

Carlisle City Council

Report to:-	The Chairman and Members of the Housing Consultative Group			
Date of Meeting:-	3 rd December 2001		Agenda Item No:-	
Public		Operational	Delegated: No	
Accompanying Comments and Statements		Required	Included	
Tenant Consultation:		No	-	
Environmental Impact Statement:		No	-	
Corporate Management Team Comments:		No	-	
City Treasurers Comments:		Yes	Yes	
City Solicitor & Secretary Comments:		No	-	
Head of Personnel Services Comments:		No	-	
Title:-	Housing Transfer Project Plan			
Report of:-	City Treasurer/Director of Housing			
Report reference:-	H110/01			

Summary:-

Provides an update on the project plan for the housing transfer process in terms of preparations for both the City Council and Riverside Group.

Recommendation:-

Note progress against the project plan.

Contact Officer: Tony Bramley

Ext: 7300

T Bramley

Director of Housing

22nd November 2001

H110/01

**To the Chairman and Members
of the Housing Consultative Group**

Housing Transfer Project Plan

1. Introduction

1. As previously agreed reporting on the project plan concentrates upon:
 - Key events either falling behind or anticipated to fall behind project plan schedule;
 - Any variances with potential major cost of policy implications for the City Council and/or tenants and leaseholders;
 - Any key variances which potentially either impact on the overall delivery timetable and/or which threaten the delivery of the project.

1. Project Plan

1. The project plan is a joint plan looking to identify and delineate the key actions required to be taken by both the City Council and Riverside Group in the transfer preparation process. It is being submitted to the DTLR (London), Community Housing Task Force (Manchester) and District Auditor on a regular basis.
2. The attached version of the plan has now been completed by HCH and shows critical paths and milestones for the delivery of the project.

This version is due to be discussed between the City Council, Riverside Group and their respective advisors on 28th November 2001 and any consequent revisions or comments will be reported to the HCG today.

3. In order to fit the cycle of HCG/Executive meetings with key decision-making points in the plan we are recommending one meeting date change pre-May 2002. This would be to move the HCG meeting currently scheduled for 25th February 2002 back by one week to 4th March 2002 [task ID61 on the attached plan].
4. Subject to these the recommendation to the portfolio-holder is that the plan is adopted as the definitive master plan for the housing transfer and forwarded to DTLR as such.

2. Plan Monitoring

1. At previous meetings officers have reported all events falling within the definition in section 1.1 above as a shorthand early warning to any potential difficulties with the project, classifying such events as:

- **Incomplete Key Events Behind Schedule;**
- **Variances with Major Cost/Policy Implications;**
- **Variances Potentially Affecting Transfer Date or Project Delivery.**

1. Incomplete Key Events Behind Schedule

- **ID03 – Ballot Notification:** Subject to clearance today this will now be done.
- **ID04 – Notification to DTLR, etc.:** Ditto.
- **ID14 – Due Diligence:** Riverside Group have now advised that they have put plans in place to deliver a housing demand verification project using external experts by 28/02/02.
- **ID42 – RSL Board Recruitment:** Due to complete 27/11/01 with appointment to the last two tenant representative places - see report H111/01 elsewhere on this agenda.
- **ID47 – Communications Strategy:** For approval today – see report H109/01 elsewhere on the agenda.
- **ID48 – Communications Advisors' Brief:** Due to be approved at Executive on 26/11/01 – see report H108/01 elsewhere on the agenda.
- **ID49 – Communications Advisors' Appointment:** Now due for 17/12/01 – see report H108/01 elsewhere on the agenda.

1. Variances with Major Cost/Policy Implications

- **None to report at this time.**

1. Variances Potentially Affecting Transfer Date or Project Delivery

- **ID10-12 – Land and Asset Mapping/Evaluation:** A separate sub-plan, resource requirement and budget have been identified for this critical piece of work. The start on this has been delayed and progress against the plan is to be closely monitored.
- **ID14 – Due Diligence:** The housing demand verification work (see 3.1.1.above) is likely to over-run the time allocated to this task and the City Council will need to be alert to possible implications for both the business plan verification and offer documentation.

