


Appendix A

Housing Futures Progress Report: 10 January 2008

Project Manager: Denise Lewis
Overall comments/issues: No further slippage in timetable and actions delivered on time with the report to the Housing Options Portfolio Holder in December and then Cabinet/Full Council in January 2008.
Note: bold text indicates that milestone finish date has been updated.

Overall Status: 

Project Plan

	Actions (SMART)	Start	Finish	Progress	Comments/Actions to address delays
1	Appointment of Project Manager		April 2007	✓	Denise Lewis formerly Head of Housing Strategic Services.
2	Appointments to project team	May 2007	June 2007	✓	Recruitment through an Agency for post of Resident Involvement Officer, Sally Harbey and internal secondment for post of Project Officer, Kirsty Human. Gina Manderson recruited in October to offer additional support to the team.
3	Appointment of Housing PFH	May 2007	May 2007	✓	Councillor Simon Edwards appointed as Housing Futures Portfolio Holder.
4	Establish Communications Sub-group to meet on monthly basis	June 2007	November 2007	✓	First meeting held on 31 st July with monthly meetings agreed thereafter – reps attended from relevant teams across the Council. Reps from the Tenant Participation Group formed a small group to comment on draft publications for residents.
5	Stock Condition Survey		Early 2007	✓	Survey work completed November 2007 with results available to commence financial modelling from March 2007.
6	Financial modelling of investment needs of the housing stock	April 2007	September 2007	✓	Progress delayed further whilst stock numbers and types were reconciled between various databases. Briefings for project team members held with Tribal on 11 th June and 5 th July to consider preliminary outputs from the financial modelling work. A presentation of the outputs was held on 11 September with relevant Officers/Members ahead of results being presented to the Housing Futures Working Group and more widely to staff,

					members and the Tenant Participation Group (TPG) at the end of September/early October. The final report by Tribal was presented to the HFWG on 6 November.
7	Set up Housing Futures (Member/Tenant) Working Group (HFWG)	June 2007	December 2007	✓	Election process completed and results available 7 August. Due to resignations there were two changes to tenant membership since the election with Helen Kember and Janice Curtis replacing Gordon Teversham and Roy Wescombe. Member nominations confirmed from the political groups in July, although Cllr Harangozo replaced Cllr Heazell on 10 September. First meeting of HFWG held on 11 th September. Future meetings arranged monthly through period September to January 2008. However, additional sessions were required outside formal meetings, particularly with the tenant reps in order to provide training and capacity building as part of the Tenant Empowerment Strategy.
8	Set up Corporate Project Team to meet fortnightly	June 2007	January 2008	✓	14 meetings of project team held since June with future meetings scheduled in diaries at fortnightly intervals until February.
9	Assessment of strategic context: <ul style="list-style-type: none"> - housing needs - national and local housing strategy - sustainable community strategy (SCS) 	July 2007	October 2007	✓	Delays with Sub-regional Housing Market Assessment outside SCDC control but preliminary results were reported to the HFWG on 6 th November. Housing Strategy signed off by Full Council in July 2007. A briefing paper and a draft response on the Housing Green Paper: homes for the future: more affordable, more sustainable was considered by the HFWG on 11 th October and the council's formal response was sent to the CLG on 15 October having been agreed by Cabinet on 8 th October.
10	Appointment of an ITA	June 2007	September 2007	✓	13 Expressions of interest were received and five of the six short-listed organisations submitted a tender with four of those invited for interview attending. Tenants on the HFWG interviewed the four ITAs on 3 September and PS Consultants were appointed on that date.
11	Development of a Communications Strategy	June 2007	September 2007	✓	Draft developed during June 2007 and considered by project team on 3 rd July and 9 th August having been reviewed with input from the Comms Advisor. The ITA and the GOEE made

