

PROJECT DOCUMENTATION

HIGHLIGHT REPORT

Chorley BC Stock Transfer – Pre Ballot

Release: 2

Date: 01 September 2006

This Project utilises Chorley Borough Council's Project Management Methodology

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Highlight Report History

Document Location

\\Netstore_11\CORPTRANSFER\Project Management\Highlight reports\Highlight report stock transfer Sept06 v11.doc

Revision History

Date of this revision: September 06

| Revision date | Summary of Changes | Version |
|---------------|---|---------|
| 07.02.06 | Budget Status added | 2 |
| 14.02.06 | Working Group Reports added | 3 |
| 09.03.06 | Budget status and Working Group Reports added | 4 |
| 30.03.06 | Budget Status, Working Group reports and updates added | 5 |
| 09.05.06 | Budget Status, Working Group reports and updates added | 6 |
| 30.05.06 | Budget Status, Working Group reports and updates added | 7 |
| 28.06.06 | Budget Status, Working Group reports and updates added | 9 |
| 09.08.06 | Ballot result, budget Status, Working Group reports and updates added | 10 |
| 01.09.06 | Various updates | 11 |

Distribution

This document has been distributed to:

| Name | Title | Date of Issue | Version |
|---------------------|--------------------------------|---------------|---------|
| Colin Campbell | Deputy Chief Executive | 01.09.06 | 11 |
| Gary Hall | Director of Finance | 01.09.06 | 11 |
| Angela Wolstencroft | Head of Human Resources | 01.09.06 | 11 |
| Roger Handscombe | Head of Property Services | 01.09.06 | 11 |
| Steve Lomas | Head of Housing Services | 01.09.06 | 11 |
| Richard Roe | Lead Office – Housing Transfer | 01.09.06 | 11 |
| Sharon Simmonds | Tenant Services Manager | 01.09.06 | 11 |
| Mark Longhill | TRIBAL HCH | 01.09.06 | 11 |
| Carol Matthews | Wright Hassall | 01.09.06 | 11 |
| Mike Gaskell | Trowers & Hamlins | 01.09.06 | 11 |
| Rob Beiley | Trowers & Hamlins | 01.09.06 | 11 |
| Alan Johnson | BWNL | 01.09.06 | 11 |
| Phillip Owens | BWNL | 01.09.06 | 11 |
| Helen Schofield | Project Officer | 01.09.06 | 11 |

Highlight Report

Purpose of Document

To provide the Project Board (Corporate and Housing Transfer Group) and Stakeholders with a summary of the project status.

Date of Report

September 2006

Period Covered

From September 2005 to September 2006

| | |
|-------------------------------|----------|
| Overall Project Status | G |
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A positive ballot result was achieved on August 8th 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 24th.

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| Budget Status | G |
|----------------------|----------|

A post ballot budget has been agreed and will be recommended to the Council on 19th September.

Pre ballot costs

| Spent this period | Spent to date | Balance |
|-------------------|---------------|---------|
| £43,297 | £643,736 | £6,264 |

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| Schedule Status | G |
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The project is currently on target as the ballot was delivered on schedule and a positive result received. The post ballot plan has been updated and tasks specified to ensure the schedule remains on track.

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|-------------------------|----------|
| Stages Completed | G |
|-------------------------|----------|

- Pre ballot and ballot stage complete
- Stage 2 ended 8th August
- Positive ballot result achieved
-
- Stock condition survey completed by FPD Savills
- Implications of stock condition successfully incorporated in draft business plan
-
- 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 21st 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
-
- 1st post ballot report went to the Exec Cabinet on 24th 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.

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|------------------------------|----------|
| Working Group Reports | G |
|------------------------------|----------|

This section will now expand and in future will contain details of the various sub groups reports:

Asset Sub Group – Paul Morris (Lead Officer), Roger Handscombe, Helen Schofield, Mike Wingeatt, Sharon Simmonds

Finance Sub Group – Gary Hall (Lead Officer), *Corporate Transfer Accountant*, Helen Schofield, Richard Roe, Malcolm Shorrocks

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

CCH update – Richard Roe

| | |
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| Actual Problems (Issues) | G |
|---------------------------------|----------|

None

| | |
|--------------------------|----------|
| Potential (Risks) | G |
|--------------------------|----------|

As per updated Risk Log v12

| | |
|------------------------------|----------|
| Project/ Forward Plan | G |
|------------------------------|----------|

The Project Plan has now been updated and expanded to incorporate more of the Corporate Issues that have been identified. A post ballot plan has also been produced. This includes both Council and CCH actions and will be the main project plan for the post ballot period.