

Housing Futures Progress Report February 2009

Key

	Task Completed
	Task Underway
	Task Behind Schedule

Project Plan

Tasks	Start	Finish	Progress & Comments	On target
Liaison with Government and Disposals Programme Application	February 2008	July 2008	A Disposals Programme Application was submitted to the Communities and Local Government Department and South Cambridgeshire's place on the programme has been confirmed.	✓ Complete
Appointment of Advisors	February 2008	April 2008	Lead Consultant (Savills), Communications Consultant (IPB), Independent Tenants Advisor (PS Consultants) and Legal Adviser (Trowers & Hamlins) have been appointed. Monthly Housing Futures Consultants Team meetings continue to take place.	✓ Complete
New Landlord Selection	March 2008	July 2008	The New Landlord Selection Panel reached its conclusion of a stand-alone association at its meeting on 27 th June, taking account of the view of other groups (including staff, tenants, members). A report was submitted to the Portfolio Holder and the recommendation to establish a stand-alone association was agreed by Full Council on 17 th July.	✓ Complete
Stock Condition Survey	March 2008	September 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. The Shadow Board received a presentation on the Stock Condition Survey at their meeting in September.	✓ Complete

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Assets	March 2008	October 2008	The Council has completed a land survey and confirmed that all titles are registered. A Task & Finish Group from the Project Team has identified all assets and liabilities in order to agree principles corporately. These principles were presented to the Shadow Board at their October meeting.	✓ Complete
Shadow Board Development	April 2008	January 2009	<p>One of the tenant Board Members has stepped down from the Board for a time due to personal reasons. The Board agreed to appoint a co-optee to the tenant place and a process for identifying this person has been agreed and is underway.</p> <p>Four Independent Members have been appointed and their details provided to other Board Members. A fifth applicant continues to be sought who would bring relevant skills and experience taking account of remaining gaps on the Board. Suitable candidates are being sought in the field of health & social care.</p> <p>The Shadow Board has held 2 Away Days.</p>	✓ Underway
Corporate Identity and Type of Organisation	July 2008	December 2008	<p>The name and logo for the housing association was agreed at the Board meeting on 3rd September.</p> <p>The Board agreed the constitution for the new housing association at its meeting on 15th December.</p>	✓ Complete
Communications	February 2008	On-going	<p>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.</p> <p>Updates on Communications are being provided to the Board at each meeting.</p>	✓ Underway

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Preparing the Valuation and Business Plan	March 2008	January 2009	<p>A Base Valuation has been established for inclusion in the Disposals Programme Application, however this is being developed as information about the offer to tenants is developed.</p> <p>The Shadow Board has received training and reports on the development of the Business Plan at its meetings during 2008.</p> <p>A dedicated training session on the Business Plan which informs the Offer Document was held on 5th January 2009.</p> <p>The Shadow Board signed off the Business Plan which confirms that the offer can be delivered on 22nd January 2009.</p>	✓ Underway
Preparing the Formal Consultation Document	June 2008	January 2009	<p>The draft Offer Document has been developed over the past 12 months, involving tenants and other local stakeholders, including Shadow Board Members.</p> <p>The Shadow Board have received updates on the requirements and format for the Offer Document at their meetings during 2008.</p> <p>A draft Offer document was sent to the Board Members on 23rd December.</p> <p>A specific session on the Offer Document was held for Board Members on 8th January, in preparation for sign off at the Board Meeting on 22nd January.</p> <p>The Draft Offer Document was considered at the Housing Portfolio Holder meeting on 20th January and approved by Full Council on 29th January.</p>	✓ Underway
Policy & Tenancy Agreement Development	June 2008	January 2009	<p>The Shadow Board has signed off a majority of the policies required to inform the Offer Document.</p> <p>The remaining policy requiring approval pre-ballot – Rent Setting – was approved by the Board on 22nd January 2009</p>	✓ Underway
Formal Consultation arrangements	October 2008		<p>A timetable is being agreed to ensure co-ordination for all arrangements related to the Formal Consultation period. This includes the door-knocking exercise.</p>	✓ Underway
Change Management	March 2008	May 2008	<p>A Change Management Plan has been approved and is being regularly monitored and reviewed.</p>	✓ Complete

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Retained Services	March 2008	July 2008	A Task & Finish Group of the Project Team has looked at the options for retained services, such as allocations, housing advice and homelessness, and principles have been agreed.	✓ Complete
General Fund Impact & VAT Shelter	March 2008	January 2009	A Task & Finish Group of the Project Team has been 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.	✓ Underway
Staffing	January 2009	March 2009	At their March meeting, the Shadow Board and Council will receive details relating to the TUPE Protocol, Staff Promise, proposals for the Exec Team of the new association and secondment arrangements for the post-ballot phase. The Council are working with staff, Union representatives and appropriate advisors to develop these documents.	✓ Underway
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.	✓ Underway