

**ACTION TRACKING FOR THE COMMUNITY & HOUSING OVERVIEW & SCRUTINY COMMITTEE**

Meeting Date	Agenda item	Action Required	Action Officer(s)	Action taken	Timescale
06.03.2024	6. Dynamic Resource Scheduler (DRS) – Update	The Chair suggested that a demonstration of the DRS be given to the Committee once the system has gone fully live.	Sean O'Donnell / Denise Price	Demonstration to be provided following the Committee meeting in December. FWP updated to reflect this.	December
11.09.2024	5. Housing Rent Income	<p>In response to requests for additional information in future reports, the following was suggested/agreed:-</p> <ul style="list-style-type: none"> <li>• Dave Barnes to speak to Sean O'Donnell following the meeting to discuss what data sets around Council Tax losses could be provide in future update reports;</li> <li>• Dave Barnes agreed to provide an analysis of write offs, to include information on the reasons for the write offs in future reports;</li> <li>• Dave Barnes agreed to review what data sets could be provided around the financial impact of no longer collecting water rates; and</li> <li>• Dave Barnes agreed to provide anonymised analysis on some of the higher rent arrear cases.</li> </ul>	<p>Dave Barnes / Sean O'Donnell</p> <p>Dave Barnes</p> <p>Dave Barnes</p> <p>Dave Barnes</p>	<p>Information to be included in the next update report on 12<sup>th</sup> March, 2025</p> <p>Sean O'Donnell currently liaising with Dave Barnes on which void properties could be removed from the Council Tax list due to major works etc.</p>	Ongoing

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11.09.2024	Garage Site Review Matrix	During the briefing of the Garage Site Review matrix, following the meeting, it was agreed that information on garage sites allocated for Housing development, be included in the update report to the Committee in November.	Sean O'Donnell	Information to be included in the December report. The purpose of the report on the FWP has been updated to reflect this.	Completed
09.10.2024	4. Forward Work Programme and Action Tracking	Councillor Helen Brown referred to her request made at the last meeting, for a report on options on the re-designation of Sheltered Housing properties, which had been included on the FWP as part of the Sheltered Housing Review Update report scheduled for June 2025, and asked if this information could be presented at an earlier date.	Ceri Shotton / Jen Griffiths	Report brought forward to April 2024 and FWP updated to reflect this.	Completed
09.10.2024	5. Independent Review of Homelessness	Councillor Helen Brown suggested that a letter of thanks be sent, on behalf of the Committee, to the Housing & Prevention Service, to thank them for their continued work within the Service and the positive findings of the support they provide, as outlined within the report.	Ceri Shotton	Letter of thanks sent to the Housing & Prevention Service Manager to thank him and for him to share with his team.	Completed
09.10.2024	5. Independent Review of Homelessness	That the comments made by the Committee be collated and presented to Cabinet.	Ceri Shotton	The comments made by the Committee were given by the Cabinet Member at the Cabinet meeting held on 15.10.24.	Completed

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09.10.2024	6. Void Management	Members of the Committee to be invited to see a void property prior to works being carried out a void property once work had been completed.	Ceri Shotton / Sean O'Donnell	Dates being sought for January 2025 for site visits.	Ongoing
09.10.2024	6. Void Management	Following comments made by Cllr Ted Palmer, that the briefing note be amended to highlight the number of properties completed ready for allocation. Sean O'Donnell suggested that the new void properties, properties ready for allocation and total fields be moved to the top of the briefing note.	Sean O'Donnell	Amendments to the briefing note will be made to the next report in November.	Completed
09.10.2024	6. Void Management	In response to a question from Cllr Bernie Attridge on how much additional funding had been transferred from the Housing Revenue Account (HRA) to Voids, Sean O'Donnell agreed to provide this information following the meeting.	Sean O'Donnell	Information e-mailed to the Committee and Cllr Attridge via e-mail on 05.11.2024	Completed
09.10.2024	6. Void Management	In response to a request from Cllr Kevin Rush, Sean O'Donnell suggested bringing information on the Voids Lettable Standards and disrepair costs to the Committee in the future.	Sean O'Donnell	Information to be included in the WHQS Annual Update report due in January 2025. The purpose of the report on the FWP has been updated to reflect this.	Completed