

Annexe A

Housing BV Review – Draft Action Plan

13 December 2001

Key Task	Responsible Person	Target Date	Progress
Set up Review Team and identify training/information needs	SW	October 2001	✓
Report to Overview and Scrutiny Committee on scope and early project plan	SW	26 November 2001	✓
Set up Consultation and Benchmarking Teams	SW	End November 2001	✓
Set up SWOT teams to examine baseline assessments on : 1) Private Sector Housing; 2) Housing Strategy & Housing Needs; 3) Allocation and the Housing Register ; 4) Homelessness and Housing Advice	SW	End November 2001	✓
Report to CS committee on scope and early project plan and work	SW	10 January 2002	
Agree consultation strategy with Review Team	MA	5 February 2002	
Agree benchmarking programme with Review Team	BW	5 February 2002	
Carry out baseline assessment on areas covered by scope of review, including the initial application of the 4 C's to the main areas covered in the review - Private Sector Housing – MA ; Housing Strategy & Housing Needs – BW ; location and the Housing Register – JM; Homelessness and Housing Advice – JM	MA / JM /BW	End February 2002	
Identify best practice in areas covered by scope of review,	As above	End February 2002	
RT smaller teams consider baseline assessment by SWOT analysis/challenge/comparison with	As above	Bu 5 March 2002	

best practice by Review Steering Group in the 4 areas			
Presentation to whole RT on existing service, best practice and SWOT analysis on 1) Private Sector Housing and 2) Housing Strategy and Housing Need 3) Allocations and the Housing Register and 4) Homelessness and Housing Advice in order to identify key issues and areas for improvement from Baseline Assessment	JM/MA/B W	RT meeting 5 March (whole day)	
Identify site visits linked to the key issues and areas for improvement to best practice organisations	JM/BW/ MA		
Report to BVOG, Scrutiny and CS Committee to confirm key issues and areas for improvement	SW	Community Services Committee 11 April 2002	
Challenge key issues with users/stakeholders		April 2002	
Finalise objectives of review		May 2002	
Apply 4 C's to key issues		By July 2002	
Identify and appraise options for improvement		August 2002	
Develop and agree improvement plan, including identifying improved outcomes for service users		September 2002	
Prepare Report and Committee endorsement		End November 2002	

Best Value Review – Strategic Housing

Team Membership

Review Team

Cllr S Taylor – Labour
Cllr S. Bambrick - Labour
Cllr F Hood – Conservative
Sandra Whiles – Head of Community Services
John Morle – Housing Services Manager
Mark Alflat – Environmental Health Manager
Beverly Wagstaffe – Housing Special Projects Officer
Pam Wilson – Secretarial Support (Administration Officer for the review)
Gill Hague – Local Plans Manager
Barry Nicolls – Trade Union Representative
Denise Blyde - Environmental Health Officer
Ivy Shelton – TACT Representative
Stan Sears – TACT Representative
Paul Stephenson – Walbrook Housing Association
Heather Brown – Social Services
Graeme Royall - Citizens Advice Bureau
Ken Wesson - Accountant DSO/Best Value
Housing frontline staff officer

Steering Team

Sandra Whiles – Head of Community Services
John Morle – Housing Services Manager
Mark Alflat – Environmental Health Manager
Beverly Wagstaffe – Housing Special Projects Officer
Pam Wilson – Secretarial Support (Administration Officer for the review)

