

Housing Futures Progress Report: 22nd June 2008

Project Manager: Denise Lewis

Overall comments/issues: A Project Management structure and workstream approach for the pre-ballot phase has been established and work is underway. This report provides an update against the workstream tasks.

Project Plan

Tasks	Start	Finish	Progress & Comments	On target
Liaison with Government and Disposals Programme Application	February 2008	July 2008	A Disposals Programme Application has been submitted to the Communities and Local Government Department. The approved Programme is expected to be announced in July 2008.	✓
Appointment of Advisors	February 2008	April 2008	Lead Consultant (Savills), Communications Consultant (IPB), Independent Tenants Advisor (PS Consultants) and Legal Adviser (Trowers & Hamblins) have been appointed. Monthly Housing Futures Consultants Team meetings are taking place.	✓
New Landlord Selection	March 2008	July 2008	The New Landlord Selection Panel has met on a number of occasions. They initially confirmed the process, identified criteria and the evaluation methods for assessing the options in respect of landlord model. On 15 th May, the NLSP received presentations from and held Q&A sessions with three RSLs that fit the different model types. An open event was held on the afternoon of 15 th May where other tenants, staff and Members attended to find out more information about the different models. Other tenant open days were also held in May and June. Members of the NLSP and other stakeholders undertook a series of visits (4) at the beginning of June to look at other landlords that have been established within the models outlined above. The NLSP will reach its conclusions at its meeting on 27 th June, taking account of the view of other groups (including staff, tenants, members) and report to the Portfolio Holder following that meeting.	✓

Stock Condition Survey	March 2008	August 2008	The Stock Condition Survey was completed in 2006, although information was required from it in order to prepare the Disposals Programme Application and the base valuation. It is anticipated that the Shadow Board for the new landlord will receive a presentation on the Stock Condition Survey at their meeting in August.	✓
Assets	March 2008	August 2008	The Council has completed a land survey and confirmed that all titles are registered. A Task & Finish Group from the Project Team has been established to identify all assets and liabilities with a view to agreeing principles corporately in July. This work is on target These principles would then be presented to the Shadow Board at a later date.	✓
Shadow Board Development	April 2008	November 2008	Recruitment began in May 2008 for tenant and Council members. All tenants and leaseholders were invited to apply and subsequently completed an application form if they were interested, following receipt of an information pack about the role of a Board Member. Applicants invited to interview received a Person Specification and draft Code of Conduct and were asked at the interview to explain how they would sign up to these documents and act in the best interests of the proposed association if elected as a Board Member. Following the interviews, potential candidates are taking part in a free election by all tenants and leaseholders. The outcome of the election will be known early July. The Council nominees were confirmed at the Council meeting at the end of May and they have been asked to provide information about their skills and experience and sign the relevant declaration. The first Shadow Board meeting is due to be held on 14 th July. Recruitment for Independent members will follow a skills audit and gap identification of tenant and Council members. It is anticipated that the full Board will be in place by October, with a Board Development programme agreed at that point.	✓

Corporate Identity and Type of Organisation	July 2008	August 2008	This work will follow the decision on the model for the new Landlord, although a process for developing the name, etc., is being outlined to ensure it involves stakeholders appropriately. Discussions on the type of organisation will determine its legal and charitable status. It will be important to agree the corporate identity (e.g. name and logo) as soon as possible in order that it can be used in communications and consultation material and a profile established.	
Communications	February 2008	On-going	A Communications Strategy and Protocol has been developed and an Implementation/Action Plan agreed and put in place. A Communications Group has been established and is meeting regularly. This Group's responsibility includes generating ideas for an effective communications strategy for all stakeholders. In respect of Members, a Briefing Session was held on 12 th June and all advisers were present. Tenants received a newsletter in May. A Transfer Advisory Group of tenants has been established and is meeting. Links with other tenant groups have been established. Tenant Open Events were held at the end of May and beginning of June.	✓
Preparing the Valuation and Business Plan	March 2008		A Base Valuation has been established for inclusion in the Disposals Programme Application, however this will be developed as information about the offer to tenants is developed. When the Shadow Board is established, they will receive training on the valuation and the Business Plan for the new landlord.	✓
Preparing the Formal Consultation Document	June 2008		A process and timetable for development of the Formal Consultation Document will be developed in the summer. It is anticipated that sub-groups of the Tenants Advisory Group and other stakeholders will be involved in developing the Formal Consultation Document and the proposals that will form part of it, for example policies and the Tenancy Agreement.	
Policy & Tenancy Agreement Development	June 2008		A key policies list will be agreed and a process/approach agreed for stakeholder involvement in their development. It is anticipated that this would involve members of the Tenants Advisor Group.	

Formal Consultation arrangements	October 2008		A timetable will be agreed later in the year to ensure co-ordination for all arrangements related to the Formal Consultation period.	
Change Management	March 2008	May 2008	A Change Management Plan has been approved.	✓
Retained Services	March 2008	July 2008	A Task & Finish Group of the Project Team is looking at the options for retained services, such as allocations, housing advice and homelessness, with a view to agreeing principles by July 2008.	✓
General Fund Impact & VAT Shelter	March 2008	August 2008	A Task & Finish Group of the Project Team is being established to identify what corporate services are provided to housing and what the HRA is paying for those services. Considerations of the impact on the General Fund will be reviewed as they are identified.	✓
Project Plan and Management	February 2008	On-Going	An outline Project Plan has been developed, although further dates will be refined as the tasks develop and the Plan will be updated quarterly. A Project Management Structure has been established to manage the Project.	✓