

**Report to  
Housing Tenancy Board**

Date: **18 March 2013**

Report of: **Director of Community**

Subject: **REVIEW OF THE ANNUAL WORK PROGRAMME FOR 2012/13  
AND FINAL CONSIDERATION OF DRAFT WORK PROGRAMME  
FOR 2013/14**

**SUMMARY**

At the last meeting of the Board on 21 January 2013, members reviewed the existing work programme for 2012/13 and also considered the draft work programme for 2013/14. The Board is now invited to assess the overall progress for the current year and finalise a draft work Programme for 2013/14.

**RECOMMENDATION**

Board members are asked to:-

- (a) review the outcomes of the work programme for 2012/13, together with the revision stated;
- (b) agree a proposed work programme for 2013/14, together with the revisions stated; and
- (c) submit the proposed work programme for 2013/14 to the Executive for endorsement.

## **INTRODUCTION**

1. At the meeting of the Board on 21 January 2013, members reviewed the work programme for 2012/13 and considered possible items for a proposed programme for 2013/14. This is the last cycle of meetings for this year and the Board is invited to finalise its review of this year's work and confirm the draft programme for 2013/14.

## **REVIEW OF WORK PROGRAMME – 2012/13**

2. Appendix A to this report gives details of the work programme for the year 2012/13 and Board members are invited to make comments on the outcome of that work programme and note the revision to the work programme as shown below:-

Revision to the Work Programme for 2012/2013:-

- (i) Review and Update of Local Standards scheduled to be reported to the Board on 18<sup>th</sup> March 2013 is to be deferred to 14 April 2014.
3. The Board has advised the Executive and officers on key issues over a wide range of subjects during 2012/13, these have included:-
    - The appointment of Co-opted Tenant and Leaseholder Representatives and Deputies to the Housing Tenancy Board;
    - Housing Capital Programme for 2012/13;
    - Regulatory Framework for Social Housing;
    - Tenant Cashback Schemes;
    - Annual Report to Tenants
    - Review of Sheltered Housing Service at Garden Court, Portchester;
    - Former Tenant Debt Recovery;
    - Estates Improvement Programme;
    - Homeswapper Scheme;
    - Tenancy Agreements;
    - Housing Revenue Account; and
    - Development of a Tenancy Strategy.
  4. In addition to the items listed above, the Board received and considered the work programme at each meeting and Performance Monitoring reports from Building Services and Tenancy Services on a quarterly basis.

## **DRAFT WORK PROGRAMME - 2013/14**

5. Appendix B to this report gives details of the draft work programme 2013/14 as discussed at the last meeting of the Board on 21 January 2013.
6. In addition, the Board is requested to endorse the decision to make the following revisions to the Work Programme (please note item(s) listed below have been incorporated in the work programme attached as Appendix B):-

Suggested revision(s) to the Work Programme for 2013/14 include:

- (i) Review and Update of Local Standards is to be reported to the Board on 14 April 2014.

## **RISK ASSESSMENT**

7. There are no significant risk considerations in relation to this report

## **CONCLUSION**

8. Members are invited to give consideration to the outcome of the Board's work programme for the current year. In addition, members are asked to finalise the draft work programme for 2013/14 and make any necessary additions or amendments as required. Following this meeting of the Housing Tenancy Board, the draft work programme for 2013/14 can be submitted to the Executive at its meeting on 15 April 2013.

**Appendices:** APPENDIX A - Work Programme for 2012/13;  
APPENDIX B - Draft Work Programme for 2013/14

**Background Papers:** None

**Reference Papers:** Preliminary Review of the Work Programme for 2012/13 - Report to Housing Tenancy Board 21 January 2013

### **Enquiries:**

For further information on this report please contact Jon Shore. (Ext 4540)

