

Sandwell Partnership

Notes of a Meeting of the Executive Board of the Sandwell Strategic Housing Forum

4th March, 2010 at 9.30 a.m.

Meeting Rooms 2 and 3, Urban Living HQ

4th Floor, Hawthorns House, Halfords Lane, West Bromwich

Present:

Peter John (Sandwell MBC – Urban Regeneration - Director of Partnerships and Housing) (**In the Chair**);

Gary Bowman (Sandwell Partnership – Partnership Director);

June Beddows (Sandwell Private Landlord Forum - Business Advisor);

John Garrett (Sandwell MBC - Adult and Community Services – Executive Director);

Jan MacMillan (Sandwell Community Involvement & Participation Services [SCIPS] - Company Secretary) (**Chair Community Regeneration Thematic Working Group**);

Neeraj Malhotra (Sandwell Primary Care Trust - Public Health Specialist) (**Chair Housing and Health Thematic Working Group**);

Brian Oakley (Sandwell Homes – Chief Executive);

John Selway (Sandwell Private Landlord Forum – Member).

Philippa Smith (Sandwell MBC – Urban Regeneration – Spatial Planning Division - Principal Planner).

Paul Smith (Sandwell MBC – Urban Regeneration - Economic Regeneration & Skills Division – Community Development Unit);

Adam Carey (Urban Living) (**Chair Research and Demographic Change Thematic Sub-Group**);

Apologies:

Councillor Simon Hackett (**Chair**) (Sandwell Metropolitan Borough Council [MBC]);

Dr Chris Handy (**Vice-Chair**) (Accord Housing Association – Chief Executive);

Ally Allerson (Greets Green Partnership – Executive Director);

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Jan Britton (Sandwell MBC – Urban Regeneration - Executive Director);

Dominic Harman (Persimmon Homes (West Midlands) - Managing Director);

Paul Jones (Riverside Homes – Assistant Director) (Chair Housing Development and Regeneration Thematic Working Group);

Kim Mocroft (Sandwell MBC – Urban Regeneration - Economic Regeneration & Skills Division – Community Development Unit);

Julie Bridgwater (Sandwell MBC - Urban Regeneration - Partnerships and Housing Directorate - Community Involvement Manager) (Vice-Chair Community Regeneration Thematic Working Group);

In attendance: Surrinder Bains (Sandwell Partnership);
Steve Lodder (Sandwell MBC – Urban Regeneration - Partnerships and Housing Directorate - Private Sector Housing Manager) (Vice-Chair Housing and Health Thematic Working Group)
Nicola Sinclair (Sandwell MBC – Urban Regeneration - Partnerships and Housing Directorate – Principal Research Officer) (Vice-Chair Research and Demographic Change Thematic Sub-Group);
Ralph Smith (Sandwell PCT - Senior Public Health Information Specialist) (Vice-Chair Research and Demographic Change Thematic Working Group)
Kashmir Singh (Sandwell MBC – Corporate Services - Partnering and Improvement Division – Acting Race Relations Manager);
Steve Smith (Sandwell MBC – Corporate Services - Partnering & Improvement Division - Service Manager, Partnering & Improvement);
Chaz Johal (Sandwell MBC - Corporate Services – Strategy & Communications Unit).

Officer Support: Stephen Gabriel (Sandwell MBC – Urban Regeneration - Partnerships and Housing Directorate - Strategic Manager);
Kirsten Casey (Sandwell MBC – Urban Regeneration - Partnerships and Housing Directorate - Housing Partnerships Manager);
Maureen Christian (Sandwell MBC - Corporate Services - Partnerships and Housing Division - Partnerships Officer).
Nick Laws (Sandwell MBC, - Corporate Services - Partnerships and Housing Division – Commissioning & Performance Manager);

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Apologies: Laura Coburn (Sandwell MBC - Corporate Services - Partnerships and Housing Division - Assistant Partnerships Officer);
Kate Jenkins (Sandwell MBC – Corporate Services - Partnering & Improvement Division - Thematic Liaison Manager);
Kate Walker (Sandwell MBC - Corporate Services – Strategy & Communications Unit – Senior Press and Public Relations Officer).

8/10 **Notes of Last Meeting**

The notes of the meeting of the Executive Board held on 14th January, 2009 were received and approved.

