

**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"> <li>- Roles</li> <li>- Protocols of the Group</li> <li>- Terms of Reference</li> <li>- Communications</li> <li>- Scope of the Review</li> <li>- What the review aims to achieve</li> <li>- ITA interviews and appointment</li> </ul>
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

<b>SOARG Group</b>	<b>Date</b>	<b>Responsibility</b>	<b>Purpose</b>
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"> <li>- How we got here: historic timeline and key issues</li> <li>- Previous SOA and issues arising</li> <li>- Previous expectations and relevance (includes aspirations and new affordable provision)</li> <li>- Current headline issues in stock improvement, service delivery and strategic objectives</li> <li>- Confirm what the re-examination hopes to achieve</li> <li>- Communications issue management</li> <li>- Stakeholder Communications and need for a specialist communications consultant</li> <li>- Potential options and outcomes</li> <li>- Timetable: Key dates</li> </ul>
Meeting 2	6 24 November	Lead consultant & SOARG	To review the financial position for SDDC including: <ul style="list-style-type: none"> <li>- Historic financial appraisal position</li> <li>- Update on current financial position</li> <li>- Update on current stock condition analysis</li> <li>- Corporate impact</li> </ul>
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
<b>Resident consultation</b>			
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
<b>Conclusion</b>			
Committee considers recommendation of SOARG	March 2009	Project Manager / Lead consultant	