

# Report

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>8 November 2023</b>
Report by:	<b>Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Policy and Strategy Review Schedule</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ seek approval for the policy and strategy review schedule for Housing and Technical Resources

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the policy and strategy review schedule, attached at Appendix 1, be approved; and
- (2) that the outcome of policy and strategy reviews be reported to future Committees, in line with the schedule

## 3. Background

- 3.1. To support ongoing and systematic service improvement processes, a formal policy and strategy review schedule was established in 2011. The schedule is reviewed on an annual basis and reported to Housing and Technical Resources Committee. The last updated policy and strategy review schedule was presented to Committee on 14 December 2022.
- 3.2. The policy and strategy review schedule assists annual service planning by providing a clear timeframe for the formal review of all key housing policies and strategies. The review schedule also informs the development of the annual work plan for customer involvement. This provides a basis for the Council to ensure that its statutory obligations in relation to engagement, participation and consultation takes place with service users to help inform and influence housing policy and service delivery.
- 3.3. This report seeks approval for an updated policy and strategy review schedule. The updated schedule reflects changes in the local and national policy context including legislative and regulatory changes. Within the revised schedule, certain review dates have been revised to take account of the work underway within the Resource to introduce a new Housing and Property Management system and the associated demands placed on staff resources.

## 4. Outline of the Policy and Strategy Review Schedule

4.1. The policy and strategy review schedule, attached as Appendix 1, sets out:-

- ◆ details of housing policies and strategies
- ◆ the frequency of reviews
- ◆ when the reviews are next scheduled to take place

- 4.2. As part of the policy and strategy review process, associated procedures and protocols which support the delivery of services are also considered and reviewed as appropriate. This ensures that scope for service improvements is also considered as part of the review process.
- 4.3. The scope of the policy/strategy areas covered by the schedule is consistent with the key service areas identified by the Scottish Housing Regulator's regulatory framework. In summary these are:-
- ◆ allocation of housing
  - ◆ rent management
  - ◆ tenancy and estate management services
  - ◆ repairs, maintenance and improvement
  - ◆ services provided at council managed Gypsy/Traveller sites
  - ◆ tenant participation
  - ◆ homelessness
- 4.4. In addition to the areas noted at 4.3, the review also incorporates key housing and other strategies which the Resource has lead responsibility for within the Council.

## **5. Next Steps**

- 5.1. The schedule will inform the next round of Resource and Service Plans for 2024/2025 and will be used to establish a joint programme for customer engagement and scrutiny, a key objective within the Customer Involvement Strategy.
- 5.2. The proposed frequency of review is considered appropriate to the individual policy or strategy area. In some circumstances, linked to legislative or regulatory changes, there may be a requirement for a policy or strategy to be revised within a scheduled period. An updated schedule will be presented to Housing and Technical Resources Committee on an annual basis which will advise of progress and any amendments to the schedule.
- 5.3. Housing and Technical Resources Committee will continue to be updated fully and separately in relation to the development of the specific policies and strategies contained within the schedule.

## **6. Employee Implications**

- 6.1. There are no employee implications associated with this report.

## **7. Financial Implications**

- 7.1. There are no financial implications associated with this report.

## **8. Climate Change, Sustainability and Environmental Implications**

- 8.1. This report does not introduce a new policy, function or strategy which impacts on the natural environment, climate change or sustainability.

## **9. Other Implications**

- 9.1. The content of this report will contribute to the evidence to support the requirements of the Annual Assurance Statement to the Scottish Housing Regulator.

## **10. Equality Impact Assessment and Consultation Arrangements**

- 10.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

- 10.2. On an ongoing basis, discussions take place with customer representatives on the future programme for customer engagement. These discussions are reflected in the proposed schedule. The schedule provides a basis for discussion with customers and other service users to facilitate planning for future service delivery.

**Stephen Gibson**  
**Executive Director (Housing and Technical Resources)**

18 October 2023

**Link(s) to Council Values/Priorities/Outcomes**

- ◆ Accountable, effective, efficient and transparent
- ◆ Ambitious, self-aware and improving
- ◆ We will work to put people first and reduce inequality
- ◆ We will work to recover, progress and improve
- ◆ Good quality, suitable and sustainable places to live
- ◆ Caring, connected, sustainable communities

**Previous References**

- ◆ Policy and Strategy Review Schedule, Housing and Technical Resources Committee, 14 December 2022

**List of Background Papers**

- ◆ None

**Contact for Further Information**

If you require further information, please contact:-

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## Appendix 1: Policy and Strategy Review Schedule

Strategy and Policy		Review frequency	Date of next review
1.	Rapid Rehousing Transition Plan	Annually	2024/2025
2.	Strategic Housing Investment Plan (SHIP)	Annually	2024/2025
3.	Repairs Policy	5 yearly	2024/2025
4.	Home Improve/Scheme of Assistance	5 yearly	2024/2025
5.	Housing Allocation Policy	5 yearly	2025/2026
6.	Gypsy/Travellers Pitch Allocation Policy	5 yearly	2025/2026
7.	Rent Management Policy	5 yearly	2026/2027
8.	Tenancy and Estate Management Policy	5 yearly	2026/2027
9.	Anti-social Behaviour Policy	5 yearly	2027/2028
10.	Local Housing Strategy	5 yearly	2027/2028
11.	Customer Involvement Strategy	5 yearly	2028/2029
12.	Anti-social Behaviour Strategy	5 yearly	2028/2029