

Committee:	Dated:
Housing Management and Almshouses Sub-Committee	24/05/2021
Subject: Housing Policy Reviews – Extension of Review Dates	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1, 4
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain’s Department?	Y/N
Report of: Director of Community and Children’s Services	For Decision
Report author: Liam Gillespie, Head of Housing Management, DCCS	

Summary

A project to update our housing management policies, or write new policies, is largely complete with only four remaining to submit for approval.

This report updates Members on progress and asks for permission to extend the review dates on several current policies.

Recommendation

Members are asked to:

- Approve the extension of the policy review dates as recommended in Appendix 1

Main Report

Background

1. A project has been underway since 2018 to introduce new housing management policies and to update existing ones. There are now 24 policies in use, of which 16 were created as part of this project.
2. There are four policies which are drafted but are yet to be approved by Committee. These policies require decisions to be made at a Departmental level to inform the final drafting, or require further research or consultation, and will be submitted for approval in due course once that work is complete.

3. The standard review period for housing management policies is three years. Given the scale of this project, some policies approved at the start are falling due for review this year.
4. It is proposed that the policies indicated in Appendix 1 are extended in order to avoid officers having to bring them back to Committee individually and using Committee time unnecessarily.
5. There have been no significant changes to our work in any of the areas covered by the policies in question.
6. The extension of a review date does not mean that a policy might not be reviewed before that date if there is a change to legislation, regulation or internal procedures in the area in question.

Proposals

7. Appendix 1 shows a list of all policies currently in use by the Housing Service. It is proposed that the policies indicated are extended by the recommended period (three years in all cases).
8. All the policies recommended for extension are due for review within the next year. Any policies with review dates beyond that will remain as they are.

Outstanding Policies

9. The following policies are still to be presented for approval:
 - Complaints
 - Fire Safety
 - Repairs
 - Leasehold Management
10. These policies are being drafted and require further consultation between teams, or decisions to be made at a senior level on the policy content, before they can be shared with residents and then submitted to Committee for approval.
11. It is intended that these outstanding policies will be submitted for approval later in 2021, to allow time for drafts to be finalised and the consultation process to be completed.

Corporate and Strategic Implications

Strategic implications

12. The housing management policies support the following outcomes in the Corporate Plan:
 - **Outcome One:** people are safe and feel safe

- **Outcome Four:** communities are cohesive and have the facilities they need.

13. The policies support our work in effectively managing estates and ensuring that our residents enjoy a safe environment and home.

Conclusion

14. The housing management policy review programme is almost complete, with only four policies remaining for approval.

15. Members are asked to extend the review dates on several current policies which would otherwise fall due for review within the next twelve months.

16. Officers will continue to review policies before their official review dates should the need arise.

Appendices

- Appendix 1: table of policies

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