HOUSING STANDARDS BOARD (HSB)

2nd November 2026 **2.00pm – 3.00pm**

PRESENT:
Committee Members
Cllr David Carter (DC)

Tenant & Leaseholder Representatives:
Property Standards Panel:

Tenancy Standards Panel:
Leaseholder Standards Panel:
Frank Feldman (FF)

Officers:
Zulfi Kiani-Mackintosh (ZKM), Martin Johnson (MJ), Hayley Gallagher (HG) Wayne Mitchell (WM)

		Action
1.	**Welcome & Apologies** Attendees: David Carter (DC) Zulfi Kiani-Mackintosh (ZKM), Frank Feldman, Martin Johnson (MJ),Hayley Gallagher (HG)Wayne Mitchell (WM) Apologies: Cllr Dan Swords (DS), Selena Ellis (SE) Mwiche Silwamba (MS) Annette Hogan (AH) Nathan Kitteridge (NK), Sarah Jones (SJ)	
2.	**Declaration of Interest** None	
3.	**Minutes of last meeting (05-10-2026) and Matters arising**	

	A couple of action points to be brought forward to next meeting – SJ advised as part of Building Harlow's Future part 2 there would be a number of projects which would improve consumer standards these are going to next Cabinet meeting, SJ will then bring them to these meetings to update. MS asked if the letters that are sent could potentially be addressed to tenant personally and the colour of the envelope changed to look more official as letters addressed just to 'The Resident' may not be prioritised. MD will look into this.	SJ MD
4.	**Leaders Plan** ZKM presented. Report given to each attendee.	
5.	**HSB Workplan 2025/26** ZKM presented. Report given to each attendee. Questions were raised regarding point 1 – Annual Report to tenants/leaseholders DC asked if this will make it to Harlow Times, ZKM advised yes it has to as we have told regulator it will. MJ asked what the charter mentioned in point 4 will cover. ZKM advised it will cover how we engage and keep residents up to date with what	

	is going on in town. DC advised that residents have asked if someone from procurement would attend voice charter, ZKM advised that the charter would not cover procurement and again is to cover how the council engages with residents. DC asked if it is possible for SJ to bring asset management strategy to HSB meetings as leaseholders would like a copy.	SJ
6.	**Finance Reports** MJ presented – Little movement from last meeting, advised there is a column on report called 'minor service variants' he is looking to expand on this and provide enhanced clarity regarding the amounts. Hoping to have this done in period 7 however, may be slightly later as we are already in period 7. Amount of £25million to be spent on new council houses, £9 million forecasted to be spent this year with leftover carried over to next year, however, this could change.	MJ
7.	**Social Housing Regulatory and Compliance - Update** SJ not at meeting to update. WM noted that the Regulator of Social Housing had completed their 2-day onsite inspection of the council in October, and we are waiting for the outcome and grading.	

8.	**Current Consultations** ZKM advised the tenant leaseholder engagement priorities survey closes 6th November 2026.	
9.	**AOB** None	
10.	The Date of the Next meeting: **30 November 2026, in Committee Room 1, in the Civic Centre beginning at 2pm.**	