal actions people might do, and ongoing costs. To find out where your nearest local access to free WIFI go to <a href="http://www.digitalbrightonandhove.gov.uk">www.digitalbrightonandhove.gov.uk</a>
6.	Minutes from last meeting and AGM agreed

**Items discussed, agreements and future action**

<b>1) Peter Huntbach update</b>	
1.1	<p><b>Housing restructure:</b> Emma Gilbert is now Peter's line manager rather than Rachel Chasseaud. She will attend a future SHAG</p> <p><b>Internal redeployment:</b> 1.5 scheme managers recruited. Graham Davis recruited</p>

	<p>to replace Amit Arora who has returned to substantive post.</p> <p><b>Gardening Group</b> event 12 October</p> <p><b>Guest Room report</b> will be available at next meeting</p> <p><b>Older Peoples Council</b> is 20 September</p> <p><b>Older Peoples Festival</b> brochures available for schemes (reps to take handful)</p> <p><b>Older Mens Day</b> 19 November Friends Centre event</p> <p><b>Mens model making</b> at Manor Paddock scheme</p> <p><b>Recovery College</b> - Supports low level depression &amp; anxiety brochure available</p> <p><b>Fire Service</b> Free Electric blanket testing and new alarms</p> <p><b>Interdenominational Church day</b> at Muriel House</p>
1.2	<p><b>Q: Re Staffing A:</b> 2 agency staff, Heather at Somerset ad Rose at Leach, now replaced by Housing staff through restructure. One post-holder will just cover relief cover, an idea suggested by SHAG and agreed by HLT. Benefit will be not pulling scheme managers away.</p>
1.3	<p><b>Q: Guest Room Survey</b> -taking a specialist interior designer? <b>A :</b> not needed at this stage, perhaps is serious remodeling required. Report at next meeting</p>

## 2) Simon Pickles – update on conversions

2.1	<p>Last meeting shared new approach, rather than a scheme at a time, project will be voids led. Benefits include avoiding decanting or holding too many voids. HLT agreed. Brings letter to check SHAG agrees wording.</p> <p><b>Q:</b> Do new flats (like new wet rooms) come with new boiler. <b>A:</b> Yes and all have wet room.</p>
2.2	<p><b>Discussion around letter wording.</b> Clarifications suggested removing from wording, ‘local lettings policy’ – currently, tenants within scheme, with a housing need, take priority over other bands A-C. Allocations review may change.</p>
2.3	<p><b>Q&amp;A:</b> 100-120 voids per year</p>
2.4	<p><b>Q:</b> When going to let Leach Court know about start of work? <b>A:</b> need to get costs together first to go to HLT. Want to get an answer to you end of October.</p>
2.5	<p><b>Q:</b> Elwyn Jones are getting new boilers. Would have been better if could be done at same time as conversions. <b>A:</b> We tried but the boiler team didn’t have the budget gathered at that point.</p>

## 3) Chairs communications and end of year report

3.1	<p>Not been bad year. Achieved <b>new service offer</b> seems to be working well. We <b>stopped the laundry Pay As You Go</b> and I will continue to update you.</p> <p><b>Scaffolding</b> Issue appears to almost be sorted. BHCC now penalizes companies if not removed within two weeks. (delays can come from BHCC decisions on processes and budgets being moved in emergencies. Mears new general manager got rid of three of six scaffolding companies being used)</p>
3.2	<p><b>Action:</b> Home Move James Crane to be invited to next meeting re what changes they have made once review is done. Worried they will be cutting corners, will the</p>

	local lettings plan be left as is.
<b>4) Elections results</b>	
<b>4.1</b>	<p><b>Chair :</b> Roy Crowhurst  West Area Rep : Tony Brown  Central Are Rep : Jean Davies  North Area Rep : Kath Davis  East Area Rep : (vacant)  Home Service Improvement Group (SIG) Rep : Tomm Nyhuus  Neighbourhood &amp; Community SIG Rep: (vacant)  Tenancy SIG Rep: (vacant)  Involvement &amp; Empowerment SIG Rep: (vacant)  Business &amp; Value for Money SIG Rep: (vacant)</p>
<b>5) Discussion following election</b>	
<b>5.1</b>	<p>Any rep or member of the SHAG is very welcome to submit items to Roy or Hannah to go onto future agendas, it's your meeting.  Agenda is set to send out 3 to 4 weeks before the meeting. Last minute items can be considered – not fixed in stone.</p>
<b>5.2</b>	<p><b>Q:</b> dwindling numbers at meetings. <b>A:</b> There are various reasons; some good in that SHAG and housing have addressed many issues. People are happier. Also some misconceptions that need to have a TA to be aprt of SHAG. Schemes simply need to have a vote to say they are happy for a rep to attend. Roy to visit schemes.</p>
<b>5.3</b>	<p><b>Q:</b> does SHAG not having reps on the SIGs lessen its standing? <b>A:</b> No. and SHAG reps are welcome to attend the SIGs at any point should a need arise.</p>
<b>5.4</b>	<p><b>Action:</b> Roy to work with Peter to arrange visits to schemes coffee mornings etc</p>
<b>6) Round Robin</b>	
<b>6.1</b>	<p><b>Q: Sprinkler systems</b> at Somerset Point residents need insurance. <b>A:</b> Sprinklers only go off if there is a fire in the room.</p>
<b>6.2</b>	<p><b>Q: EDB Separate EDB for Senior Housing?</b> <b>A:</b> action 6.1 below  This suggestion might not be a good idea. Would it reduce the amount we have available? Also, EDB is currently allocated by geographical area. Suggestion that currently Seniors Housing gets preference.</p>
<b>6.3</b>	<p>Other EDB review includes -suggested plans to reduce maximum allowable bid to approx. £15K</p>
<b>6.4</b>	<p>Roy to speak to Becky Purnell re her views on a EDB separate fund</p>

