

HOUSING MANAGEMENT ADVISORY BOARD – 8th SEPTEMBER 2021

Report of the Head of Landlord Services

ITEM 7 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 14th July 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 dates for the remainder of 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. 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. 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
SCHEDULED:			
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	EXEMPT - Update on Future Arrangements for the Delivery of Planned Works, Voids, and Associated Works	Head of Landlord Services	Exempt report
Quarterly	Performance Information	Head of Landlord Services	<p>As Requested at the meeting of 14th July 2021</p> <p>See also HMAB minute 14.4, 9th November 2016. Also minutes from 4th 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>
Annual	Budget Setting and Priorities for Next Year	Head of Landlord Services	To be considered every September with an update in January.

January 2021	Capital Plan	Head of Landlord Services	Annual report.
January 2021	Draft HRA Budget	Group Accountant	Annual report
January 2021	Fencing Policy	Head of Landlord Services	Recheduled from November meeting to allow it to go to CHRF first.
March 2021	Housing Strategy	Head of Strategic and Private Sector Housing	Rescheduled from November Meeting
March 2021	Sheltered Housing Review	Head of Strategic and Private Sector Housing	Requested at meeting on 10 th November 2021 Verbal Update
March 2021	STAR Survey	Head of Landlord Services	Scheduled by Board at meeting on 8 th September 2021
March 2021	Service Provided Code of Conduct	Head of Landlord Services	Requested at meeting on 12 th May 2021
March 2021	Re-designation of Stock	Head of Strategic and Private Sector Housing	Requested at meeting on 10 th November 2021
March 2021	Customer Engagement Strategy	Landlord Services Manager	
TO BE SCHEDULED:			
To be scheduled	Repair Guide	Head of Landlord Services	Requested at meeting on 12 th May 2021
To be scheduled	Sheltered Housing Review	Head of Strategic and Private Sector Housing	Requested at meeting on 10 th November 2021 Written Report
To be scheduled	Asset Management Strategy: Investment Priorities.	Head of Landlord Services	Q2 2022/23

To be scheduled	Garages Review	Head of Landlord Services	Requested at meeting on 10 th November 2021
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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.