					<p>comments along with the HFWG throughout September. It was approved by the Housing Futures PFH at the formal PFH meeting on 17th September and reported as a decision. The original timetable has slipped only because of the delay in setting up the HFWG and appointment of the ITA due to the election for the tenant reps.</p>
12	Development of a Tenant Empowerment Strategy	June 2007	September 2007	✓	<p>Draft developed for consideration by project team on 17th July by the Resident Involvement Officer and was presented to the first meeting of the HFWG for review and comment in September. Advice was also sought from the ITA and the GOEE.</p> <p>It was approved by the Housing Futures PFH at the formal PFH meeting on 17th September and reported as a decision. The original timetable has slipped only because of the delay in setting up the HFWG and appointment of the ITA due to the election for the tenant reps.</p>
13	Development and implementation of a new Tenant Participation Agreement	June 2007	January 2008	✓	<p>New Tenant Participation Agreement signed off by Housing & Environmental Services PFH 7th June and TPG on 18th June. Consultation with members and the TPG took place during September and October on the draft action plan ahead of its sign-off by the TPG and Housing & Environmental Services PFH at the TPG meeting in November. The resident involvement officer and housing services staff are leading on this area of work through implementation of the action plan.</p>
14	Produce an updated HRA Business Plan	June 2007	January 2008	✓	<p>New draft HRA Business Plan to be presented to HFWG and reviewed by Cabinet and Council in January alongside the outcome of the Housing Futures process before being finalised for implementation from April 2008.</p>
15	Communication Programme	July 2007	November 2007	✓	<p>Dates reviewed to reflect delays with set up of HFWG. Programme developed in consultation with staff and the Comms Advisor and reviewed monthly to track progress on the actions identified.</p>
16	Production of bi-monthly newsletters	September November January		☺	<p>Housing Futures newsletters reduced from four to three due to delays with set up of HFWG. Communications Advisor appointed on 10th July - The Seymour Cotton Partnership who have provided support and advice in production of newsletters</p>

					and other communication material and mechanisms with all stakeholders. On target to issue the final newsletter in February following the Council decision in January.
17	Review of South Cambridgeshire Standard	September 2007	December 2007	✓	This area of work was led by the ITA and informed by the work done on the South Cambs Standard as part of the OA in 2005. A questionnaire was sent out with the first ITA newsletter in November with the results reported to the HFWG in December.
18	Site visits to other local authorities and LSVT landlords	September 2007	November 2007	✓	<i>New Milestone</i> – options for site visits explored in consultation with the HFWG, staff, and Members at meetings during September finalised in October and took place in November and December. First visit to Babergh took place on 16 November, second to Luminous on 27 November and final visit to Watford on 5 December.
19	Evaluation of options by the Member/tenant Working Group	November 2007	December 2007	✓	An evaluation matrix was produced and considered by the HFWG at its December meeting along with the draft report for the Housing Options portfolio holder (HOPFH).
20	Report to Housing Options Portfolio Holder	November 2007	December 2007	✓	Report considered by the HOPFH on 14 December. His recommendation for Cabinet is that the council should look in more detail at a housing transfer option before tenants are asked to decide was to proceed to phase two giving tenants the opportunity to find out what a transfer could offer them as opposed to remaining with the council.
21	Housing Options Portfolio Holder report to Cabinet	January 2008		✓	Following the HFPFH meeting on 14 December the recommendation and comments were written into the Cabinet report for 10 January.
22	Cabinet recommendation to Full Council	January 2008		☺	On schedule following the Cabinet decision.
23	Post project review	January 2008		☺	On schedule to take place within the project team.
24	Implementation of preferred option – new project initiation	January 2008		☺	On schedule with indicative draft project plan and associated documents/briefs and resources identified.

HOUSING FUTURES BUDGET POSITION STATEMENT 21 December 2007

Budget Heading	Original Estimate	Revised Estimate	Expenditure to date
		£	£
Staffing Costs:			19,966
Salaries/agency staff	42,000	42,000	
Travelling expenses	1,000	1,000	
Professional and Consultancy:			63,347
Independent Tenant Advisor	30,000	30,000	
Communications	19,000	19,000	
Other	18,500	22,000	
Communications:			17,316
Newsletters	9,400	15,000	
Postage	6,300	5,000	
Election of tenant representatives	8,000	8,000	
Contingency	2,800	0	0
TOTALS	137,000	142,000	100,629

Note: staffing costs do not currently include recharges for staff seconded onto the Housing Futures project as but these will be separated out from the budgets to which they are usually recharged and incorporated into the Housing Futures budget through the Revised Estimates process. Any identified potential under or over spend at that time will be addressed as necessary in consultation with the Housing & Environmental Services Portfolio Holder