

HOUSING IMPROVEMENT BOARD (HIB)**MEETING MINUTES 10.06.2026****Present**

- Zulf Darr, ZD (Interim Chief Executive)
- Vanessa Smith, VC (Councillor, Portfolio Holder for Housing)
- Rachel Shaw, RS (Assistant Director of Housing)
- Darren Ibell, DI (Assistant Director of Asset Management)
- Emma Georgiou, EG (Assistant Director of Environment)
- Razina Ayoub – Head of Legal Services
- Andy Culshaw (Change Delivery Manager)
- April Hatcher, AH (Engagement Manager)
- Stuart Tyler, ST (tenant representative)
- Patrisha Clay, TC (Tenant representative)

Apologies:

- Martin Paine, MP (Interim Deputy Chief Executive)
- Sachdev Khosa (Director of Legal and Democratic Services / Monitoring Officer)
- Tuesday Hanley, TH (Head of Health, Safety, Compliance and Emergency Planning)

1	<u>Open actions from previous meeting</u> DI and team to coordinate non-access activity with Matt Yates and Legal Services: Ongoing activity (<i>please refer to notes below, Legal are co-ordinating an approach across Repairs and A&D in terms of the use of legal powers, to secure access for viable work streams.</i>) RS to liaise with Cabinet Members regarding training on Regulator and health & safety responsibilities: to consider a training session before council meeting. RS to schedule coinciding with Full Council.	DI RS
2.	<u>Discussion point: non-access</u> AC gave a verbal update to HIB from SK. Unfortunately, SK could not attend the meeting due to a meeting clash re: LGR. It is probable that RA will be the legal representative going forward. The legal team have commissioned external advice to ascertain whether there are more efficient processes (that we could learn from) to support the non-access issue. The team have also reached out to neighbouring Authorities to capture further guidance.	

	The suggestion is to hold a separate meeting with key stakeholders to review the external advice and agree next steps. ACTION: AC to liaise with SK and RA to arrange the non-access meeting	AC
3	<u>Compliance – the Big Six</u> - RS and DI gave an overview of the submitted Safety Performance Report FRA - DI stated that we are on a reducing trend, but numbers are still quite high. Of the 117 overdue, 34 are fire door related. There are supply issues due to a number of different social housing providers requiring stock. None of the overdue are urgent. There are circa. 25 that relate to the Tunstall alarm system. - DI was pleased with the recent article in the Nottingham Post, giving a balanced view. The trend is going in the right way. Two large procurement process are coming to an end (aligned to fire door contracts) - ZD queried the appetite of the contractors to complete the work. - DI explained that we have McConnells, Astraseal and A&G working on the actions. their performance is monitored by the team and Focus. - AC stated that there is a lot of scrutiny on the overdue actions. there is also scrutiny on the actions that are at risk of becoming overdue. Currently, within the next 60 days, there are only 17 actions at risk. If the team focus on these, then we should see a reduction in overdue. - VS queried whether we have mitigation in place regarding evacuation plans? Are we changing advice on stay put? <i>Post meeting note - The approach, once all outstanding FRA remedial works have been completed, to formally submit a request through GMT and Cabinet, to recommend that all General Needs blocks move to a Stay Put protocol.</i> - AC shared the mitigation plan and explained that this has been developed in the knowledge that some schemes will have actions completed earlier than others. All tenants in IL and General Needs blocks have recently received a Fire Safety booklet and leaflet explaining the evacuation procedure. AH is in the process of organising coffee mornings across the borough in schemes with fire rescue service to give further advice. - TC shared positive feedback regarding the letter residents received from DI on the remedial works where PC lives. PC was complimentary on the clarity about what was going to happen and by whom. TC also	

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shared that, within two days of the letter being received, a large print poster was shared by McConnells with clear and useful information.

- DI appreciated the feedback and is pleased that the communication has improved.
- AH suggested that the HIP could get involved in future procurement processes. DI agreed. The Modernisation Working Group is looking to include involved customers in the work being done to procure the new capital works contracts for 27-28.

Gas

- RS shared that Dario has handed in his notice, meaning there is a slight risk of slippage re: Gas Servicing (post is difficult to recruit to). RS to keep HIB updated on recruitment

EICR

- ZD questioned why the compliance rate has dropped
- RS stated that there has been absence issues within admin support and MY has been on paternity leave. Additional checks have been completed, but the information isn't in the system. We only count each service when properly checked within the system. There are non-access issues within this workstream.

ASBESTOS

- RS asks why Yew Tree requires roof tile replacement as we have similar roof tiles in other areas.
- DI will get the details and report back
- *Post meeting note: Rain continues to come through communal lounge ceiling down the walls & quiet room / damaging the ceiling tiles. This has led to a large scale repair, and the removal of significant levels of asbestos cement.*
- EG asked for clarity on how many of the blocks have asbestos and how many are labelled / captured on the register.
- DI explained that 19 out of the 318 blocks don't have asbestos. The register is held via MCP, with EAS being our removals contractor. The plan is to move all the data on to Total Mobile in the future.
- RS commented that some of the blocks should be on the dip-test sample.
- ZD asked what percentage of domestic have been tested?
- DI stated that R&D and sample tests are completed regularly when required (i.e. prior to a relevant repair), however, we are also experiencing non-access in this area.

