

Minutes of a meeting of the **Joint Extra Care Housing Management Board**
held on Tuesday, 25th September, 2012 at Committee Room 1 - Wyvern
House, The Drummer, Winsford, CW7 1AH

PRESENT

Cheshire West and Chester Council

Councillor B Dowding

Councillor L Ford

Councillor H Manley

Cheshire East Council

Councillor L Gilbert

Councillor P Raynes

Officers

Sophie Middleton, Contract Manager Extra Care Housing, Cheshire East Council

Jayne McLaughlin, Solicitor, Cheshire East Council

Patrick Rhoden, Principal Accountant, Cheshire East Council

Charlotte Walton, Strategic Commissioning Manager, Cheshire West and Chester Council

1 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

In accordance with the Constitution for the Joint Extra Care Housing Management Board, a Member would cease to be a member of the Board if they ceased to be a member of the Authority's Cabinet/Executive that appointed them.

Following changes in the membership of Cheshire East Council's Cabinet, Councillor Roland Domleo was no longer a member of the Cabinet and Councillor Janet Clowes had been appointed as the Health and Adult Social Care Portfolio Holder.

It was proposed and seconded that Councillor Clowes be appointed as Chairman and Councillor B Dowding as Vice Chairman of the Joint Extra Care Housing Management Board.

As the Chairman had given apologies and the Vice Chairman was not present at the commencement of the meeting, it was agreed that Councillor L Ford would take the Chair.

RESOLVED:

That Councillor Janet Clowes be appointed as the Chairman and Councillor Brenda Dowding be appointed as Vice Chairman of the Joint Extra Care Housing Management Board.

2 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Clowes.

3 DECLARATIONS OF INTEREST

No declarations were made.

4 PUBLIC SPEAKING

There were no members of the public present.

5 MINUTES OF PREVIOUS MEETING

It was noted that the Joint Extra Care Housing Management Board had not met in March 2012 as there had been no business to discuss.

RESOLVED:

That the minutes of the meeting held on 28 September 2011 be approved as a correct record.

6 PFI EXTRA CARE HOUSING ANNUAL REPORT 2011/12

Consideration was given to a report on the operational performance for 2011/12.

The five PFI Extra Care Housing Schemes were all opened in 2009 and were run by Advantage. Catering and Care was managed by separately by the two Councils.

The report used data sourced from Advantage's monthly reports and covered the period April 2011 to March 2012.

The report gave details on the unitary charge and deductions, tenure, community balance, occupancy and voids, waiting lists and the key performance indicators for each scheme.

RESOLVED:

That the contents of the Annual Report 2011/12 be noted.

7 AVANTAGE ANNUAL CUSTOMER SURVEY 2012

Consideration was given to a report on the results of the third Annual Customer Survey.

Advantage were contracted to carry out an Annual Customer Satisfaction Survey covering all aspects of living in Extra Care Housing. The survey had been carried out during January and February 2012.

A total of 408 questionnaires were sent out, with 193 being returned. A high satisfaction rate was achieved in most areas. The overall satisfaction rate had decreased slightly from 93.7% in 2011 to 93.2% in 2012.

It was suggested that the Survey results be forwarded to the Local Ward Members for information.

RESOLVED:

That the results of the third Annual Customer Survey be noted.

8 ANNUAL FINANCIAL REPORT FOR 2011/12

Consideration was given to a report on the financial position and Reserve in relation to the PFI contract.

The purpose of the Reserve was to smooth out timing difference over the 30 year period of each PFI agreement. These relate to timing differences between the receipt of funds by the Council and the amounts released by the Councils towards Council towards the monthly Unitary Payments.

The Reserve had been left untouched during 2011/12 as the timing of transactions coupled with very low interest rates meant there was no in year surplus to be invested. Any surplus balances in the reserve were invested and carried forward to cover the projected deficits in future years, with the Reserve ultimately balancing to zero when the agreement ended. The current reserve balance was £1,551,000.

The current position masked underlying potential problems that would occur going forward. The main areas of concern were the affordability issues being experienced by both councils in respect of Adult Services overall and therefore the ability to make anticipated contributions to the Reserve in the short term.

The current economic climate with the consequential effect on interest rates would also affect the Reserve going forward. Interest was planned at 4.5% per annum on invested funds, whereas the current rates generated little in excess of 0%. If the current position continued in the longer term this would have a material adverse effect on the Reserve.

At this point (and in the short term going forward) the Reserve was healthy when compared to previous estimates and therefore no immediate action was recommended.

RESOLVED:

That the contents of the Finance Report be noted.

9 MANAGEMENT AND GOVERNANCE OF EXTRA CARE HOUSING

Consideration was given to a report seeking approval for the execution of an agreement documenting the roles and responsibilities of each Council in relation to the management and governance of the PFI Contract.

Originally the governance arrangements were designed mainly to deal with the procurement of Round 5 PFI Schemes. When the funding for schemes was withdrawn, the Board accepted a recommendation for a document of a governance regime in an inter authority agreement. A draft Inter Authority Agreement had been agreed by the Joint Officer Board and authority was sought for the execution of the Agreement by the respective Councils.

It was agreed that the Agreement be shared with the respect Cabinet and Executive Member prior to it be signed off.

RESOLVED:

That each Council sign the Inter Authority Agreement detailing the parties duties and responsibilities in relation to the management and governance of the existing PFI Extra Care Housing.

10 CHANGE OF CONTRACT ORDERS 2011/2012

Consideration was given to a report on a Change of Contract Order affecting Cheshire East schemes only, which was agreed with Avantage during 2011-12.

The Change of Contract Order covered the purchase, installation and maintenance of automatic door openers for 142 apartments – 75 at Beechmere, 32 at Oakmere and 35 at Willowmere.

RESOLVED:

That the Change of Contract Order for Cheshire East schemes be noted.

11 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That the press and public be excluded from the meeting during consideration of the following item pursuant to Section 100(A) of the Local Government Act 1972 on the grounds that they involved the disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 and public interest would not be served in publishing this information.

12 AVANTAGE INSURANCE SHARING

Consideration was given to a report outlining an anomaly in the contract documents and the proposed compromise.

RESOLVED:

That the recommendations as set out in the report be approved.

The meeting commenced at 4.00 pm and concluded at 5.15 pm