With regard to Note No. 1/10 (Notes of Last Meeting), concerns were again expressed that the Private Sector Housing Strategy had not been submitted to the Executive Board. The Director of Partnerships and Housing SMBC assured the Executive Board that the Sandwell Private Landlord Forum had been fully involved in the consultation process on the Strategy.

9/10 **Local Strategic Partnership - Equality Priorities**

The Board considered a presentation from Surrinder Bains - Sandwell MBC – Adult and Community Services – Inclusion and Improvement Division – Performance Manager – Local Strategic Partnership and Kashmir Singh - Sandwell MBC – Corporate Services - Partnering and Improvement Division – Acting Race Relations Manager on the development of the Local Strategic Partnership's (LSP) Equality Priorities.

It was intended that these should be fully integrated into partner's business planning processes. The Board concurred and felt that this could be demonstrated in the Thematic Business Planning Process.

10/10 **"The Executive - Working More Effectively" – Update**

Further to Note 2/10 (The Executive - Working More Effectively) Peter John - Sandwell MBC – Urban Regeneration - Director of Partnerships and Housing reported back on the outcomes and recommendations from the discussions between the Chairs and Vice-Chairs of the Thematic Sub-Groups and representatives of the current Homelessness Forum and the Equality Groups on the future operation of the Sandwell Strategic Housing Forum and its constituent bodies.

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Draft Combined Terms of Reference and Governance Arrangements for both the Forum and the Executive Board were submitted.

The agreed Terms of Reference for the Community Engagement and the Research and Demographic Change Thematic Sub-Groups were also submitted for information, together with Draft Terms of Reference for the Housing and Health Thematic Sub-Group.

The Terms of Reference for the Housing Development and Regeneration Thematic Sub-Group would be submitted in May, 2010.

In considering the Draft Terms of Reference for the Forum and the Executive Board it was felt that:-

- * the membership of the Executive Board should also be included;
- * the Chair and Vice Chair of the Forum should always be the Chair and Vice-Chair of the Executive Board;
- * the Chair and Vice Chair of the Forum should be elected for a specific period of office – a maximum of three years was agreed – meaning that nominations for the election of Chair and Vice-Chair should be requested at the Annual Conference Meeting in November, 2010;
- * the Chairs of the Thematic Sub-Groups should always be persons elected from the partner agencies independent of the Council;
- * that the Terms of Reference should make clear the distinction between the Executive Board and the Forum itself.

The Administrator to the Board undertook to clarify the roles and responsibilities of the Forum and the Board taking into account the issues raised above.

Regarding the Terms of Reference of the Thematic Groups, the Board approved their content and format and reminded the Chairs of the Thematic Groups that if they were experiencing “blockages” to progress they should alert the Board which could then look to bring appropriate pressure to bear.

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The Director of Partnerships and Housing reported that as part of this process, the membership of the Executive Board and the Thematic Sub-Groups would be changed to ensure membership at more levels and to ensure that current Board members were represented on more appropriate Thematic Groups.

11/10 **The Business Plan**

This matter was deferred to a later date.

12/10 **Delivery Plan – Feedback against Actions**

It was reported that the Delivery Plan was at a “very rough draft stage”. The Chairs of Thematic Sub-Groups and Nick Laws - Sandwell MBC - Corporate Services, Partnerships and Housing Division - Commissioning & Performance Manager were asked to report to the next meeting pulling together their Thematic targets, milestones and outcomes drawing together the LSP/ Housing Strategy priorities and the national Key Performance Indicators, over the short-term (twelve months) to long-term (three years).

13/10 **“Risk Management”**

Nothing was identified today.

14/10 **Retirement of Steve Lodder**

The Director of Partnerships and Housing informed the Board that Steve Lodder would shortly be retiring from the employ of the Council. Steve was the Private Sector Housing Manager in the Partnerships and Housing Division and had been the Vice-Chair of the Housing and Health Thematic Sub-Group.

The Board thanked him for his contribution to the work of the Forum and wished him well for a long and happy retirement.

15/10 **Date of Next Meeting**

It was agreed that the next meeting would be held at 2.00 p.m. on Thursday 13th May, 2010.

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16/10

Dates of Forthcoming Meetings

It was noted that meetings would be held between 2.00 p.m. – 4.00 p.m. on Thursdays:-

8th July, 2010;
9th September, 2010;
18th November, 2010;
13th January, 2011;
10th March, 2011.

(Meeting ended at 11.30 a.m.)

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