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Minutes_Housing & Property Services Sub-Committee Meet_250521.pdf

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David Brown	One-Time-Password	2021-09-30 11:15 GMT+02



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Housing & Property Services Sub-Committee Meeting

Tue 25 May 2021, 18:00 - 20:00

Virtual

Attendees

Board members

Andy Thomson (Housing Services Manager), Paul McColgan (Property Services Manager), Eileen Tamburrini (Board Member), Eleanor Robertson (Board Member), Ken Robertson (Board Member), David Brown (Board Member), June McIntosh (Board Member)

Absent: Brian Corrigan (Chair), Alan Hutchison (Board Member)

ARC Submission Item

Paul McVey (Director), Liz Bowden (Corporate Services Manager)

Absent: Susan Skelton (Board Member)

Meeting minutes

1. Apologies and Declarations of Interest

Information

Chair

Apologies from Alan Hutchison and Brian Corrigan

David Brown agreed to chair the meeting in Brian and Alan's absence


2. Minutes of Housing and Property Services Sub-Committee 23rd February 2021

Decision

Chair

The Minutes of the meeting held on 3rd February 2021 were presented to the Sub-Committee for approval

The minutes were proposed, seconded and approved

 02 - Draft Minutes of February meeting.pdf

3. Matters Arising / Outstanding Actions

Information

Chair

There were no matters arising. The draft new format for meetings and papers did not include the Outstanding Actions paper for this meeting and the agenda includes a review / feedback on the reports provided. It was commented though that the members did like to see outstanding actions for future meetings

HSM and PSM will include this in the next agenda/papers

4. Annual Return on The Charter

Decision

Housing Services Director

Presentation - Open Session for all Board members to approve the Annual Return on the Charter. The presentation focussed on this year's submission with a comparison to the previous year's performance levels.

The HSM provided a presentation on the ARC submission outlining the key areas of performance. The members provided approval for submission to be uploaded on the Housing Regulators portal by the Director.

The Annual Return on the Charter was proposed, seconded and unanimously approved/ratified by the Board for submission to the Scottish Housing Regulator. Board/Staff members not usually members of the Housing and Property Services Sub-Committee were invited to leave the meeting.

 04.0 Draft Annual Return on the Charter 2020 2021 For Approval.pdf

5. Policy Reviews

Decision

Housing Services

Manager/Property Services

Manager

The HSM and PSM presented the review of each policy, including highlighting sections where changes had been made

 05.0 Policy Reviews.pdf



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5.1. Factoring Policy

The PSM highlighted changes to the policy.

The Factoring Policy was proposed, seconded and unanimously approved by the sub-committee.

[05.1 Factoring Policy Review 2nd Draft.pdf](#)

Decision

Property Services Manager

5.2. Repairs Policy

The PSM highlighted changes to the policy.

The Repairs Policy was proposed, seconded and unanimously approved by the sub-committee.

[05.2 Reactive Repairs Policy Review 2nd Draft.pdf](#)

Decision

Property Services Manager

5.3. Rechargeable Repairs Policy

The PSM highlighted changes to the policy.

The Rechargeable Repairs Policy was proposed, seconded and unanimously approved by the sub-committee.

[05.3 Re-chargeable Repairs Policy - 2nd Draft.pdf](#)

Decision

Property Services Manager

5.4. Shared Ownership Policy

The HSM highlighted changes to the policy.

The Shared Ownership Policy was proposed, seconded and unanimously approved by the sub-committee.

[05.4 043 - Shared Ownership 2021 2nd Draft.pdf](#)

Decision

Housing Services Manager

6. Lettings Plan 2021/2022

The HSM presented the report and discussed the new plan for 2021/22, including details of the relevant practices and procedures. The main points of discussion focussed on how the plan and would work for the Wellpark initiative and the new properties due off-site at Kings Glen. HSM noted that the plan included a new initiative for under-occupied and adapted housing and offering Management Transfers to existing tenants to move.

A question was asked if other local RSL's have similar plans. The HSM replied that in general, they do. Also asked if RCH might join the ICHR in the future, but this was unclear at the moment.

The Lettings Plan 2021/2022 was proposed, seconded and unanimously approved by the sub-committee.

[06.0 Lettings Plan Covering Report 2021-2022.pdf](#)

[06.1 Lettings Plan 2021-2022 1st Draft.pdf](#)

Decision

Housing Services Manager

7. Rewire Contract Tender Report

The PSM discussed the procurement of this contract through the new I-Flair Framework.

Approval was provided by the members to award the contact to GD Chalmers

[07.0 Rewire Contract Procurement Report.pdf](#)

Decision

Property Services Manager



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8. Housing Services Managers Report

Information
Housing Services Manager

Following the recent governance training which included a review of the format of the reports, the HSM provided a new style report which focused on key performance statistics and also identified and discussed exceptions or areas of interest. Positive comments were received on the performance of arrears.

The HSM made reference to the performance on allocations which is mainly due to the Covid-19 lockdown and the Wellpark project; hopefully this will gradually improve in the coming year. HSM also advised that there are delays on the handover of new homes from the Kings Glen project mainly due to the lack of quality on completions from the contractor and lack of some materials.

There was a discussion regarding the new domestic abuse legislation and how it affects grounds for eviction.

The Sub-Committee noted the content of the report

 08.0 Housing Managers Report.pdf

 08.1 HM Report Appendix 1 - Performance Info.pdf

9. Property Services Managers Report

Information
Property Services Manager

The PSM presented the report which provided details on performance and expenditure up to the year end. In particular it was highlighted that the pandemic had impacted on the delivery of the services and in particular contractor performance, repairs, and cyclical and planned maintenance. There will be a degree of catching up on delayed works and programmes during 2021-22.

The Sub-Committee noted the content of the report

 09.0 Property Managers Report.pdf

10. Health and Safety - Verbal Update

Information
Housing Services
Manager/Property Services
Manager

No issues to report

The Sub-Committee noted the verbal report

11. AOCB & Meeting Reflection/Feedback

Chair

As discussed earlier during the meeting, the members liked the format and information provided by the HSM for the Managers report. Members also approved of the format used to identify the main changes to policies that are under review and also highlighting those sections in the text of the draft policy which makes it easier to refer to as opposed to a tracked changes document. Also where more than 1 policy is up for review then where possible to amalgamate this into 1 document.

Members were also happy with the agenda format where the early items require approval with reports for noting and information following. As noted, the Outstanding Actions report will be included in the next set of papers. Members noted that the format of minutes could be difficult to follow and read but the outstanding actions paper helped with monitoring decisions.

The PSM advised that he will review the Property Services Managers report for the next meeting in a format similar to the HSM report. It was commented that for example on contracts, members would be keen to know about the progression of works with regards to time and budget expenditure.

In general, it was commented that overall it is important for the Committee to be advised of key areas of performance and concern as opposed to general updates but also to be aware of ensuring (particularly) the new board members receive meaningful information.

The HSM and PSM would feedback to the Leadership Team for future meetings.

12. Date of Next Meeting - 31st August 2021 @ 5:30pm via Zoom

Information
Chair

The Sub-Committee noted the date of the next meeting is likely to be changed to 24th August 2021 but this will be discussed at next Board meeting.



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