

# HOUSING MANAGEMENT ADVISORY BOARD

8TH NOVEMBER 2023

## Report of the Director Housing and Wellbeing

### WORK PROGRAMME

#### Purpose of the Report

To enable the Board to consider its work programme.

The current work programme, appended, sets out the position following the previous meeting of the Board on 6th September 2023 and subsequent discussion between the Director Housing and Wellbeing and the Chair/Vice-chair regarding items that require consideration by the Board.

For information, further meetings of the Board are scheduled as follows in the 2023/24 Council year (all at 4.30pm):

10th January 2024

20th March 2024

8th May 2024.

#### Recommendation

That the Board's work programme be updated in accordance with the decisions taken during consideration of this item and any other decisions taken during the course of the meeting.

#### Reason

To ensure that the information in the Board's work programme is up to date.

## HOUSING MANAGEMENT ADVISORY BOARD - WORK PROGRAMME

MEETING DATE/ FREQUENCY	ISSUE	INFORMATION REQUIRED/ INVITEES/ OFFICERS	NOTES
<b>SCHEDULED:</b>			
Every meeting	Work Programme	Democratic Services Officer	To review the Board's work programme.
Every meeting	Questions from Members of the Board	Democratic Services Officer	<p>Questions on matters within the remit of the Board (if any), for response at the meeting.</p> <p>Members will be asked in advance of the agenda being published for each meeting whether they have any such questions, for listing on the agenda.</p>
Quarterly	Performance Information	Director Housing and Wellbeing	<p>To enable the Board to ask questions, if any, on the performance information pack sent out with the agenda for the meeting.</p> <p>See notes at end of work programme for information currently included.</p>
Annual	Budget Setting and Priorities for Next Year	Director Housing and Wellbeing	November
Annual	Draft Budget	Group Accountant (IA)	January
Annual	Appointment of Chair/Vice Chair	Democratic Services Officer	June/July (first meeting of Council year)
Annual	HRA outturn	Group Accountant (IA)	June/July
Annual	Housing Ombudsman's Complaint Handling Code - Self-Assessment	Landlord Services Manager	September

<b>MEETING DATE/ FREQUENCY</b>	<b>ISSUE</b>	<b>INFORMATION REQUIRED/ INVITEES/ OFFICERS</b>	<b>NOTES</b>
8th November 2023	Recruitment of Repairs Staff - Update	Repairs and Investment Manager	
8th November 2023	Capital Delivery Update	Director of Housing and Wellbeing	
8th November 2023	Asset Management Strategy Update	Director of Housing and Wellbeing	
8th November 2023	Communal Areas Cleaning – Contract Management Arrangements & Criteria for New Contract	Landlord Services Manager	
8th November 2023	Sheltered Schemes Review	Director of Housing and Wellbeing	Verbal report.

**TO BE SCHEDULED:**

To be scheduled	Review of Pets Policy	Landlord Services Manager	Late 2023/early 2024
To be scheduled	Housing Strategy	Head of Strategic Housing	During 2023/24
To be scheduled	Garages Review	Head of Strategic Housing	During 2023/24
To be scheduled	Decant and Disturbance Policy - Update	Landlord Services Manager	Six months after policy is implemented.

Notes:

1. All reports must include an explanatory list of any acronyms used.
2. Performance information pack will include (a) Repairs; (b) Gas Servicing; (c) Rent Collection; (d) Rent Arrears Percentage of the Annual Rent Debit; (e) Tenancy Management; (f) Anti-Social Behaviour; (g) Supported Housing; (h) Customer Satisfaction; (i) Voids Journey; and (j) Planned Maintenance Contractor Performance.