

Asset Compliance Committee

Minutes of the meeting held on Tuesday 28 May 2024 at Shire Hall, Warwick at 6.00pm.

Present: Councillors Barton, Boad, K Dickson, Dray, Gorman, and Phillips.

Also Present: Councillor Wightman – Portfolio Holder for Housing & Assets.

1. **Appointment of Chair**

It was proposed by Councillor Boad seconded by Councillor Falp and

Resolved that Councillor Phillips be appointed Chairman of the Committee for the 2024/2025 municipal year.

2. **Apologies for absence**

Apologies for absence were received from Councillors Falp and Yellapragada.

3. **Declarations of Interest**

There were no declarations of interest.

4. **Minutes**

The minutes of the meeting held on 26 February 2024 were taken as read and signed by the Chairman as a correct record.

5. **Asset Compliance Plan Progress**

The Committee considered a report from Neighbourhood and Assets. Following the independent asset review, the governance framework and action plan was underway in response to the recommendations. The report gave the Asset Compliance Committee an update on the current position and progress on the action plan.

Following the independent asset compliance review, a self-referral to the Regulator for Social Housing was made on the 9 November 2023. As reported previously, the Regulator had determined not to record a Breach of the Standard at this stage but to require regular reporting on progress in meeting the Action Plan.

Meetings were being held to update the regulator on a bimonthly basis, the most recent being on 3 May 2024.

The two specialist leads, Fire Safety and Building Safety continued to provide specialist assistance based on the specific competencies required around these areas, and liaison continued with Pennington.

Consultancy with Pennington around data validation was now complete, and draft policies had been produced by Pennington and were under

review following which the project would move on to agree procedures and process charts across Assets and Housing.

A further meeting of the Compliance Board was held on 8 May 2024 and any matters arising would be reported verbally at the meeting.

Appendix 1 to the report was the updated highlight report with columns to provide further context for the Committee.

Appendix 2 to the report was a copy of the data compliance dashboard.

Appendix 3 to the report was the updated risk assessment, including additional risks 11 and 18 as previously notified. This was reviewed by the Compliance Board when it met on 10 April and any comments would be notified at the meeting. Since the last meeting the risks had been reviewed and none had changed in scoring.

Appendix 4 set out a note to Compliance Board.

The Chair informed Members that the Committee meeting scheduled for the 23 July 2024 was rescheduled for 22 July 2024.

Resolved that

- (1) the progress being made, be noted; and
- (2) the number of meetings be reduced so the Committee meets every other month as set out below, with the other scheduled dates being cancelled:

22 July 2024.

18 September 2024.

26 November 2024.

27 January 2025.

25 March 2025.

6. Urgent Item – Warwick DC Compliance Building Safety Strategy 2024

The Committee considered an urgent item relating to the Compliance Building Safety Strategy.

Approval was required from the Committee for the Compliance Building Strategy. This strategy would complete Recommendation 3 of the action plan and fell under Governance and Strategic Oversight.

This had been reviewed by Compliance Board and there had been no comments or amendments on their behalf.

The document needed signatures from Councillor Wightman and the Head of Neighbourhood and Assets for the 31 May and the EIA was completed after the agenda for the meeting had been published.

(The meeting was adjourned for 10 minutes to allow for the Committee to read through the papers relating to this item which were circulated shortly before the meeting commenced).

The Committee noted the urgent item.

7. Update on Licenses for Software used by the Compliance Team

The Committee considered a verbal update report from Neighbourhood and Assets.

The Project Manager provided a presentation for the Committee on the software used by the Compliance Team.

The Committee noted the verbal update.

(The meeting ended at 6.53pm)

CHAIRMAN
22 July 2024