

## **HOUSING MANAGEMENT ADVISORY BOARD – 24<sup>TH</sup> MARCH 2021**

### **Report of the Head of Landlord Services**

#### **ITEM 8      WORK PROGRAMME AND MEETING DATES 2021/22**

##### **Purpose of the Report**

To enable the Board to agree its work programme. The current work programme, appended, sets out the position following the previous meeting of 4<sup>th</sup> February 2021 and subsequent discussion with the Head of Landlord Services and the Chair regarding additional items that require consideration by the Board.

The Board is also asked to agree meeting date for the remainder of 2020/21 and the 2021/22 Council Year, and to review the information it receives in the Performance Information Pack (which is sent out each meeting and considered following the formal meeting, if required).

##### **Recommendations**

1. To agree that the Board's work programme be updated in accordance with the decisions taken during consideration of this item and any further decisions taken during the course of the meeting.
2. To agree the following date for a meeting of the Board during the remainder of the 2020/21 Council Year (at 4.30pm):

Wednesday, 12<sup>th</sup> May 2021.

3. To agree the following dates for meetings of the Board for the 2021/22 Council Year (all at 4.30pm):

Wednesday, 14<sup>th</sup> July 2021

Wednesday, 8<sup>th</sup> September 2021

Wednesday, 10<sup>th</sup> November 2021

Wednesday 12<sup>th</sup> January 2022

Wednesday 23<sup>rd</sup> March 2022

Wednesday 11<sup>th</sup> May 2022

4. That the Board reviews the information it wishes to receive in the Performance Information Pack, which is currently as follows:
  - Repairs
  - Gas Servicing
  - Rent Collection
  - Rent Arrears Percentage of Annual Rent Debit
  - Tenancy Management
  - Anti-social Behaviour
  - Supported Housing

- Customer Satisfaction
- Rent Arrears and Universal Credit

### Reasons

1. To ensure that the information contained within the work programme is up to date.
2. To secure a further meeting of the Board in 2020/21 that has not previously been agreed.
3. The Terms of Reference of the Board state that the Board will agree a programme of meetings for the forthcoming year annually, on the basis of meetings taking place every two months.
4. A review of this matter has been requested by the Chair.

## HOUSING MANAGEMENT ADVISORY BOARD - WORK PROGRAMME

MEETING DATE/ FREQUENCY	ISSUE	INFORMATION REQUIRED/ INVITEES/ OFFICERS	NOTES
<b>SCHEDULED:</b>			
Every meeting	Work programme		To review the Board's work programme.
Every meeting	Questions from members of the Board		<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>
Every meeting	Performance information – questions		<p>See HMAB minute 14.4, 9th November 2016. Also minutes from 4<sup>th</sup> February 2021.</p> <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>To be last item on agenda.</p>
Every meeting	<b>EXEMPT</b> - Update on Future Arrangements for the Delivery of Planned Works, Voids, and Associated Works	Head of Landlord Services	<b>Exempt report</b>
March 2021	Pets Policy	Head of Landlord Services	Rescheduled by the Board at its meeting on 4 <sup>th</sup> February 2021.
March 2021	Sheltered Housing Review Update	Head of Strategic and Private Sector Housing	Rescheduled by the Board at its meeting on 4 <sup>th</sup> February 2021.

<b>MEETING DATE/ FREQUENCY</b>	<b>ISSUE</b>	<b>INFORMATION REQUIRED/ INVITEES/ OFFICERS</b>	<b>NOTES</b>
March 2021	Fly Tipping in Communal Areas/on HRA Land	Head of Landlord Services	Rescheduled by the Board at its meeting on 4 <sup>th</sup> February 2021.
May 2021	Tenancy Policy	Head of Landlord Services	Rescheduled by the Board at its meeting on 4 <sup>th</sup> February 2021.
May 2021	Tenancy Agreement	Head of Landlord Services	Rescheduled by the Board at its meeting on 4 <sup>th</sup> February 2021.
First meeting of Council year	Election of Chair and Vice-chair		Annual Item.
September 2021	Neighbourhood Policy	Landlord Services Manager	Meeting to be confirmed by Board on 12 <sup>th</sup> May 2021
November 2021	HRA Asset Management Strategy and HRA Business Plan	Head of Landlord Services	Rescheduled by the Board at its meeting on 4 <sup>th</sup> February 2021.
November 2021	Housing Strategy	Head of Strategic and Private Sector Housing	Rescheduled by the Board at its meeting on 4 <sup>th</sup> February 2021.
January 2021	Capital Plan	Head of Landlord Services	Annual report.
<b>TO BE SCHEDULED:</b>			
To be scheduled			

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 and (i) Rent Arrears and Universal Credit.

