

# Appendix 1 - Housing Asset Management Strategy 2013-18 Progress Report



March 2014

Icon	Name
	Housing stock meets and exceeds the SHQS by 2015 and beyond

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Complete stock condition survey			30 -Apr-2014	The project completed in December, the survey information includes detail on energy efficiency standards for over 80% of our properties.	Agree program with appointed contractor including the timings of information flow	30-Apr-2013	Yes	Agreed at pre start meeting held on 7th June 2013.	Stephen McGonagle
					Hold site start meeting with appointed contractor and ensure Council's requirements are met	30-Apr-2013	Yes	Pre start site meeting held on 7th June 2013	
					Monthly progress update to Strategic Housing asset Management Group	30-Jun-2013	Yes	Group now meet on a bi monthly basis, however updates are still provided to the Group	
					Complete tendering exercise and appoint appropriate contractor to carry out survey meeting Council requirements	30 -Apr-2013	Yes	Complete	
					Develop and agree scope of Stock Condition Survey	30-Apr-2013	Yes	Complete	
					Stock Condition Survey Completed and information meets the Council requirements	31-Dec-2013	Yes	SCS is completed	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					Complete internal validation of survey information	30-Apr-2014	No	Working with Savills to validate information. Projected date is 30 April 2014	
Develop an approach for private sector owners		<div style="background-color: #4f81bd; width: 100%; height: 15px; display: inline-block;"></div> 100%	21-Apr-2014	Owner Engagement Charter approved at HEED Committee February 2014	Carry out a period of consultation to establish approach to owner engagement	31-Dec-2013	Yes	Action completed final consultation event took place in Jan 2014	Alan Young
					Introduce Owner engagement charter	28-Feb-2014	Yes	Charter submitted to HEED 5/2 and approved.	
					Establish monitoring and reporting framework	21-Apr-2014	Yes	Housing Strategy has developed reporting framework and will be in place as of 1 <sup>st</sup> April 2014.	
Establish asset management database		<div style="background-color: #4f81bd; width: 100%; height: 15px; display: inline-block;"></div> 100%	31-Mar-2014	Our asset management database will be further enhanced through the IHMS development as part of Housing and Community Safety's drive for continued improvement	Project Plan agreed	31-Dec-2013	Yes	Complete	John Kerr 2
					Asset Management database operational and stock condition information used to refresh asset management plan.	31-Mar-2014	Yes	WDC has asset management database in place. We are looking to further enhance this through the development of our IHMS.	
					Capital project team to agree information requirements for Stock Condition survey	31-Dec - 2013	Yes	Complete	
					Project Team to be established which will oversee the effectiveness and development of the asset management database	31-Dec-2013	Yes	Complete	
Establish a dedicated Stock Information Manager post		<div style="background-color: #4f81bd; width: 25%; height: 15px; display: inline-block;"></div> 25%	28-May-2014	An assessment on the requirement of this post will be carried out	Investigate other local authorities stock management position	31-Jan-2014	Yes	Complete	John Kerr 2
					Agree specification for post	28-May-	No	Subject to	