	• EG tabled the draft dip-test report from TH. • RS stated that we want to focus on the 10 sample sites. • VS reiterated the requirement about us having reassurance that the data is aligned • EG will liaise with TH re: amendments to the draft report • ACTION: • DI to share details of Yew-Tree roof • EG to liaise with TH re: suggested amendments to the Asbestos dip-test report DAMP and Mould • AC gave an update on this workstream. JW has had challenges with resources/staff sickness. JW is keen to get more internal painters in to reduce the cases. We will need to review repeat request for service. The tracker identifies where there are clusters. • VS states that the number of outstanding cases is a concern. Do we need to look at getting more resources? If we have outstanding cases now in the summer, it will be a different challenge once the winter hits. • RS states that this should be resolved with the compliance restructure. We have experienced some resourcing challenges. This workstream will sit with new manager with additional resources. • DI to share / present portal re: AICO pilot to tenants at a separate meeting • ZD appreciates the rich detail on compliance and is pleased with progress. Action: • DI to share / present portal re: AICO pilot to tenant reps at a separate meeting	DI EG DI
4	Review of Service Improvement Plan actions: • AC gave an overview of the Service Improvement Plan. Each action now aligns with the Regulatory judgement. Anything in red is additional information following RSH feedback • The proposed compliance restructure is going to Cabinet on the 30th June. • Although the KIM actions have paused, there is a lot of data cleansing taking place in the Tenant Data project and preparation in Total Mobile rollout.	

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	• The level of scrutiny is to increase going forward, with HIP having more clarity on what to focus on and GAS completing quarterly reviews going forward. • RS stated that the first phase of the tenant data project is coming to a close, with 152 tenants require contact. AH is picking up this project on a temporary basis.	
5	<u>Housing Influence Panel (HIP)</u> • AH provided an overview of the submitted report. • Clarity has been shared with HIP regarding outside taps. • ST questioned the Tunstall alarm system and whether it meets legislation. • RS explained that we are engaging with Tunstall regarding a programme of upgrades. Tunstall are to complete an upgrade of the system where required. • ST reiterated the importance that the system meets legislation and it is an obligation that Tunstall supplies systems that meets requirements. • RS states that BBC will be paying for the upgrades	
6	Discussion point: upcoming meeting with the Regulator • AC provided an overview of the agenda for the RSH meeting on the 17th June.	
7	AOB • None	

Date of next meeting: 09/07/2026 (4pm – Teams)

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ACTION TABLE

<u>Agenda Item</u>	<u>Action</u>	<u>Responsible</u>	<u>Deadline</u>
Compliance	RS to liaise with Cabinet members regarding the option to receive training on Regulator and H&S responsibilities (strengthening scrutiny)	RS	11.06.2026
Compliance	RS to liaise with Iqra re: clarity on a simultaneous approach to injunction / tenancy breach	RS	11.06.2026
Compliance	report back next month on Damp & Mould stock volumes and case assurance.	AC	11.06.2026
Compliance	DI to share portal re: AICO pilot	DI	11.06.2026
Total Mobile	Provide update on the forward plan re: Total Mobile	RS	11.06.2026
Compliance	DI to provide full asbestos report for next meeting.	DI	11.06.2026
Complaints	AC to review performance report options and report back at next meeting.	AC	11.06.2026
Compliance	AC to liaise with SK and RA to arrange the non-access meeting	AC	13.08.2026
Compliance	DI to share details of Yew-Tree roof	DI	9.07.2026
Compliance	EG to liaise with TH re: suggested amendments to the Asbestos dip-test report	EG	9.07.2026
Compliance	DI to share / present portal re: AICO pilot to tenants at a separate meeting	DI	13.08.2026

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SME	To send closure report to March HIB.	CL	Complete
Compliance	Communication message re: staff / data quality - information being in the right place.	RS	Complete
Compliance	Tenant Data Project Update	RS	Complete
	AC to Include Damp and Mould update	AC	Complete
HIP	To collaborate with the new member, train and invite to observe the board in March, and become a full member in April.	AH	Complete
HIP	For GMT to attend a future Housing Influence Panel to meet the member	GMT	Complete
	AC to liaise with Milan re: options for D&M policy approval	AC	Complete
Compliance	AC to share contractor run rates and continue to develop graph in FRA report	AC	On-going
HIP	Create a 1-page summary of HIB for HIP members going forward.	AH	On-going
Service Improvement Plan	To share updates and plans for Service Improvement Plan at the next Housing Improvement Board	AC	On-going
Compliance	Review the refreshed RAs (when available)	SK	BAU
Compliance	Provide a full breakdown of the overdue FRA actions for review at the May HIB.	DI / AC	On-going
Compliance	Action: AC to develop FRA mitigation plan following the	AC	11.06.2026

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	management meeting on the 18 th March)		
Compliance	DI to pause introducing external resource and review viability of internal capacity first	DI	11.06.2026
Compliance	DI to provide full asbestos report for next meeting.	DI	10.06.2026
Compliance	AC to provide a monthly appendix summarising overdue actions and trends.	AC	10.06.2026
D&M	AC to report back next month on Damp & Mould stock volumes and case assurance	AC	10.06.2026
Compliance	TH to share a report of Asbestos (similar format to other compliance reports) – Q4	TH	11.06.2026
Compliance	DI / team to coordinate non-access with Matt Yates and legal team	DI / Team	On-going