

## Housing and Community Services Committee - Work Programme 2008/09

Work Programme Area	Date of Committee meetings	Anticipated completion date	Submitted to Council target date	Contact Officer (Contact details)
Temporary restructure of Quantity Surveying function	2 <sup>nd</sup> September 2008	Summer 2009	Delegated but may also need F+M report.	Lee Carter (595957)
Energy Performance Certificates	2 <sup>nd</sup> September 2008	Commencing October 2008	Delegated	Lee Carter (595957)
Audit Commission inspection report	2 <sup>nd</sup> September 2008	Action plan	Delegated	Mark Alflat (595712)
Performance Report 1 <sup>st</sup> Quarter (to 30 <sup>th</sup> June)	2 <sup>nd</sup> September 2008			Martin Guest (228705)
Arts Development Project	2 <sup>nd</sup> September 2008	1 <sup>st</sup> August 2008	2 <sup>nd</sup> September 2008	Stuart Batchelor (595820)
Sheltered Housing – Extra Care project	16 <sup>th</sup> October 2008	Ongoing programme	13 <sup>th</sup> November 2008	Bob Ledger (595775)
Lifeline/Telecare – Project team restructure	16 <sup>th</sup> October 2008	1 <sup>st</sup> December 2008	Delegated but will also need F+M report.	Karen Talbot (595797)
Housing needs assessment for South Derbyshire district	16 <sup>th</sup> October 2008	1 <sup>st</sup> November 2008	Delegated	Beverly Wagstaffe (07976 081933)
Update of Stock Condition survey	16 <sup>th</sup> October 2008	Report by 1 <sup>st</sup> February 2009	Delegated but will also need F+M report.	Lee Carter (595957)
Stock Option Appraisal Report	16 <sup>th</sup> October 2008		Delegated but will also need F+M report.	Bob Ledger (595775)
Mobile Technology usage	27 <sup>th</sup> November 2008		Delegated but will also need F+M report.	Richard Knott (595940)

<b>Work Programme Area</b>	<b>Date of Committee meetings</b>	<b>Anticipated completion date</b>	<b>Submitted to Council target date</b>	<b>Contact Officer (Contact details)</b>
Discretionary payments as they relate to Disabled Facilities Grants	27 <sup>th</sup> November 2008	3 <sup>rd</sup> November 2008		Denise Blyde (595942)
Private Sector Leasing Scheme	16 <sup>th</sup> October 2008		Delegated but will also need F+M report.	Denise Blyde (595942) Bob Ledger (595775)
Older Peoples Survey	27 <sup>th</sup> November 2008	29 <sup>th</sup> September 2008	23 <sup>rd</sup> October 2008	Malcolm Roseburgh (595774)
ASB In Open Space	5 <sup>th</sup> February 2009	29 <sup>th</sup> September 2008	23 <sup>rd</sup> October 2008	Stuart Batchelor (595820)
Performance Report 2 <sup>nd</sup> Quarter (to 30 <sup>th</sup> September)	27 <sup>th</sup> November 2008			Martin Guest (228705)
Additional Housing related support for Gypsy Travellers	27 <sup>th</sup> November 2008	In place 1 <sup>st</sup> April 2009	Delegated but may also need F+M report.	Bob Ledger (595775)
Additional Housing related support for Black and Minority Ethnic groupings	27 <sup>th</sup> November 2008	In place 1 <sup>st</sup> April 2009	Delegated but may also need F+M report.	Bob Ledger (595775)
Supported lodging project	27 <sup>th</sup> November 2008	In place 1 <sup>st</sup> April 2009	Delegated	Karen Talbot (595797)
Detailed Garage site action and investment plan	27 <sup>th</sup> November 2008	Implement in full by 31 <sup>st</sup> March 2011	Delegated	Lee Carter (595957)
PPG17 Revised Report	27 <sup>th</sup> November 2008	3 <sup>rd</sup> November 2008	3 <sup>rd</sup> November 2008	Chris Mason (595794)

<b>Work Programme Area</b>	<b>Date of Committee meetings</b>	<b>Anticipated completion date</b>	<b>Submitted to Council target date</b>	<b>Contact Officer (Contact details)</b>
Refreshed Housing Business Plan	8 <sup>th</sup> January 2009		Delegated	Bob Ledger (595775)
Performance Report 3 <sup>rd</sup> Quarter (to 31 <sup>st</sup> December)	5 <sup>th</sup> February 2009			Martin Guest (228705)
Former Tenant Arrears - write off proposal	5 <sup>th</sup> February 2009	1 <sup>st</sup> April 2009	Delegated but will also need F+M report.	Richard Knott (595940)
Repair and Improvement investment plan for 2009/10	5 <sup>th</sup> February 2009	31 <sup>st</sup> March 2010	Delegated	Lee Carter (595957)
Draft 5 year Housing Strategy	5 <sup>th</sup> February 2009	1 <sup>st</sup> April 2009	Delegated	Beverly Wagstaffe (07976 081933)
Outcome of STATUS tenant survey	5 <sup>th</sup> February 2009		.	Richard Knott (595940)
New Leisure Facilities – Etwell <ul style="list-style-type: none"> <li>- Revenue Budgets</li> <li>- Staffing arrangements</li> <li>- Procurement of other services at the new centre</li> </ul>	5 <sup>th</sup> February 2009	12 <sup>th</sup> January 2009	5 <sup>th</sup> February 2009	Chris Mason (595794)
Stage 2 Bid Eureka Park	5 <sup>th</sup> February 2009	12 <sup>th</sup> January 2009	5 <sup>th</sup> February 2009	Zoe Sewter (595753)
Parks Staffing	5 <sup>th</sup> February 2009	1 <sup>st</sup> January 2009	February 2009	Chris Mason (595794)

<b>Work Programme Area</b>	<b>Date of committee meetings</b>	<b>Anticipated completion date</b>	<b>Submitted to Council target date</b>	<b>Contact Officer (Contact details)</b>
ASB Procedure	5 <sup>th</sup> February 2009	1 <sup>st</sup> January 2009	February 2009	Claire Stewart (595798)/ Chris Smith (595924)
Completion of Audit Commission Action Plan for Strategic Housing	12 <sup>th</sup> March 2009		Delegated	Mark Alflat (595712)

u:\pmw\commserv\committees\work programmes - 2008-09\h & cs template - pmw final version\work programme 2008-09.doc

23.9.08