

Minutes of HomesWest RSL/LA Meeting

Held on Monday 7 December 2009

At Sovereign Housing Group, Brabazon House, Unit 11

Brabazon Office Park, Golf Course Lane, Filton, BRISTOL BS34 7PZ

					Action
1.	Welcome and Introductions				
2	Present:				
2.1	Phil Stephens	PS	Sovereign		
	Caroline Hughes	VH	Arcadia		
	Tim Southall	TS	Bristol City Council		
	Mike Day	MD	Arcadia		
	Mike Grist	MG	Somer		
	Karen Ross	KR	South Gloucestershire		
	Adrian Holloway	AH	B&NES		
	Jane Alderman	JA	Somer		
	Barry Wallen	BW	Bristol City Council		
	James Gibson	JG	Sovereign		
	Simon Parks	SP	Sovereign		
	Gill Gould	GG	Sovereign (Secretary)		
2.1	Apologies				
1.	Welcome and Introductions.				
2	No apologies were received				
3	Update on Homes West Review				
	The new WOE Co-ordinator will take this forward when in post.				
	Transfer fees post 2011 – The LAs had looked at the evidence for increased charges prepared by SP But had found it difficult to come to a reasoned conclusion, and therefore had referred the matter to the WOEHOG meeting held earlier the same day. The LAs would prepare a paper for the next WOEHOG meeting on 1 February. A draft would be prepared and the Homes West RSLs would have the chance to have a look at it. Some of the information in the evidence that SP had sent was confidential but it was agreed that this could be passed on to WOEHOG.				
	If the local tier partners did not then agree to what was eventually agreed then the Homes West RSLs would not be able to fulfil their part of the agreement and the LAs agreed they would have to accept this.				
	For any future transfers that arise the probability of a rise in costs will need to be flagged up to the local partners.				
	KR requested the following to be added to the minutes of the last meeting (1 September 2009):				

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<p>new paragraph at end of Item 4.4.</p> <p>"It was also confirmed that until any changes are agreed, the current transfer fee of £3K will continue to apply".</p> <p>This was agreed.</p>	GG
<p>4 Homes West Action Plan</p> <p>SP tabled the latest version of the Homes West Action Plan.</p> <p>The LAs are to look at the figures in the "Increased Supply of New Housing - annual delivery targets" and confirm their agreement.</p> <p>For the BCC figure in the LAA targets – add in 400 for 11/12 for next 5 years with a proviso that the strategic target for strategic partners of 500 is subject to adequate resources.</p> <p>The LAs are also to look at the schedules for the number of large family homes (Item 4) on page 4 and confirm agreement.</p> <p>There is no change to the remainder of the Action Plan and it is ongoing.</p>	LAs
<p>5 Homes West Co-ordinator</p> <p>The job title will be "West of England Co-ordinator"</p> <p>Interviews have taken place. A decision on appointment will be made by 14 December. The appointed person should be in post by mid January. If this person is unable to accept the position will be re-advertised .</p>	
<p>6 Single Conversation. Local Investment Plan Update</p> <p>A letter has been received from HCA South West stating that commissioning under the single conversation will commence after Christmas. As yet there has been no formal notification from the NHF on who is to lead for the RSLs. The LAs had been told that it would be Sovereign and Knightstone.</p> <p>There is a single conversation meeting planned for next Monday.</p> <p>The LIP is to be approved by the end of January.</p>	
<p>7. Post 2011 Reselection process and Issues.</p> <p>The LAs had had a meeting last week. David Warburton and Colin Molton attended. The LAs had previously been liaising at Investment Manager level but it appeared that senior officers were not sufficiently aware of the procurement proposals and timetable.</p> <p>The outcome of the meeting was that HCA want to work very closely with LAs to deliver the Local investment Plan, and do not wish to procure delivery partners before the LIP is in place.</p>	

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	<p>The LAs planned to use WOE Co-ordinator to complete preparatory work and also the Bristol Procurement Service until at least April. The LAs need to make it quite clear that some sort of LDV needs to be in place by April 2011. Mini-competitions will take place in future under State-aid requirements.</p>	
8	Sarsen	
	<p>Sarsen are withdrawing from the partnership and had asked if it was considered appropriate for them to still attend Homes West Meetings.</p> <p>PS is to speak to Steve Blake and inform him that it was not considered appropriate for them to attend.</p> <p>With regard to the schemes that are in the Action plan – The LAs said that they were still to be delivered and that they will be looking for a transfer.</p>	PS
9	Sites Monitor	
	<p>The new format Sites Monitor spreadsheet was tabled at the meeting. It currently only contains Bristol information but the other LAs will eventually feed into this. In future the Sites Monitor spreadsheet will be the responsibility of the WOEC.</p>	
10	Treasury Report	
	<p>£650 from each RSL partner had been paid towards the new WOEC. The total amount (apart from £64 left in the account) had now been used for the WOEC's salary.</p>	
11	Minutes of last meeting	
11.1	<p>Item 4.4 -It was agreed that the following paragraph should be added at the end.</p> <p>"It was also confirmed that until any changes are agreed, the current transfer fee of £3K will continue to apply".</p>	
11.2	<p>Item 4.3 – SP asked the LAs to clarify what was wanted in the KPIs? The LAs said that they were awaiting the outcome of the HCA discussions and this could not be discussed yet.</p>	
12	AOB	
	<p>JA had attended Strategic Housing Market Assessment partners meeting last Monday and will send an e-mail to Homes West.</p>	
13	Dates of Future Meetings	
	<p>There were no foreseeable problems with the dates proposed for next year's meetings</p>	