1. Access to Services Implications

1. None directly from this report.

2. Environmental Implications

1. None directly from this report.

3. Recommendation

1. The Housing Consultative Group is recommended to note progress against the project plan.

D. Thomas

City Treasurer

T.Bramley

Director of Housing

CARLISLE CITY COUNCIL - PROPOSED HOUSING STOCK TRANSFER - DRAFT PRE-BALLOT PROJECT PLAN
01-11-01 v1.1

ID	Task Name	Duration	Start	Finish	M1 Oct	M2 Nov	M3 Dec	M4 Jan	M5 Feb	M6 Mar	M7 Apr
1	Set up	103 days	Tue 02/10/01	Thu 21/02/02							0%
2	Agree timetable	22 days	Tue 02/10/01	Wed 31/10/01			CCC,Riv,PEP				
3	Advise ERBS of expected ballot date	5 days	Thu 01/11/01	Wed 07/11/01				CCC			
4	Advise DTLR, CHTF, HC	5 days	Thu 01/11/01	Wed 07/11/01				CCC			
5	Agree Framework Agreement	70 days	Fri 16/11/01	Thu 21/02/02						CCC,Riv	
6	Financial/legal issues	84 days	Tue 02/10/01	Fri 25/01/02							0%
7	Agree rent reform methodology	40 days	Tue 02/10/01	Mon 26/11/01			CCC,Riv,HCH				
8	Validate stock condition survey	55 days	Tue 02/10/01	Mon 17/12/01				Riv			
9	Confirm housing stock to transfer	30 days	Tue 02/10/01	Mon 12/11/01			CCC,Riv				
10	Identify and map non-housing assets	55 days	Tue 02/10/01	Mon 17/12/01				CCC			
11	Evaluate options for non-housing assets	35 days	Tue 30/10/01	Mon 17/12/01				CCC			
12	Agree provisional non-housing asset transfer	25 days	Tue 18/12/01	Mon 21/01/02					CCC,Riv,HCH		
13	Agree revised valuation and adjustment mechanism	4 days	Tue 22/01/02	Fri 25/01/02						CCC,Riv,HCH	
14	Complete due diligence exercise	70 days	Tue 02/10/01	Mon 07/01/02				CCC			
15	Conveyancing - agree who does and timetable	40 days	Tue 02/10/01	Mon 26/11/01			CCC,Riv,Legal advisers				
16	Staffing	95 days	Tue 02/10/01	Mon 11/02/02							0%
17	Agree provisional TUPE list	50 days	Tue 02/10/01	Mon 10/12/01				CCC,Riv			
18	Agree staffing protocol over and above TUPE	50 days	Tue 02/10/01	Mon 10/12/01				CCC,Riv			
19	Agree staff briefing/consultation	20 days	Tue 02/10/01	Mon 29/10/01			CCC				
20	Apply for Admitted Body Status with Cumbria CC superannuation scheme	90 days	Tue 02/10/01	Mon 04/02/02					Riv		
21	Develop staffing structures	55 days	Tue 02/10/01	Mon 17/12/01				Riv			
22	Consult Council and Council staff on structures	40 days	Tue 18/12/01	Mon 11/02/02					CCC,Riv		
23	Seek Council staff volunteers for tenant visits	30 days	Tue 02/10/01	Mon 12/11/01			CCC				

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24	Contracts and services	110 days	Tue 02/10/01	Mon 04/03/02							0%
25	Identify existing CCC contracts	50 days	Tue 02/10/01	Mon 10/12/01							
26	Categorise contracts/leases:	60 days	Tue 11/12/01	Mon 04/03/02							0%
27	Terminating before transfer	30 days	Tue 11/12/01	Mon 21/01/02							
28	Agree pre-transfer procurement	30 days	Tue 22/01/02	Mon 04/03/02							
29	Terminating after transfer	30 days	Tue 11/12/01	Mon 21/01/02							
30	Agree novation to Riverside/CHA or termination	30 days	Tue 22/01/02	Mon 04/03/02							
31	Agree DSO strategy	50 days	Tue 02/10/01	Mon 10/12/01							
32	Agree services to be purchased from/by Council post-transfer	50 days	Tue 02/10/01	Mon 10/12/01							
33	Corporate implications	173 days	Tue 02/10/01	Thu 30/05/02							
34	Review corporate structural options	40 days	Tue 02/10/01	Mon 26/11/01							
35	Review LSVT proposals against Elderly Services/Hsg & Regen reviews	20 days	Fri 08/02/02	Thu 07/03/02							
36	Review Housing Strategic/Enabling function	20 days	Tue 13/11/01	Mon 10/12/01							
37	Undertake costing of new corporate structure	10 days	Tue 27/11/01	Mon 10/12/01							
38	Update corporate implications model	7 days	Tue 11/12/01	Wed 19/12/01							
39	Feed results into 2002/3 budgeting	10 days	Thu 03/01/02	Wed 16/01/02							
40	Prepare corporate implications report for Executive	60 days	Fri 08/03/02	Thu 30/05/02							
41	RSL establishment	93 days	Tue 02/10/01	Thu 07/02/02							0%
42	Shadow board election/selection	30 days	Tue 02/10/01	Mon 12/11/01							
43	Develop business plan	70 days	Tue 02/10/01	Mon 07/01/02							
44	Board agrees policies essential for offer/business plan	30 days	Fri 21/12/01	Thu 31/01/02							
45	Board agrees full draft business plan	5 days	Fri 01/02/02	Thu 07/02/02							
46	Offer to tenants and tenant consultation	222 days	Tue 02/10/01	Wed 07/08/02							