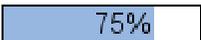
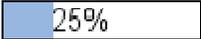
Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				early in financial year 2014/15.	and budget requirement	2014		reassessment and consideration of our job roles.	
					Budget agreed and approved by Head of Service	28-May-2014	No	Subject to reassessment	
					Recruitment process and report to Strategic asset Management Group	28-May-2014	No	Subject to reassessment	
Report on abeyances and exemptions to the SHQS to the Scottish Housing Regulator			31-May-2014	Evidence is presently being collected to inform ARC submission and will be cross checked with Stock Condition Survey before liaison with Scottish Housing Regulator. No formal application is required however the Council has to evidence the appropriateness of any such classifications.	SHR Liaison	31-Mar-2014	Yes	Regular liaison now established with SHR	Stephen McGonagle
					Collect evidence	31-Mar-2014	Yes	Complete	
					Cross check with Stock Condition Survey	30-Apr-2014	No	In progress	
					Report within ARC submission	31-May-2014	No	On track – WDC will submit ARC return on 16 <sup>th</sup> May 2014	
Publish an investment brochure for all tenants			10-Jun-2013	Publication delivered to all communities in the summer of 2013. It proved an extremely popular publication and will be repeated in the summer of 2014. A further publication will be produced in 2015 which will inform tenants of a three year investment programme.	Maintenance and Repairs to supply full information of properties involved in Capital Investment works from 201 - 2015 (provided by Capital Investment Section)	12-Mar-2013	Yes	Complete	Stephen McGonagle
					Housing Strategy - Booklet design completed and ready for print (process highlighted in project plan)	30-Apr-2013	Yes	Complete	
					Housing Strategy - Final version of booklet launched and highlighted on website	10-May-2013	Yes	Complete	
					Copy of booklet distributed to all tenants with summer edition of Housing News	10-Jun-2013	Yes	Complete	
					Design of mock up to be approved by HMT		Yes	Complete	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Complete a annual review of the Housing Asset Management Strategy			30-Aug-2016	Action on track - We have established a robust performance framework regarding the Housing Asset Management Strategy which involves monthly updates to the Strategic Housing Asset Management Group along with twice yearly scrutiny exercises through the activity of the Housing Performance Improvement Board. In addition an annual performance report will be submitted to the HEED Committee in February 2014.	Establish monitoring framework for the Housing Asset Management Strategy	28-Feb-13	Yes	Actions/milestones on covalent. Scrutiny arrangements agreed within Housing asset management group and Housing Performance Improvement Board	John Kerr 2
					Complete annual updates to committee 2014	31-May-14	No	First annual update to HEED committee (May 2014)	
					Complete annual updates to committee 2014	31-Aug-14	No	To be submitted to Autumn committee cycle	
					Complete annual updates to committee 2014	31-Aug-2014	No	To be submitted to Autumn committee cycle	

Icon	Name
	Housing stock meets the needs of current and future tenants

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Establish a strategic partner to assist housing regeneration In West Dunbartonshire			31-May-2014	Action on track with revised timescale - West Dunbartonshire Strategic Local Programme has identified development partnerships with three national RSLs and one local RSLs to develop new affordable homes for rent in 13/14, 14/15.	Prepare Strategic Housing Investment Plan 2013/18	28-Jun-2013	Yes	Draft SHIP presented to Scottish Government - 28th June 2013	John Kerr 2
					Complete and submit final Strategic Local programme to maximise affordable housing completions in West Dunbartonshire	30-Jun-2013	Yes	SLP submitted to Scottish Government 28th June 2013	
					Carry out some discussions with local and national RSLs to ascertain capacity to assist meeting WDCs housing	31-Dec-2013	Yes	Meetings held with a series of national organisations	

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					objectives				
					Paper prepared outlining council requirements	31-Dec-2013	Yes	Complete – Brief produced	
					Report to committee outlining strategic partnering arrangements and SHIP moving forward	31-May-2014	No	Report to HEED Committee in May 2013.	
Implement the Void Management Self Assessment Action Plan			30-Apr-2014	A consultation event with tenants took place on 12 February to discuss the draft Void Management Policy. The Void Self assessment was completed in March 2014, and as result a new targeted action plan has been introduced to tackle the issue of void houses – this will be subject to a report to CMT in April 2014 and the Housing committee in August 2014.	Assign all actions to relevant officers	30-Jun-2013	Yes	Task completed	Janice Lockhart
					Report progress to WDTRO liaison meeting every 2 months	30-Jun-2013	Yes	now a standing agenda item at the WDTRO liaison meeting	
					Successful implementation of Void Self Assessment action plan	30-Apr-2014	Yes	On track - Regular updates are being provided to WDTRO	
Participate in the Schools Estates Review programme			31-Dec-2013	School sites identified within West Dunbartonshire Strategic Housing Investment Plan 2013-2018	Identify housing opportunities within disposal sites	30-Apr-2013	Yes	Complete – contained within SHIP	John Kerr 2
					Strategic Housing Investment Plan produced	30-Jun-2013	Yes	Complete	
					Ensure housing representation with regards Asset Disposal Strategy which is inclusive of school sites	20-Jun-2013	Yes	Complete	
Complete an interim exercise to establish additional surplus stock			21-Apr-2013	Exercise completed and authority to declare an additional 188 properties as surplus at the HEED Committee of 13th	Report to HEED Committee	1- Apr-2013	Yes	Complete	John Kerr 2

