

Report

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Report to:	Housing and Technical Resources Committee
Date of Meeting:	12 October 2011
Report by:	Executive Director (Housing and Technical Resources)

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

1.1. The purpose of the report is to:-

- ◆ request approval for the revised policy/strategy review schedule attached at Appendix 1.

2. Recommendation(s)

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

- (1) that the policy/strategy review schedule attached at Appendix 1 be approved; and
- (2) that an update report be presented to this Committee on an annual basis advising of progress and requesting approval for any revision to the review schedule.

3. Background

3.1. To support our ongoing and systematic service improvement process, a formal policy review schedule was approved by Committee in June 2008.

3.2. The policy review schedule provides a clear timeframe for all major policies and procedures within Area Services to be formally reviewed. It sets out the priorities for areas of policy review and thereby assists with future planning. It also supports the development of the annual work plan for tenant and service user involvement.

3.3. The report presented to Committee in June 2008 included a commitment to keep the schedule under review. Accordingly this report seeks approval for a revised schedule which has been developed to reflect changes locally and nationally in the policy development context including the implementation of recommendations stemming from the regulatory inspection by the Scottish Housing Regulator and other legislative changes.

4. Outline of the Policy/Strategy Review Schedule

4.1. The policy/strategy review schedule (Appendix 1) sets out :-

- ◆ details of the policy/strategy
- ◆ the proposed frequency of the review
- ◆ when the last review was carried out
- ◆ when the next review is scheduled to take place

- 4.2. It should be noted that the term policy in relation to the schedule incorporates the associated procedures and protocols.
- 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
 - ◆ management of void properties
 - ◆ income maximisation and rent arrears
 - ◆ anti social behaviour
 - ◆ tenancy and estate management services
 - ◆ repairs
 - ◆ homelessness
 - ◆ gypsy travellers
 - ◆ tenant participation
- 4.4. In addition to the policy areas the review schedule detailed in Appendix 1 has been expanded to incorporate key housing and related strategies.
- 4.5. The proposed frequency of review is considered appropriate to the individual policy / strategy area with the period reflecting the scale and significance of the policy.

5. Next Steps

- 5.1. The schedule will be used to inform ongoing service planning including the development of annual Resource and Service plans. The schedule will also provide a basis to forward plan tenant and service user engagement activities.
- 5.2. While the schedule provides a guide for progressing future reviews, it is recognised that it will require to be monitored and reviewed in light of service needs and/or legislative/good practice developments. It is proposed therefore that the schedule will be reviewed on annual basis and that an update report will be presented to Committee advising of progress and requesting approval for any proposed amendment to the schedule.
- 5.3. It should be noted that the annual update report would provide a summary as to whether specified dates have been achieved and proposals to revise the proposed dates for future policy/strategy development and review. Committee would continue to be updated fully and separately in relation to the development of specific policies and strategies.

6. Employee Implications

- 6.1. There are no employee implications.

7. Financial Implications

- 7.1. There are no financial implications.

8. Other Implications

- 8.1. There are no implications for sustainability or risk in terms of the information contained in this report.
- 8.2. The schedule provides the basis for effectively planning future policy reviews. Failure to progress reviews on a systematic basis could negatively impact on future service delivery.

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 will also provide 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.

Lindsay Freeland
Executive Director (Housing and Technical Resources)

16 September 2011

Link(s) to Council Values/Improvement Themes/Objectives

- ◆ Improve the quality, access and availability of housing.

Previous References

- ◆ Housing and Technical Resources Committee, 4 June 2008

List of Background Papers

- ◆ None

Contact for Further Information

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

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