

<p>Sheldon Housing Liaison Board Biannual (AGM) Meeting. Manston Road 1.30pm 10th October 2019</p> <p>Present</p> <p>Colin Fish Chair Marie Murphy Vice Chair Debbie Kadr Janet Stych Val Carter Theresa O’Leary Gary Elwell Mandy Williams</p> <p>Apologies</p> <p>Welcome and Introduction</p> <p>Colin welcomed everyone to the AGM.</p> <p>Minutes of the last meeting</p> <p>The board agreed the Minutes of the last Biannual Meeting 24 November 2016</p> <p>Chairperson Report</p> <p>Chairs Report</p> <p>Colin circulated copies of the Report for Sheldon AGM listing some of the achievements of the HLB over the past three years:</p> <p>Tenant Panels</p> <p><i>The City Council has recognised Housing Liaison Boards as its Tenants Panels. The Council is required by the Government to co-regulate housing together with tenants and leaseholders representatives on tenant’s panels; hence Sheldon HLB is the official tenant’s panel for Sheldon Ward.</i></p> <p>City Housing Liaison Board.</p> <p><i>As Chair of the HLB Colin has represented the HLB on Yardley District Strategic Housing Panel. This Panel is</i></p>	<p>Actions</p>	<p>Who</p>	<p>By</p>
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responsible to District Committee and looks at the strategic housing issues across the District . This includes both owner occupied housing, registered social landlords, privately rented housing and council housing.

During the last twelve months Debbie Kadr has represented the HLB on the City Housing Liaison Board

HLB monthly meetings

Over the last three years the Housing Liaison Board has continued to meet on a monthly basis. The HLB is supported by the local Housing Officer for Estate Services and the Tenant Participation Officer, plus the local Councillors, police officers and a representative from Mears and now Wates normally attend meetings. The aim of the HLB is to improve housing and neighbourhoods, to monitor the performance of housing and to resolve any common issues which board members bring to HLB meetings.

Yardley Gardening Competition

Sheldon HLB together with the other three Housing Liaison Boards in Yardley District continue to sponsor East Quadrant Gardening Competition. This competition compliments Birmingham In Bloom the City Wide Gardening Competition and gives tenants and leaseholders in Yardley District the chance of winning in both competitions. Members of the HLB attended the awards ceremony at Welcome Change Community Centre in Shard End for the East Quadrant Gardening Competition September 2018.

The Housing Liaison Board Improvement Budget

The Sheldon HLB also has a budget for improvement projects which benefit council tenants and leaseholders. For example some of the projects which the HLB has supported over the last three years are:

1. Clearing the rear gardens of blocks 23 & 25 Honeybourne Rd.
2. Installed a bin storage area at Radley Court.
3. Relayed path to front of block 141 Mapledene Rd.
4. Donated funds to East Quadrant
5. Relayed path to blocks 43,45,57,48 & 51 Silvermere Rd & supplied bulkhead light to Silvermere Rd
6. Installed Gates in between blocks 23 & 25 Honeyourne Rd
7. Installed Gates at Meon Grove

8. Cleared rear of blocks 23 & 25 Honeybourne Rd and converted into a communal garden
9. Installed bin areas at front of 11, 15 & 17 Wychwood Cres
10. Retarmaced drying areas of Barrows Lane Scheme

Estate Walkabouts

In addition to monthly meetings many members of the HLB have attended monthly Estate Walkabouts led by Gary Elwell the Housing Officer and also often attended by the Police, Environmental Health Officer and Tenant Participation Officer. The ward has been divided into six neighbourhoods and so there is a walkabout in each neighbourhood twice a year. The walkabouts often highlight problems for the Housing Officer or other agencies to deal with and reveal areas where the improvement budget can be used to fund projects.

Annual General Meeting

Gary Elwell took over as Chair for the AGM.

Gary shared that BCC rely on tenants getting involved and explained that the HLB and Environmental budget was for improving the area. Colin had already gone through a list of projects which Sheldon had carried out.

Gary shared that the board had already made commitments for the budgets this year.

Gary explained that officers will have to look at the HLB as the ward boundaries have changed and the meeting is actually in Garretts Green ward which did not exist 2 years ago. Maybe we can look at putting the 3 wards together – Sheldon, Garretts Green and Yardley East and maybe alternating where the meetings take place – this will need to be looked into to see if this can be done

Gary shared that the HLB budgets are as follows Sheldon = £11947.00 and Garretts Green = £16029.00. This is calculated by the number of properties per ward.