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				February 2013.					
Ensure that all the necessary systems are in place to mitigate against the impacts of Welfare Reform			31-Oct-2013	It is not possible to fully mitigate against all impacts of welfare reform, however a number of measures have been put in place to assist residents/tenants and to budget for the financial risk to the Council. The Discretionary Housing Payment budget has been budgeted at the maximum allowable to assist tenants impacted by the reduction in benefit from the Bedroom Tax. This will also be accessible by people impacted by the benefits Cap and other welfare reform changes where this results in them having problems in funding their share of the rent.		31 Oct 2013	Yes	Complete, but further work ongoing to mitigate against the impacts of welfare reform	Helen Turley
Carry out a full stock appraisal based on the asset management database			30-May-2014	Action timescales amended as Stock condition information was not available in tranches. Housing Strategy and Development have programmed this exercise to be carried out in March/April when all stock condition information is available to inform future planning along with management information	Commission a full stock condition survey to inform the Asset Management Database	31-Dec-2013	Yes	Complete	John Kerr 2
					Training exercise to ensure effectiveness of systems	30-Apr-2014	Yes	Complete – key officer within Housing Strategy and Development fully trained.	
					Information from SCS to be used along with asset management information to inform stock appraisal	30-Apr-2014	No	Timescales amended to reflect validation process with SCS results.	
Carry out a review of sheltered housing			31-Dec-2014	Review programmed to take place in the second half of calendar year 2014	Review to be carried out in partnership with CHCP	31-Dec-2014	No	Initial discussions have take place at Housing Management team meetings and some initial scoping has been carried out.	Janice Lockhart
Develop area based management plans to tackle low demand			31-Oct-2014	Tackling low demand and void properties is a service priority at present. Additional officers have been recruited and targets	Create and establish housing action areas for increased estate management focus.	30-Jun-2013	Yes	Housing Action Areas established and additional housing officers recruited to tackle low demand and tenancy sustainability	Andy Cameron;

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
				set to ensure our focus is on increasing tenant numbers.	Develop lettings initiatives / plans in areas to tackle low demand	31-Mar-2014	No	Priority areas identified through Void Scrutiny Group. Medium term action plans to be developed for each area to tackle void issues.	
					Include very specific void objectives within PDP meetings (local targets outlined in area templates)	31-May-2014	No	Will be completed by May	
					Review the impact of the additional investment and the delivery of estate action plans	31-Oct-2014	No	Review is planned, this review should evidence the impact additional resources in estate management have had in terms of reducing number of void properties	
Develop regeneration plans with strategic partner			30-Jun-2014	Timescales have been amended with regards the strategic housing partner proposals. However regeneration plans have been identified both through this process and that off the SHIP which will influence the West Dunbartonshire Strategic Local Programme 2015-2018	Identify Strategic Partnering arrangements	30-Sep-2013	Yes	Strategic Partner Brief sent out to potential partners 7 October 2013	John Kerr 2
					Establish regeneration plans	31-Dec-2013	Yes	Strategic Housing Investment Plan (SHIP) submitted to Scottish Government highlighting strategic regeneration priorities	
					Establish Strategic Housing Partnership/s to achieve regeneration objectives	31-Mar-2014	No	Strategic priorities have been identified - Strategic housing partnership/s will be subject to a report to committee in May 2014	
					Develop Strategic Housing Investment Plan (SHIP)	30-Jun-2014	No	In progress	
Review the success of the approach to			30-Apr-2015	Owner Engagement Charter approved by	Produce evaluation of Owner Engagement Charter and its	31-Mar-2015	No	Monitoring framework developed and will	John Kerr 2;

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
private sector owners				HEED Committee in February.	effectiveness against key objectives			infom evaluation	

Icon	Name
	Non-operational assets are maximised to the benefit of the Council and local communities

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Carry out review of garage sites and lock up garages		<input type="text" value="33%"/>	30-Jun-2014	Action now reassigned and is being actioned with a report to be produced to HMT in Summer 2014	Report to be submitted to HMT with key recommendations to be implemented.	30-Jun-2014	No	In progress	Martin Feeney

Icon	Name
	The existing repairs and maintenance service continues to provide effective and comprehensive property management

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Consider and implement where appropriate the findings of the APSE review into the Maintenance and Repairs Service		<input type="text" value="33%"/>	31-Mar 2015	Action identified within Housing and Community Safety Divisional Plan 2014/15 and has been brought forward from original target timescales.	Review to be carried out and implemented within 14/15	31 – Mar-2015	No	On track - Action been prioritised through the development of the HCS Divisional Planning exercise	Helen Turley