



Agenda

Meeting name: **Shropshire Towns and Rural Housing Board**

Meeting location: **Sirius, Ptarmigan House, Shrewsbury, SY2 6LG**

Date and time: **Monday 15th December 2025 – 2.00-5.00pm**

Members

Tony Deakin (TD)	Independent Board Member and Chair
Paul Hayward (PH)	Independent Board Member
Kathy Jones (KJ)	Independent Board Member
Becky Royle (BR)	Independent Board Member
Irina Wood (IW)	Independent Board Member
Duncan Kerr (DK)	Councillor Board Member
Mark Owen (MO)	Councillor Board Member
Richard Amos (RA)	Tenant Board Member
Lynn Fonseca (LF)	Tenant Board Member
Rebecca Willmott (RW)	Tenant Board Member

Non-Members

Harpreet Rayet (HR)	Managing Director
Ros Jones (RJ)	Corporate Director
James Wood (JW)	Operations Director
James Owen (JO)	Housing and Leisure Portfolio Holder (Shropshire Council)
Jenny Daisley (JD)	Strategic Housing and Commissioning Manager (Shropshire Council)
Laura Fisher (LF)	Head of Housing, Resettlement and Independent Living (Shropshire Council)
James McGlone (JM)	Governance and Risk Manager
Jo Grivell (JG)	Executive Assistant and Office Manager/Minute Taker

Apologies

Julie Brock (JB)	Client and Strategy Officer (Shropshire Council)
Paula Mawson (PM)	Service Director – Communities and Customer (Shropshire Council)
Laura Tyler (LT)	Service Director – Commissioning (Shropshire Council)

ITEM		LEAD	FORMAT	TIME
1.	Welcome, Apologies and Declarations of Interest	Chair	Verbal	2.00pm
2.	Minutes of Previous Meeting (15/09/2025) Minutes of AGM (13/10/2025) Minutes of Pay Award Meeting (23/10/2025)	Chair	Verbal	2.05pm
3.	Matters Arising	Chair	Verbal	2.10pm
4.	Action Tracker Review	Chair	Report	2.15pm
DECISIONS / TO NOTE				
5.	Building Safety Update	JW	Report	2.30pm
6.	Performance Update	RJ	Report	2.40pm
7.	Voice of the Customer	RJ	Report	2.50pm
8.	Policies Update	RJ	Report	3.00pm
9.	Strategic Risk Register Update	RJ	Report	3.10pm
10.	Strategy Delivery Programme Update	RJ	Report	3.20pm
11.	HQN Self-Assessment Action Plan	HR	Report	3.25pm
12.	Staff Survey Results	KB	Presentation	3.30pm
13.	Subcommittee Update (FAR) Verbal summary update of: <ul style="list-style-type: none"> - Health and Safety - Procurement - HRA Business Plan - Q2 Finance Update - 2025-26 STAR Budget - Audit Programme Updates - Draft Minutes from Latest Meeting Items recommended for approval: <ul style="list-style-type: none"> - Management Fee & Rent Setting - Tenancy Agreement Consultation Outcome 	RJ/TD	Verbal	3.40pm
14.	Subcommittee Update (CSS) Verbal summary update of: <ul style="list-style-type: none"> - Feedback on Operational Performance Review - Voice of the Customer Update - Operations Risk Register - Neighbourhood Management - Draft Minutes from Latest Meeting 	JW/PH	Verbal	3.50pm

	<p>Items recommended for approval:</p> <ul style="list-style-type: none"> - Tenancy Agreement Consultation Outcome - Board Member Onboarding and Induction Policy - Service Charges/Assisted Garden Scheme - Complaint Handling Policy 			
EXEMPT ITEMS NOT FOR PUBLIC DISCUSSION				
15.	<p>Subcommittee Update (DSSI)</p> <p>Verbal summary update of:</p> <ul style="list-style-type: none"> - Development and Regeneration - Sustainability and Strategic Investment - Supporting Reports - Affordable Homes Programme - Draft Minutes from Latest Meeting <p>Items recommended for approval:</p> <ul style="list-style-type: none"> - Fire Risk & Zero Tolerance in Communal Areas Policy 	HR/KJ	Verbal	4.00pm
16.	<p>Subcommittee Update (HR&R)</p> <p>Verbal summary update of:</p> <ul style="list-style-type: none"> - HR Areas of Focus - Operational Staffing Update - Draft Minutes from Latest Meeting <p>Items recommended for approval:</p> <ul style="list-style-type: none"> - Pension Scheme Proposal 	HR	Verbal	4.10pm
17.	Council Update	JD	Report	4.20pm
18.	Managing Director Update	HR	Report	4.30pm
19.	Serious Incident Update	HR	Verbal	4.40pm
20.	AOB	All	Verbal	4.50pm
MEETING CLOSE				