

## **PROJECT DOCUMENTATION**

## **HIGHLIGHT REPORT**

### ***Chorley Council Housing Stock Transfer***

Version: 13

Date: 01/11/06

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

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Project Manager: Helen Schofield

Programme Board: Housing Transfer Negotiating Group

**Date of Report 01/11/06****Period Covered**

From September 2005 to November 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 with the transfer (subject to contract and Secretary of State's consent) and the post ballot arrangements by the Executive Cabinet on August 24<sup>th</sup> and full Council on 19 September 2006.

The post ballot stage is proceeding to plan with no exception reports to date. All current indications point to the project remaining on track with completion of transfer taking place by the target date of 26 March 2007.

<b>Budget Status</b>	<b>Fair</b>
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The post ballot budget has now been agreed by the Council and Section 25 consent for the set up costs loan to CCH is being sought from the Secretary of State for Communities and Local Government.

Spent this period	Spent to date	Balance
96,776	115,806	1,263,068

*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 all items/tasks assigned.*

<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
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- 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 has now been appointed - PWC
- Draft environmental survey has been received, reviewed by Trowers and Hamlins and a second draft has now been requested from RPS in light of their comments.
- Risk management consultant to be appointed. Tenders have gone out.
- 1<sup>st</sup> draft of the Transfer Agreement has been discussed by the Council
- Review of post ballot stage by Audit Commission has started – HS has sent documents etc. and interviews are being arranged with the Audit Commission.

<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 four times and good progress has been made. The schedule for assets to transfer/retain is now complete, and will be brought to the meetings on 7<sup>th</sup> November. The accommodation offer has been proposed to CCH and reviewed by the District Valuer. CCH do not agree with the figure the Council want for the accommodation and are going back to their Board on November 7<sup>th</sup> for further discussion. It is hoped that an agreement will be reached by December 4<sup>th</sup>. The inventory of all assets has now been completed, and stock takes of the Stores will be done in November, January and at the end of March. 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 have been collated and sent to Trowers and Hamlins.

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

The Group has met three times and work is currently being done on the impact on the General Fund of the Stock Transfer. SLA's are being looked into, insurance and accommodation amongst other issues. A provisional TUPE2 list has been drawn up and the grounds maintenance costs should be finalised this week.

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

Savills have been appointed as the funders valuers.  
 Tranter and Thomas have been appointed as the stock condition survey validators.  
 Funders open days were held on 23, 24 and 25 October - 6 funders were seen in total.

<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 18.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 14 261006.doc](#)

<b>Project/Forward Plan</b>	<b>Fair</b>
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The next milestones to be achieved are the TUPE lists, agreement of the Accommodation Offer, RTB cut off date Homelessness and Allocations Service options, the selection of Funders and the Valuation negotiations.

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