

Indicative Stock Option Appraisal Review Group programme

Activity	Week & week commencing	Responsibility	Purpose
Formation of SOA Review Group	1 20 October	Project Manager	Ensure there is a suitable and representative Group in place
Initial meeting of the SOARG	2 27 October		Consider <ul style="list-style-type: none"> - Roles - Protocols of the Group - Terms of Reference - Communications - Scope of the Review - What the review aims to achieve - ITA interviews and appointment
Preparatory briefing with ITA	3 3 November	Lead consultant / ITA	Provide contextual update for ITA to ensure tenants have optimum support for effective participation
Preparatory work with SDTF reps	3 3 November	ITA	To ensure tenant members are well informed and positioned to contribute fully to the appraisal
Preparatory briefing for staff	3 3 November	Lead consultant	To ensure staff nominees are clear on the process and their role
Preparatory briefing for Members	2-3 27 Oct / 3 November	Project Manager / Lead consultant	Member views on re-opening the SOA, any forward process and timetable

SOARG Group	Date	Responsibility	Purpose
Meeting 1	4 10 November	Lead consultant & SOARG	To consider the SOA overview for SDDC in the light of historic and current information. Including: <ul style="list-style-type: none"> - How we got here: historic timeline and key issues - Previous SOA and issues arising - Previous expectations and relevance (includes aspirations and new affordable provision) - Current headline issues in stock improvement, service delivery and strategic objectives - Confirm what the re-examination hopes to achieve - Communications issue management - Stakeholder Communications and need for a specialist communications consultant - Potential options and outcomes - Timetable: Key dates
Meeting 2	6 24 November	Lead consultant & SOARG	To review the financial position for SDDC including: <ul style="list-style-type: none"> - Historic financial appraisal position - Update on current financial position - Update on current stock condition analysis - Corporate impact
Meeting 3	7 1 December	Lead consultant & SOARG	To consider key service aspirations for the future, tenant satisfaction levels with current service, and affordable housing need locally
Meeting 4	9 15 December	ITA and Lead Consultant and if appointed Communications Consultant	Review draft newsletter etc. Communications review
Meeting other organisations	9-16 15 Dec – 2 February	Lead Consultant	Visits to or from other organisations with experience of different options as agreed by the SOARG
Meeting 5	17	Lead consultant and SOARG	To bring together the work of the previous meetings, review wider tenant consultation and agree a

	9 February		recommendation for Committee consideration
Resident consultation			
Production/distribution of tenants newsletter	7-11 1 Dec – 29 Dec (w/c 5 Jan wk 12 for distribution)	ITA and Lead Consultant and / or Communications Consultant	To inform tenants of the issues and promote opportunities to feed in views – free post, free phone and events below
Operation of freephone	12-15 5 Jan – 26 Jan	ITA and Lead Consultant and / or Communications Consultant	To respond to queries and gather feedback
Option Briefing sessions and drop in events at local venues (including sheltered schemes)	weeks 13-15 12 Jan – 26 Jan	ITA and Lead Consultant and / or Communications Consultant	To provide local opportunities for consultation and gathering views
Conclusion			
Committee considers recommendation of SOARG	March 2009	Project Manager / Lead consultant	