**HOUSING TENANCY BOARD –WORK PROGRAMME 2012/2013**

Date	Subject	Training
18 June 2012	<ul style="list-style-type: none"> <li>• Work Programme 2012/13</li> <li>• Appointment of Co-opted Tenant Representatives</li> <li>• Tenancy Services Performance Report for 2011/12 - (for the whole year including January to March 2012)</li> <li>• Building Services Performance Report for 2011/12 - (for the whole year including January to March 2012)</li> <li>• Housing Capital Programme 2012/13</li> <li>• Regulatory Framework for Social Housing</li> </ul>	
9 July 2012	CANCELLED	
10 Sept 2012	<ul style="list-style-type: none"> <li>• Work Programme 2012/13</li> <li>• Quarterly Performance Monitoring Report for Tenancy Services (April to June 2012)</li> <li>• Quarterly Performance Monitoring Report for Building Services (April to June 2012)</li> <li>• Tenant Cashback Scheme - Experience from pilots</li> </ul>	
12 Nov 2012	<ul style="list-style-type: none"> <li>• Appointment of Co-Opted Tenant Deputy Representative</li> <li>• Work Programme 2012/13</li> <li>• Draft Annual Report to Tenants</li> <li>• Tenancy Strategy</li> <li>• Quarterly Performance Monitoring Report for Tenancy Services (July to Sept 2012)</li> <li>• Quarterly Performance Monitoring Report for Building Services (July to Sept 2012)</li> <li>• Former Tenant Debt Recovery - An Update</li> <li>• Estate Improvements 2012/13 - An Update</li> </ul>	

<b>Date</b>	<b>Subject</b>	<b>Training</b>
21 Jan 2013	<ul style="list-style-type: none"><li>• Preliminary Review of the Work Programme for 2012/13 and preliminary draft work programme for 2013/14</li><li>• Housing Revenue Account including the Housing Capital Programme for 2013/14</li><li>• Quarterly Performance Monitoring Report for Tenancy Services(October to December 2012)</li><li>• Quarterly Performance Monitoring Report for Building Services (October to December 2012)</li><li>• Changes to the Sheltered Housing Service at Garden Court, Portchester</li></ul>	
18 March 2013	<ul style="list-style-type: none"><li>• Review of the Annual Work Programme for 2012/13 and Final Consideration of Draft Work Programme for 2013/14</li><li>• Estate Improvements Programme 2013/14</li><li>• Tenancy Agreement</li><li>• Homeswapper Scheme - An Update</li></ul>	

**APPENDIX B**

**HOUSING TENANCY BOARD –WORK PROGRAMME 2013/2014**

Date	Subject	Training
20 May 2013	<ul style="list-style-type: none"> <li>• Work Programme 2013/14</li> <li>• Tenancy Services Performance Report for 2012/13</li> <li>• Building Services Performance Report for 2012/13</li> <li>• Housing Capital Programme 2013/14</li> </ul>	
29 July 2013	<ul style="list-style-type: none"> <li>• Work Programme 2013/14</li> <li>• Quarterly Performance Monitoring Report for Tenancy Services</li> <li>• Quarterly Performance Monitoring Report for Building Services</li> <li>• Review of Tenant Cashback Scheme Pilots</li> </ul>	
28 Oct 2013	<ul style="list-style-type: none"> <li>• Work Programme 2013/14</li> <li>• Quarterly Performance Monitoring Report for Tenancy Services</li> <li>• Quarterly Performance Monitoring Report for Building Services</li> <li>• A review of car parking on housing estates</li> <li>• Estate Improvements 2013/14 - An Update</li> </ul>	
27 Jan 2014	<ul style="list-style-type: none"> <li>• Preliminary review of Work Programme for 2013/14 and preliminary draft Work Programme for 2014/15</li> <li>• Tenant and Leaseholder Satisfaction Survey</li> <li>• Housing Revenue Account including the Housing Capital Programme for 2014/15</li> <li>• Quarterly Performance Monitoring Report for Tenancy Services</li> <li>• Quarterly Performance Monitoring Report for Building Services</li> </ul>	

<b>Date</b>	<b>Subject</b>	<b>Training</b>
14 April 2014	<ul style="list-style-type: none"><li>• Review of Annual Work Programme for 2013/14 and final consideration of draft Work Programme for 2014/15</li><li>• Tenancy Services Performance Report for 2013/14</li><li>• Building Services Performance Report for 2013/14</li><li>• Estate Improvements Programme 2014-15</li><li>• Review and Update of Local Standards</li></ul>	