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47	Agree communications strategy/protocol	10 days	Tue 02/10/01	Mon 15/10/01	CCC,Riv						
48	Agree brief for communications advisers	10 days	Tue 02/10/01	Mon 15/10/01	CCC,Riv						
49	Appoint communications advisers	20 days	Tue 16/10/01	Mon 12/11/01		CCC,Riv					
50	Identify RSL policies required for offer	40 days	Tue 02/10/01	Mon 26/11/01			CCC,Riv,PEP				
51	Identify RSL policies significant for Council	40 days	Tue 02/10/01	Mon 26/11/01			CCC,Riv				
52	Agree framework for developing/consulting on policies	20 days	Tue 02/10/01	Mon 29/10/01		CCC,Riv,PEP					
53	Policy development	40 days	Tue 27/11/01	Mon 21/01/02					TAG,PEP,Riv,CHA		
54	Training for tenant visitors	40 days	Tue 13/11/01	Mon 07/01/02					CCC,Riv,comm advisers		
55	1st round tenant visits	20 days	Tue 08/01/02	Mon 04/02/02					Riv		
56	Prepare design/structure of consultation document	30 days	Thu 29/11/01	Wed 09/01/02					CCC,Riv,designers		
57	Decide/book distribution source for Stage 1 document	25 days	Thu 01/11/01	Wed 05/12/01							
58	Finalise/produce "pre-Stage 1" document	10 days	Fri 08/02/02	Thu 21/02/02						CCC	
59	Draft Stage 1 document	30 days	Thu 10/01/02	Wed 20/02/02						CCC,printers	
60	Issue pre-Stage 1 document	3 days	Thu 21/02/02	Mon 25/02/02						CCC	
61	HCG considers draft Stage 1 document	3 days	Mon 04/03/02	Wed 06/03/02							
62	Executive approves Stage 1 document	3 days	Mon 18/03/02	Wed 20/03/02							
63	Produce Stage 1 document, newsletter and video	30 days	Thu 21/03/02	Wed 01/05/02							
64	Confirm ballot date with ERBS	5 days	Fri 22/02/02	Thu 28/02/02						CCC	
65	Informal consultation	22 days	Fri 22/02/02	Mon 25/03/02							Riv
66	Consider feedback from informal consultation	15 days	Tue 26/03/02	Mon 15/04/02							CC
67	PURDAH PERIOD FOR COUNCIL ELECTIONS	29 days	Mon 25/03/02	Thu 02/05/02							
68	Distribute Stage 1 document	3 days	Fri 03/05/02	Tue 07/05/02							
69	Stage 1 consultation	25 days	Wed 08/05/02	Tue 11/06/02							

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CCC, HCH

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CCC, distributors

CCC

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ID	Task Name	Duration	Start	Finish	M8 May	M9 Jun	M10 Jul	M11 Aug	M12 Sep	M13 Oct	M14 Nov
70	Public meetings, surgeries etc	25 days	Wed 08/05/02	Tue 11/06/02		CCC,Riv					
71	2nd round tenant visits	53 days	Fri 03/05/02	Wed 17/07/02			Riv on behalf of CCC				
72	Analyse Stage 1 comments/produce reports for HCG/Executive/CHA	5 days	Wed 12/06/02	Tue 18/06/02		CCC,Riv					
73	CHA signs off any changes to offer	5 days	Wed 19/06/02	Tue 25/06/02		Riv					
74	HCG reviews/recommends changes to offer	5 days	Wed 19/06/02	Tue 25/06/02		CCC					
75	Executive/Council agrees issue of Stage 2 notice	5 days	Thu 27/06/02	Wed 03/07/02		CCC					
76	Issue of Stage 2 notice	5 days	Thu 04/07/02	Wed 10/07/02		CCC					
77	Stage 2	20 days	Thu 11/07/02	Wed 07/08/02			CCC				
78	Ballot	15 days	Thu 18/07/02	Wed 07/08/02			ERBS				
79	Ballot result	0 days	Wed 07/08/02	Wed 07/08/02				07/08			