

MINUTES: SHADOW BOARD, STOCK TRANSFER PROJECT

Item

Action To Be Taken By

Present: Shadow Board Members: Louise Barnden, Peter Ebsworth (Chair), Ken Foster, William Lean, Zilpah Leahy, Linda Macbeth, Sue McDonald (part meeting), Elaine Pellow, Jack Thompson, Nigel Warn, Christine Watts

Staff/Advisors : Rob Beiley, Andrew Cobb, Belinda Pascoe, Helen Ryan, Gary Seabourne, Colin Walker

Tenant Services Authority: Steve Fox

Apologies: Sue McDonald (part meeting), Eddie Rennie

PE welcomed Steve Fox (Tenant Services Authority) who would be dealing with PCH's registration.

PE was pleased to announce that Clive Turner would be offered the post of Chief Executive at PCH. The selection process had entailed a written assessment, presentation and interviews.

LB would be starting a new job in the near future and would be unable to remain a Shadow Board member. PE thanked LB for her contribution to the establishment of PCH and expressed his regret and that of the other Shadow Board members at her departure.

The Shadow Board wished LB every success in her new role.

1 Minutes of Meeting 9 December 2008

Agreed

2 Matters Arising from 9 December 2008

None

3 Presentation – Steve Fox, Tenant Services Authority

Steve Fox noted that:

- the TSA presentation would be given at the next meeting,
- the 'National Conversation' consultation would be the basis for the development of TSA regulatory structures,
- the consultation (to include leaseholders and owner occupiers) would be delivered through regional events such as tenants' conferences,

- to widen the consultation even further there would also be a series of local events (HR was already working on this for Plymouth),
- a mobile vehicle staffed by TSA ambassadors would call at towns across the country,
- there would also be 'photo-booths' to allow people to record their views.

Steve Fox would check on potential plans to speak with tenant board members

SF

The Shadow Board thanked SF for his attendance and comments.

4 Post Ballot Project Plan

Staffing:

- the list of staff likely to transfer was in preparation. Although some posts were easy to identify, the position of support staff was more difficult to determine,
- the list would be sent to Devon Pension Service for analysis,
- a report on pensions would probably be brought to the Board in March or April 2009,
- the Board would most likely wish to obtain specialist pensions advice independent of Savills or Trowers.

AC

Business Plan:

- Martin De'ath and Maria Conroy-Finn had been seconded to work full-time on stock transfer.

IT:

- to facilitate the transition it would be advantageous for the new association to use pre-existing PCC systems at the outset and then consider its long term IT needs,
- the Finance Director would compile the specifications for the PCH finance system,
- PCC had designated an IT Programme Manager for stock transfer; the costs would be split 75% to PCH and 25% to PCC.

Accommodation:

- in the short term consideration was being given to moving as much as possible of Building Services onto one site (Prince Rock), bringing everyone else together at Windsor House and identifying a city centre base for personal callers.
- the availability of accommodation on the open market was also

- under investigation,
- the Shadow Board would discuss accommodation at a forthcoming meeting.

Registration:

- the TSA might undertake a pre-registration visit in June 2009,
- the registration process would determine some of the key dates for the other workstreams.

Assets:

- AC would prepare a report on the governing principles for the discussions with PCC.

AC

SLAs:

- officers were identifying areas where it would be sensible for PCH to have a one or two-year agreement with PCC.

Allocations and Mobility:

- Clive Milone had led on the process by which PCH would manage the allocations process,
- PCH payments for Choice Based Lettings remained to be determined.

Decent Homes:

- adverts would need to be placed in the EU journal in February 2009 to allow a start on the kitchens and bathroom programme in October 2009,
- the contractors would be tendering for a quantity of work and this could proceed without the specific details of the actual refurbishments.

Internal Communications:

- internal communications would now include PCC staff in general,
- a briefing note for corporate distribution was ready for circulation.

Building Services:

- work was proceeding on schedule.

Operations:

- work was proceeding on schedule.
- the draft of the new tenancy agreement for tenants new to PCH (i.e. not transferring) would be brought to a future Board for discussion/approval.

Support Services

- the objective was to develop a structure that would best serve the needs of PCH,
- senior managers had been canvassed for their opinions on which support staff should transfer.

Governance:

- key staff had been asked for comments on the draft Financial Regulations,
- the Financial Regulations would be brought to the Board in February 2009.

North Prospect:

- a scoping workshop for officers and the North Prospect Partnership would be held shortly,
- the Homes and Communities Agency was as yet unable to fund the North Prospect study, but the agency had confirmed that its contribution (£30,000) would be made on 1 April 2009.

Policy Development:

- work was proceeding on schedule,
- the focus was on the development of overarching policies,
- the draft documents would be brought to the Board after internal consultation.

5 Company Handover

RB reported on the actions necessary to pass ownership and control of PCH into the hands of its shareholders and Board members :

- receipt of the Section 25 indemnity,
- TSA and PCC approval of PCH rules (responses expected in 6 weeks),
- the incorporation of PCH as a charitable Industrial and Provident Society with the Financial Services Authority,
- conversion of the Shadow Board into a full Board,
- 3 volunteer Board members (tenants or independents) sign the Articles of Incorporation,
- Appointment of the remainder of the Board,
- handover of the 'ownership' of PCH.

EP, PE and WL offered to act as the volunteer signatories.

6 Appointment of Communications Advisors and Tenant Advisors

AC reported :

- IPB's work in the pre-budget process had been impressive and there was a genuine continuing need for their expertise in areas such as branding, communications and launch plans,
- the work of DWA had also been much appreciated by tenants and once again there would be benefits from their ongoing involvement in supporting resident Board members, embedding tenant and leaseholder involvement and the training and support of the Customer Focus Groups etc,
- the reappointment of IPB and DWA had been allowed for within the Section 25 budget.

The Shadow Board resolved that: **officers should be given authority to negotiate acceptable fees for the reappointment of IPB and DWA.**

7 Communications Timetable

HR reported:

- the aim of the Communications Timetable was to ensure that stakeholders had the opportunity to remain informed and respond to information during the transition period to PCH,
- the January 2009 issue of What's Up would include a competition to suggest a new title for the newsletter,
- STAG would become part of the overall change process,
- it was intended that the existing Service Improvement Groups would become Continuous Improvement Groups that reported to the Customer Focus Committee.

8 Any Other Business

BP was unaware of any decision to defer repairs so that they would fall to PCH after the transfer. There would be no benefit to either organization in such a policy.

PCC had now appointed its own stock transfer advisors. A PCC Corporate Impact Board (which included Councillors) was considering the stock transfer process from a Council standpoint. PCC officers would seek guidance from that board on matters which affected the process from a Council perspective; while those working on stock transfer from the PCH viewpoint would report to and seek approval from the Shadow Board.

All Shadow Board members were legally required to consider all matters solely on the basis of what was in PCH's interests.

AC/BP noted that arrangements were in hand to organize the committee meetings (Audit and Risk, HR and Staffing, Finance, Customer Focus). PE noted the importance of Shadow Board member attendance at these meetings.

9 Date of Next Meeting

5.00pm, Tuesday 10 February 2009, Large Conference Room, HQ Building, Union Street