

**HOUSING MANAGEMENT ADVISORY BOARD  
9TH SEPTEMBER 2020**

PRESENT: Councillors Radford, Seaton and Brennan  
Board Members Edwards, Riley and Davis

Head of Landlord Services  
Democratic Services Officer (NA)

APOLOGIES: D. Wright

1. ELECTION OF CHAIR AND VICE CHAIR FOR 2020/21

The Board was asked for nominations for a Chair and Vice-chair for the Council year 2020/21. Nominations were received and a vote was taken.

**RESOLVED**

1. that Mrs T. Edwardes be elected as Chair of the Board for the 2020/21 Council year;
2. that Ms T. Riley be elected as Vice-chair of the Board for the 2020/21 Council year.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Board held on 15<sup>th</sup> January 2020 were confirmed as an accurate record.

3. DECLARATIONS OF INTEREST

No declarations of interest were made.

4. LANDLORD SERVICES STATUS UPDATE

A report of the Head of Landlord Services was presented to the Board detailing the work of the Service since the last meeting, particularly making reference to the communication and work with tenants.

The Board was advised that Services were largely restored, but being delivered in different ways to, where possible, reduce face to face contact with tenants, and

- (i) Since the 4<sup>th</sup> August non-urgent repairs had recommenced and the team were tackling the backlog which had built up over lockdown

- (ii) Priority visits were being carried out to tenants, but generally communication was via phone or email where possible. It was envisaged that this method would continue moving forward.
- (iii) There were planned changes to communal lounges in sheltered accommodation to reflect the new rules around cleaning and making the areas Covid secure.
- (iv) Tenant walkabouts had not yet recommenced, but the team were looking at options to engage with tenants going forward.

### Actions

- 1. The Head of Landlord Services to send out information to the Board about the Council's Lifeline Service.
- 2. The Democratic Services Officer to liaise with the Communications Team about providing publicity information to the Board in different formats.
- 3. That an update on the Council's Sheltered Housing Review be provided to the Board at its next meeting.

### 5. QUESTIONS FROM MEMBERS OF THE BOARD

In accordance with the Board's decision at its meeting on 22nd March 2017 (HMAB Minute 24.1), members of the Board had been asked in advance of the agenda being published whether they had any questions on matters within the remit of the Board that they wished to ask, for response at this meeting.

On this occasion no questions had been submitted.

### 6. WORK PROGRAMME

The Board received a report of the Head of Landlord Services to enable the Board to agree its Work Programme (item 07 on the agenda).

Members of the Board could identify matters that they considered required looking at over the next few meetings of the Board, including any already listed on the Work Programme but not yet scheduled. Officers present could provide advice as to whether items might be appropriately considered at the time proposed.

### **RESOLVED**

- 1. That the following items be added to the Board's work programme:
  - (i) That information on fly tipping in communal areas be provided to the Board – January 2021
  - (ii) An update be provided on the HRA Revenue Account – November 2020
  - (iii) The performance pack to be reintroduced for the next meeting in November.
  - (iv) The Tenancy Policy and Tenancy Agreement to be scheduled for January 2021.
  - (v) The Pets Policy to be scheduled for January 2021.

2. that the Board's Work Programme be updated to reflect all decisions made above and earlier in the meeting.

#### Reasons

1. so that it can be considered by the Board.
2. To ensure that the information in the Work Programme is up to date.

#### NOTES:

1. No reference may be made to these minutes at the next Council meeting unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Housing Management Advisory Board.