Gary went through the Code of Conduct:

Behaviour at meetings or while on HLB business

- a) *All comments should be made through the Chair of the meeting.*
- b) *Only one person should speak at any one time.*
- c) *Individual HLB members should not enter into*

<p><i>discussion during the meeting. The Chair should regain order if necessary.</i></p> <p>d) <i>No offensive language or raised voices should be used.</i></p> <p>e) <i>There should be no separate discussions during the formal HLB meetings.</i></p> <p>f) <i>No one attending an HLB meeting or conducting HLB business should be under the influence of alcohol or illegal drugs.</i></p> <p>g) <i>All staff and residents have a responsibility to respect each other and should not behave in an aggressive or confrontational manner</i></p> <p>h) <i>Mobile phones should be switched off or turned to silent during meetings.</i></p> <p>i) <i>Every HLB member is entitled to offer their opinion and have it heard at the meeting.</i></p> <p><u>Confidentiality</u></p> <p>a) <i>At times, it will be necessary to keep information confidential, particularly that of a personal sensitive nature.</i></p> <p>b) <i>The HLB should have an awareness of data protection issues and be familiar with the Data Protection Act and Freedom of Information Act.</i></p> <p>c) <i>Any information or item shared with the council that is confidential, must not be disclosed to anyone other than board members. This allows the business of a meeting to proceed, subject to the provisions of the Data Protection and Freedom of Information legislation, and the council's own access to information policies and procedures. Information must not be given to third parties unless they are entitled to receive it.</i></p> <p><u>Right of expression</u></p> <p>a) <i>All HLB members should have the right to speak and their views should be respected. The Chair will challenge any offensive remarks.</i></p> <p>b) <i>All HLB members must comply with this code of conduct and ensure that they understand their</i></p>			
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<p><i>duties, rights and responsibilities.</i></p> <p>c) <i>Party political statements and literature supporting any political party are not to be used in HLB business.</i></p> <p><u>Personal issues</u></p> <p><i>The HLB is not a forum for raising individual issues unless they have implications for the wider area. If a HLB member wants to raise an individual issue, this can be done privately after the meeting has closed with an officer of BCC housing service.</i></p> <p><i>The HLB should not allow, facilitate or agree any special favours to relatives, friends or associates in the award of funding from any budgets that HLBs control, or any other areas where a conflict of interest may arise.</i></p> <p><i>HLB members must disclose any interest, whether personal or on behalf of any group they represent, that they consider may affect or influence their approach to any matter under discussion. They must not vote and must normally withdraw from a meeting whilst such matters are being considered. The golden rule is 'if in doubt, declare'.</i></p> <p><i>It may be appropriate for an officer to set time aside at the end of the HLB meeting to allow personal issues to be raised separately from the main meeting. Alternatively, HLB members can contact their local housing office.</i></p> <p>Gary shared that we can encourage local councillors to attend the HLB meetings but they cannot be political.</p> <p>Gary said that each HLB has a CHLB representative and needs a representative for this HLB.</p> <p>Gary also said that sometimes HLB members are asked to sit on procurement panels</p> <p>Gary said that officially at this stage the existing HLB board stood down. Gary then asked who would like to be on the new HLB. The following people put their names forward:</p> <p>Colin Fish Janet Stych Debbie Kadr Marie Murphy Val Carter Theresa O'Leary</p>			
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<p>Gary then asked if there were any nominations for Chair. Colin Fish had stated that he would like to stand again as Chair. There were no other nominations and Colin was voted in unanimously as Chair.</p> <p>Gary asked if there were any nominations as Vice Chair. Marie said she would like to stand for Vice Chair .There were no other nominations and Marie was voted in unanimously as Vice Chair</p> <p>Gary asked if anyone would like to be the HLB's representative on the CHLB. No-one volunteered to stand as representative.</p> <p>All members of the Board now signed a copy of the HLB Constitution, Code of Conduct and Equalities Statement.</p> <p>Any Other Business</p> <p>Val mentioned the trees that had been cut down at Barrows Lane Scheme and would the stumps stay there.</p> <p>Gary said the tree officer had assured him that they had cut them as low as they could and that conifers do not grow back – these will need to be monitored.</p> <p>Theresa said there are tree roots growing out of a drain and she keeps cutting them back and that trees seem to be growing all around Abigails close</p> <p>Gary advised Theresa to phone repairs and state she has a blocked drain</p> <p>Gary discussed using Round-Up and how it works and is very safe to use.</p> <p>Janet asked when will the shrubs under the common room window be cut up</p> <p>Gary said he was told they will be done before Christmas</p> <p>Debbie asked about the dumper truck and had he arranged for the garden rubbish to be collected.</p> <p>Gary said he will sort it out</p> <p>Val shared that when it rains she has water coming out of her boiler and that a cap had been put on the flue. The vent had not been sealed and she keeps reporting it.</p> <p>Marie said that one of her door handle's had broken and when she phoned repairs she was told they don't repair handles anymore.</p>			
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Gary said to check the conditions of tenancy and check the list of items they will provide at start of tenancy and afterwards the tenants are responsible. He shared that they do not renew toilet seats, locks or bleed radiators.

Marie said she does not have central heating. When it was being installed in flats she could not have it done due to her mother's health and it has never been done.

Gary said he would see if the Capital Team have it on a follow-up list

Colin said that an address in Mapledene needs securing

Gary said he would ask Phil to check it.

Date of Next HLB Meeting

**The next meeting of Sheldon HLB will be at 1.30 pm
Thursday 28th November 2019 at Manston Road**