

# Remit of Housing & Property Services Sub-Committee Policy

Customer  
Focus

Respect

Communication

Integrity



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**Cloch Housing Association**  
**Remit for**  
**Housing & Property Services Sub-Committee**

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**1.0 Remit**

**1.1** The Board remits to the Housing & Property Services Sub-Committee responsibility for:

- Advising the Board on the development of housing and property services related policies.
- Overseeing the effective implementation, monitoring, and review of Cloch's housing management and property services policies.
- Monitoring performance against agreed targets in respect of housing management and property services, and approval of the Annual Return on the Charter.
- Approve tenders for matters relating to Housing & Property Services.
- All other matters relating to housing management and property services and any specifically delegated by a decision of the Board.

1.2 In general, the Housing & Property Services Sub Committee should ensure that all aspects of housing management and property services are carried out by current legislation, Scottish Housing Regulator guidance, good practice advice, and Group requirements. The Sub-Committee is also responsible for advising the Board on the preparation, of related annual budgets and for monitoring expenditure against those budgets.

1.3 The Housing and Property Services Sub-Committee shall normally meet not more than four times each year. Meeting dates will be planned and included within the annual calendar that is agreed by the Board following each AGM. Meetings will be planned to ensure that data to support performance reporting is recent and up to date and to enable prompt reporting of any issues to the Board.

1.4 The Agenda for Sub-Committee meetings will be the subject of advance discussion between the Sub-Committee Chair and the Principal Adviser.

1.5 Minutes of the Sub-Committee will be presented to the next Board meeting for information. The Sub-Committee Chair will make an annual report to the Board on the key issues dealt with by the Sub-Committee during the year.

## **2.0 Areas of Responsibility**

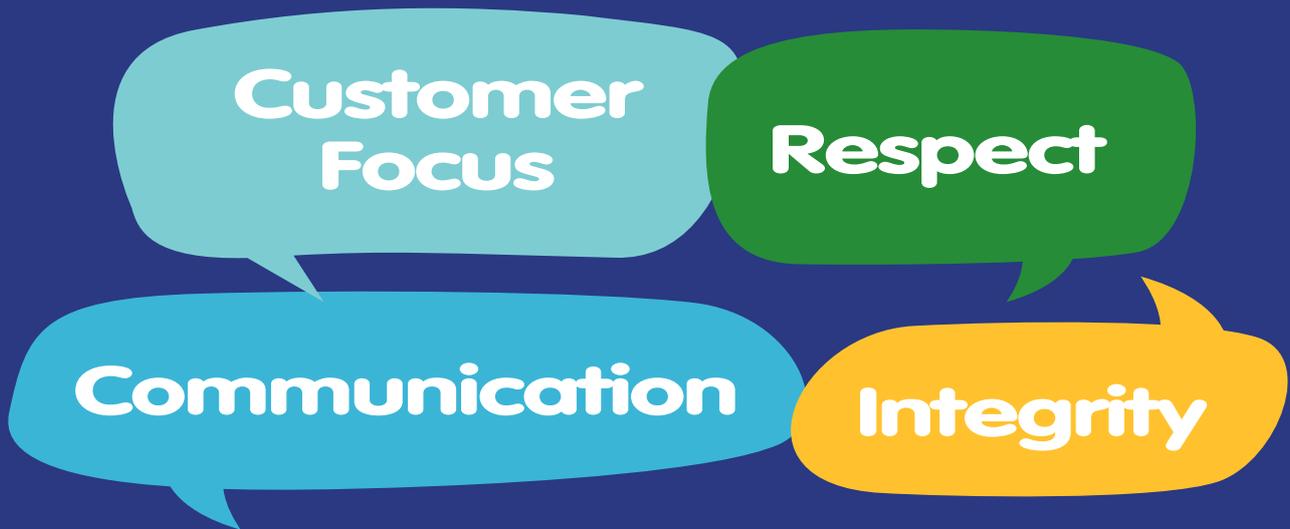
### **2.1 General – Housing Services**

1. To monitor statistical information on the Association's allocations and voids and all elements of the ICHR.
2. To monitor rent collection, rent arrears, and former tenant arrears and compare with targets and previous performance, approving write-offs where required by Policy.
3. To review the Association's Housing Services Policies by the Policy Review Calendar, set quotas and targets for performance management and approve the annual lettings plan.
4. Monitor the implementation of Cloch's policy in respect of arrears management (including actions for recovery of possession) and approve any proposed departure from agreed policy.
5. To monitor the implementation of Cloch's Entitlements Payments and Benefits Policy in respect of the granting of tenancies and other benefits to connected people.
6. To agree and monitor any nominations agreements, Section 5 Protocols or Supported Housing agreements in place with Inverclyde Council or other agencies.
7. To receive and monitor statistical information on complaints of anti-social behaviour.
8. To monitor, review and decide on other reports presented to Housing Services as appropriate.

### **2.2 General – Property Services**

1. To review the Association's Property Services Policies by the Policy Review Calendar and set targets for performance management.
2. To ensure that a robust and compliant procurement policy is in place in respect of housing and property service-related activities and those compliant procedures are implemented by the Association. This will include approving tenders and/or establishing a tender panel (usually by e-mail) who can approve tenders outwith the meeting cycle should the tender be within/no more than 10% of the agreed budget. A retrospective report will be provided to the Sub Committee or Board, whichever is sooner. Should the tender return be more than the budget by over 10%, the tender report will go to Sub Committee or Board (whichever is sooner) for approval.
3. To commission Stock Condition Surveys as appropriate to identify our asset management requirements and potential planned and cyclical maintenance issues.

4. To monitor and review repairs and maintenance expenditure against the approved budgets.
5. To monitor and review repairs and maintenance performance per agreed targets.
6. To appoint, brief and monitor architects, quantity surveyors, structural engineers and other technical consultants as required and in conjunction with the Board.
7. To monitor and review Health & Safety issues related to property management and planned maintenance.
8. To consider approval of stock disposal in line with Guidance on Section 66 consent.
9. To monitor the rechargeable repairs process and compare it with previous performance, approving write-offs where required by policy.
10. To monitor, review and decide on other reports presented to Property Services as appropriate.



CLOCH HOUSING ASSOCIATION LTD	
<b>Policy Name</b>	Remit for Housing & Property Services Sub-Committee
<b>Policy Category</b>	C-HR
<b>Policy Number</b>	100
<b>Date Adopted</b>	03/10/2017
<b>This Review</b>	23/09/2020
<b>Next Review</b>	September 2021
<b>Equalities Impact Assessment Required</b>	
<b>Link to other policies</b>	
<b>Consultation</b>	
<b>Need for Procedure</b>	