



Williamsburgh

HOUSING ASSOCIATION

• Limited •

Remit of the Housing Management Sub Committee

Policy Title:	Remit of the Housing Management Sub Committee		
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This policy is available in different languages and other formats such as Braille or tape on request.

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1. Role and Membership

- 1.1 Williamsburgh Housing Association's Committee of Management has overall responsibility for the provision and control of the housing management service provided by the Association. In accordance with the remit of the Committee of Management and W.H.A.'s Rules and Standing Orders, authority for overseeing the effective discharge of the Management Committee's responsibilities in this area has been delegated to the Housing Management Sub Committee.
- 1.2 This remit sets out those areas of responsibility that have been delegated to the Housing Management Sub Committee and identifies those areas where authority is reserved to the Committee of Management. In the event of any doubt about the extent of the Sub Committee's authority, the matter should be referred to the Management Committee.
- 1.3 The Housing Management Sub Committee will appoint a Convenor at the first meeting, following the Association's Annual General Meeting. The Convenor will act as one of W.H.A.'s office bearers and may be required, on occasion, to substitute or deputise for the Chairperson. The Convenor may not also be either the Chairperson of W.H.A. or the Convenor of another Sub Committee. The role of the Convenor is described in the Chairperson's role description that forms part of W.H.A.'s Governance Handbook.
- 1.4 The Housing Management Sub Committee will meet at least four times a year. The Sub Committee will have at least five members and the quorum for the Sub Committee is three (not including any co-optees).
- 1.5 The minutes of Sub Committee meetings will be presented to the next meeting of the Housing Management Sub Committee for approval and to the next meeting of the Management Committee for noting. Where a matter is referred to the Management Committee for approval or decision, a separate paper will be prepared for their consideration and circulated with the papers for the meeting.

1. Role and Membership Contd.

- 1.6 The Convenor of the Sub Committee will present a report to the Management Committee at least once a year that describes the activities of the Sub Committee over the year and highlights matters of significance.
- 1.7 The Sub Committee will be supported and advised by the Housing Manager who will act as principal advisor and will liaise with the Convenor over the preparation of agendas, papers and minutes.

2. Key Responsibilities

- 2.1 The Housing Manager is responsible for providing advice to the Sub Committee and for ensuring that W.H.A.'s services to tenants and residents are provided in accordance with agreed standards, policies and budget.
- 2.2 The Housing Management Sub Committee is responsible for:
 - 2.2.1 Monitoring service quality, targets and W.H.A.'s compliance with the Scottish Social Housing Charter (or equivalent) and other relevant external and internal indicators.
 - 2.2.2 Monitoring the implementation of W.H.A.'s policies in respect of access to housing, estate management, rent account management, tenant engagement and participation, abandoned properties, rent setting, leases, harassment, neighbour disputes and anti-social behaviour and voids and reletting.
 - 2.2.3 Keeping relevant policies and procedures under review and approving proposals for change and development.
 - 2.2.4 Approving the terms of agreements with key partners (such as Renfrewshire Council and other RSLs) on housing and estate management matters including homelessness and common housing registers and the national accommodation strategy for sex offenders.
 - 2.2.5 Monitoring the progress of legal action in accordance with W.H.A.'s approved policy in cases of arrears and anti-social behaviour.
 - 2.2.6 Making decisions in respect of those areas of policy that provide for the Sub Committee to exercise discretion.

3. Performance Review

3.1 The Sub Committee will monitor W.H.A.'s performance against agreed performance indicators for housing and estate management activities that include the following areas. As a minimum, reports will be considered as follows:

Topic	Period of Report
Property	Quarterly
Housing and Transfer List	Quarterly
Allocations and Average Days to Relet	Quarterly
Offers and Refusals	Quarterly
Tenancy Terminations	Quarterly
Void Properties	Quarterly
Rent Arrears	Quarterly
Court Action	Quarterly
Neighbour Disputes, Anti-Social Behaviour and Estate Complaints	Quarterly
Ethnic Origins	Quarterly
Welfare Reform	Quarterly
Progress with Departmental Objectives	Quarterly
Leases to Other Organisations	Annually

4. Monitoring and Review

This remit is approved by the Management Committee and cannot be amended without their agreement. It will be revisited by the Management Committee, as per our policy review schedule, taking into account the views of the Sub Committee.