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**Chief Executive's Office**

Please ask for: Mr A Uren  
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Date: 6 October 2006

**Chorley**  
Council

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**Chief Executive:** Donna Hall

Town Hall  
Market Street  
Chorley  
Lancashire  
PR7 1DP

Dear Councillor

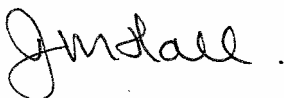
**HOUSING TRANSFER COMMITTEE - TUESDAY, 10TH OCTOBER 2006**

I am now able to enclose, for consideration at the above meeting of the Housing Transfer Committee, the following reports and briefing note that were unavailable when the agenda was printed.

**Agenda No    Item**

4.    **Housing Stock Transfer Project Highlight Report (Pages 15 - 18)**  
Report of Corporate Transfer Project Officer (enclosed).
7.    **Covenants and Warranties (Pages 19 - 24)**  
Report of Mr R Beiley (Trowers and Hamlins) on Warranty issues (enclosed).
8.    **Assets to Transfer (Pages 25 - 26)**  
The Director of Property Services' Briefing Note on HRA Property Assets (enclosed).
9.    **Stock Valuation Principles and updated assumptions (Pages 27 - 32)**  
Report of Mr A Chapman (Enterprise BWNL) (enclosed).

Yours sincerely



Chief Executive

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**Distribution**

1. To all Members of the Housing Transfer Committee (Councillor Peter Goldsworthy (Chair) and Councillors Peter Malpas, Greg Morgan and Francis Culshaw) for attendance.

2. To Colin Campbell (Executive Director – Environment and Community), Gary Hall (Director of Finance), Roger Handscombe (Director of Property Services), Helen Schofield (Corporate Transfer Project Officer), Tony Uren (Democratic Services Officer), Alan Johnson (Enterprise BWNL) and Rob Beiley (Trowers and Hamlins) for attendance.
3. To Donna Hall (Chief Executive) and Steve Pearce (Assistant Head of Democratic Services) for attendance.

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આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپ کی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون

01257 515823

کیجئے:

## PROJECT DOCUMENTATION

## HIGHLIGHT REPORT

### *Chorley Council Housing Stock Transfer*

Version: 12

Date: 02/10/06

**This Project utilises Chorley Borough Councils Project Management Methodology**



Author: Helen Schofield

Project Manager: Helen Schofield

Programme Board: Housing Transfer Negotiating Group

**Date of Report 02/10/06**

**Period Covered**

From September 2005 to October 2006

<b>Overall Project Status</b>	<b>Fair</b>
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A positive ballot result was achieved on August 8<sup>th</sup> with 69.6% of tenants voting, and 63.1% of those who voted, voted 'Yes'. The result was accepted and approval given to proceed by the Executive Cabinet on August 24<sup>th</sup>.

<b>Budget Status</b>	<b>Fair</b>
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*The post ballot budget has now been agreed by the Council and the Section 25 letter sent.*

Spent this period	Spent to date	Balance
18,201	18,201	1,457,449

*This includes interest on the loan and non-recoverable VAT and is the total of both budgets.*

<b>Schedule Status</b>	<b>Fair</b>
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*The project plan is currently on track, with names now assigned to each item/task.*

*On track*

<b>Products Completed</b>	<b>Fair</b>
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- Pre ballot and ballot stage complete
- Stage 2 ended 8<sup>th</sup> August
- Positive ballot result achieved
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- Stock condition survey completed by FPD Savills
- Implications of stock condition successfully incorporated in draft business plan
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- Environmental survey commissioned – to include asbestos
- Survey ready in draft form
- Classification of HRA nearing completion
- Draft report on future arrangement for Homelessness Service issued
- Homelessness report has been reviewed and now completed – been reviewed by Councils consultants, awaiting comments from the Director Of Finance
- 
- Repository now on netstore for all documents
- Disengagement issues identified and meeting held on 21<sup>st</sup> April – updates have now been collated and a more detailed approach will be taken at the Disengagement Sub Group
- Post ballot consultants for Council have now been appointed – Lead are Enterprise BWNL and Legal are Trowers and Hamlins. Tribal and Wright Hassall have been retained as the lead and legal advisors respectively to CCH

- 1<sup>st</sup> post ballot report went to the Exec Cabinet on 24<sup>th</sup> August
- A Housing Transfer Committee has been set up to meet on the same day as the HTNG meetings.
- Negotiating structures have been drawn up and staffing arrangements set up
- Extra sub groups have been established – Asset, Disengagement and Finance and are due to meet monthly
- CCH has also established extra groups – Project Management Board, CCH/Adactus liaison group, engagement group and finance group
- The Corporate Team has gained an ICT Project Manager, a Corporate Transfer Accountant and the part time Project Assistant's role has become a full time Project Officer.
- The Section 25 letter has now been sent
- VAT Advisor interviews being held 2.10.06
- Draft environmental survey has been received and is with Trowers & Hamblins for comment

<b>Sub Group Reports</b>	<b>Fair</b>
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**Asset Sub Group** – Paul Morris (Lead Officer), Roger Handscombe, Helen Schofield, Mike Wingeatt, Sharon Simmonds

The Group has met twice and the schedule for assets to transfer is almost complete, this should all be agreed by 7<sup>th</sup> October. The accommodation offer has been proposed to CCH and their comments are awaited. An inventory of all assets should also be complete by the 7<sup>th</sup> October. A questionnaire has been sent out to all housing staff and any long serving non housing staff to obtain information which may help identify any risks associated with the warranty process. Responses are due to be collated at the end of October.

**Finance Sub Group** – Gary Hall (Lead Officer), Tony Mitchell, Helen Schofield, Richard Roe, Malcolm Shorrock

The Group has met once and has populated the Forward Plan with a list of issues for discussion at each meeting. The budgets are now on the system and are being monitored by Tony, who has been appointed as the Corporate Transfer Accountant. The VAT advisers have now been appointed (PWC) and the Section 25 letter sent.

**Disengagement Sub Group** – Tim Murphy (Lead Officer), Cath Bell, Graeme Walmsley, Helen Schofield, Sharon Simmonds, Dave Watt, Graeme King, Tribal

The Group has met once and discussed all issues on the Log and also SLA's. A provisional list of potential SLA's has been compiled and discussions have begun between CCH and the Council. Extra meetings have been set up and possible 1 to 1 meetings as response in some areas has been poor.

**CCH update**

The funding prospectus will be going to Finance Committee on 9 October with the intention to issue it on 11 October. The funders are expected to be appointed by 5 December 2006. The first lot of information has gone to the Housing Corporation as per the target date.

All of the CCH sub groups have now met at least once and CCH are in the process of compiling issues logs and forward plans.

<b>Actual Problems (Issues)</b>	<b>Fair</b>
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*The issues log is up to date and being dealt with by the Sub Groups..*  
[..\Issues Log \(incl. disengagement\)\ISSUES log 13.doc](#)

<b>Potential (Risks)</b>	<b>Fair</b>
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*The risk log is currently up to date and monitored regularly.*  
[..\Risk Logs\Stock transfer Risk Log 13 290906.doc](#)

<b>Project/Forward Plan</b>	<b>Fair</b>
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*The next milestones to be achieved are the Assets to Transfer, TUPE lists, agreement of the Accommodation Offer, RTB cut off date and Valuation negotiations.*

*All indications suggest that the project will remain on track. (Fair)*

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of the Local Government Act 1972.

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of the Local Government Act 1972.

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