

Report

Report to:	Housing and Technical Resources Committee
Date of Meeting:	23 January 2019
Report by:	Executive Director (Housing and Technical Resources)

Subject:	Policy and Strategy Review Schedule
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request 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 as 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 an ongoing and systematic service improvement process, a formal policy review schedule was approved by Committee in October 2011 and reviewed regularly with the last update to Committee on 13 December 2017.
- 3.2. The policy review schedule assists annual service planning by providing a clear timeframe for the formal review of all key housing policies. The review schedule also enables the annual work plan for tenant/customer involvement to be prepared and thereby provides a basis for the Council to ensure that its statutory obligations for engagement with service users about policy matters are delivered.
- 3.3. This report requests approval for an updated Policy and Strategy Review Schedule. The updated schedule also reflects changes in the local and national policy context, including legislative and regulatory changes.

4. Outline of the Policy and Strategy Review Schedule

4.1. The Policy and Strategy Review Schedule (Appendix 1) sets out:-

- ◆ details of the policy and strategy
- ◆ the review frequency
- ◆ when the review is scheduled to take place

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

5. Next Steps

- 5.1. The schedule is also used to inform the development of Resource and Service Plans on an annual basis. As part of the current arrangements for working with tenants and other service users, the schedule provides a basis for updating and setting the annual plan for tenant and service user engagement activities.
- 5.2. The proposed frequency of review is considered appropriate to the individual policy or strategy area, with the period reflecting the nature of the policy area. In some circumstances, linked to legislative and regulatory changes, there may be a requirement for policy areas to be revised within a scheduled period. An updated schedule will be presented to Committee on an annual basis which will advise of progress and any proposed amendments to the schedule.
- 5.3. 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. Financial Implications

- 6.1. There are no financial implications.

7. Employee Implications

- 7.1. There are no employee implications.

8. Other Implications

- 8.1. There are no other implications for sustainability or risk in terms of the proposals contained in the report.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. On an ongoing basis discussions have taken place with tenants representatives on the future programme for tenant engagement. These discussions are reflected in the proposed schedule. The schedule provides a basis for discussion with tenants and other service users to facilitate the planning of future service user engagement.

- 9.2. 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.

Daniel Lowe
Executive Director (Housing and Technical Resources)

7 December 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Improve the availability, quality and access of housing

Previous References

- ◆ None

List of Background Papers

- ◆ Housing and Technical Resources Committee, 13 December 2017

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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**Policy and Strategy Review Schedule
(Revised January 2019)**

	Strategy/Policy	Review Frequency	Date of Next Review	Comments
1.	Rapid Rehousing Transition Plan	5 yearly	2023/2024	This will be subject to annual review in line with the SHIP and LHS.
2.	Strategic Housing Investment Plan (SHIP)	Annually	2019/2020	
3.	Local Housing Strategy	5 yearly	2021/2022	Annual review and update provided to Committee
4.	Customer Involvement Strategy	5 yearly	2021/2022	
5	Home Improve / Scheme of Assistance Grants	5 yearly	2019/2020	
6	Rent Arrears Policy	5 yearly	2019/2020	
7	Homelessness Policy	5 yearly	2019/2020	
8	Gypsy/Travellers Pitch Allocation Policy	5 yearly	2019/2020	
9.	Tenancy and Estate Management Policy	5 yearly	2020/2021	
10.	Anti-Social Behaviour Policy	5 yearly	2020/2021	
11.	Repairs Policy	5 yearly	2023/2024	
12.	Housing Allocation Policy (including Sheltered Housing Allocation Policy)	5 yearly	2024/2025	<p>Currently subject to consultation.</p> <p>Revised Housing Allocation Policy to be presented to Housing and Technical Resources Committee 20 March 2019</p> <p>Local Letting targets subject to Committee approval on an annual basis</p>