

## **Brief for SOA Lead Consultant**

### **Steering Group**

Advise on the creation of the Group and its programme; support Group members to ensure that they are properly informed and able to carry out the review; act as facilitators for that Group throughout the Option Appraisal providing them with information, analysis and support as well as the practical organisation.

Provide draft Briefs for the appointment of other consultants, evaluation criteria and recommended short lists, support the Group on their assessment of the bidders, provide price advice and assist the Project Manager with their subsequent management.

Work directly with the Project Manager and the Stock Option Appraisal Review Group (SOARG) to ensure the members are properly informed and positioned to contribute fully to the appraisal and that they are comfortable with the scope and programme, refining it as necessary.

### **Independent Tenant Advisers**

In addition to the selection process the lead consultant will support the Project Manager in ensuring that the ITA performs effectively.

### **Communications Support**

Provide the Project Manager and Council generally with support and advice on briefing staff, Members and the public to avoid legitimate opportunities for rumour and misinformation.

Produce a communications plan and as appropriate take the lead or supporting role in delivering the plan

Assist with Press enquiries

### **Undertaking the Review**

Propose the content and manage the Review process to include:

- visits to or from housing associations for the SOARG
- a review of the financial position the Service faces
- consideration of service aspirations and the best course for their sustainable delivery
- an assessment of the Council's options against those challenges and opportunities.

Undertake the financial review

Advise the Project Manager and Steering Group on ensuring that the communications and consultation with tenants are effective and robust to achieve its objectives.

**Project planning, advice and support**

Provide project planning advice and support. Propose project plans and with the Project Manager ensure their delivery

**Liaison with Government Office, CLG and the Housing Corporation**

Assist the Project Manager with the liaison with government bodies, provide advice and support to understand the process and help ensure that those parties are confident in the Council's plans and capacity.

**Reporting**

Work with the Project Leader to ensure that reports submitted to the Senior Management Team and Members are produced in a timely manner and contain the subjects, detail and recommendations needed to ensure the Option Appraisal concludes on time and meets its objectives.