

PROJECT DOCUMENTATION

HIGHLIGHT REPORT

Chorley Council Housing Stock Transfer

Version: 14

Date: 29/11/06

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 29/11/06**Period Covered**

From September 2005 to November 2006

Overall Project Status**G**

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 with the transfer (subject to contract and Secretary of State's consent) and the post ballot arrangements by the Executive Cabinet on August 24th 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.

Budget Status**G**

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
107,309	226,701	1,248,949

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

Schedule Status**G**

The project plan is currently on track, with all items/tasks assigned.

Products 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.
- 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.
- 1st 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.
- The 1st draft of the Transfer Agreement has been sent to CCH for comments.
- The Audit Commission visited the Council and no major issues were found. Report to follow.
- It was agreed that the SLA's would be removed from the Disengagement Group and passed over to the Finance Sub Group with Gary Hall as the owner.
- A database has now been set up by IT to record, track and manage all issues.
- The Homelessness and Allocations Service Review and Private Sector Lifeline proposals are now with the Council for decision.

Areas Provisionally Agreed with CCH

- Assets to transfer/retain
- Accommodation Offer
- TUPE 2 list
- Homelessness and Allocations Service Proposal

These areas have been informally agreed at Officer level subject to Board and Council approval.

Sub Group Reports	G
--------------------------	----------

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

The Group has met five times and good progress has been made. The schedule for property assets to transfer/retain is now complete and was approved by the Housing Transfer Committee on 7th November.

Terms have been agreed for CCH to take Gillibrand St offices on a 3 year lease and these are to be reported for approval to the Housing Transfer Committee on 5 December.

The inventory of all non property 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.

The Environmental survey is complete and the first draft report reviewed in conjunction with Andrew Wiseman of Trowers & Hamlins. Our consultants RPS are now re-drafting. Garry Barclay is investigating the costs of indemnity insurance through specialist brokers.

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

The Finance Sub Group is now dealing with SLA's. The CCH Business Plan is being updated with the results of the Airey Houses survey, which came out at £20k per house. Business Plan discussions are ongoing. The results of the Stock Condition Survey should be ready by the end of November.

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

A database has been written to record, track and manage the work required to address the identified issues for each of the groups.

ICT Services are now meeting on a weekly basis with CCH (and Adactus when required) to address the ICT issues.

A meeting was held with Phil Davies and Alison Brandwood to explore Data Protection and FOI issues and subsequently an information sharing protocol has been obtained from Blackburn to be amended for our purposes.

CCH are expecting to retain their PC's until the transfer date. This may require work around the leases. The thin client project will not affect Housing Services.

Contracts are currently being pulled together to allow decisions on assignments to be made.

The decision to occupy the Gillibrand St. offices has clarified issues in a number of areas and allowed progress.

ICT have met with CCH and Adactus to confirm network requirements. These have changed significantly and expanded the discussions to the use of Council buildings. There are no insurmountable problems and further meetings with cabling providers are to be arranged. It is now likely that an ICT Services SLA will be required.

CCH are no longer considering installing a new telephone system and will retain the Telewest phones in Gillibrand St. This has been explored with Telewest and is achievable.

Although we have CCH expectations in a number of areas, they are still only just being confirmed as decisions – telephones being a good example. We are now applying more pressure for decisions through the weekly meetings.

CCH update

Approval of the funders is going to the Board on 5 December 06.

Actual Problems (Issues)**G**

The issues log is up to date and being dealt with by the Sub Groups. There is now a database capturing all issues, actions and owners.

<http://theloop/housing issues/>

Potential (Risks)**G**

The risk log is currently up to date and monitored regularly.

<..\Risk Logs\Stock transfer Risk Log 16 281106.doc>

Project/Forward Plan**G**

The next milestones to be achieved are the TUPE lists, agreement of the Accommodation Offer, Homelessness and Allocations Service options, and the selection/approval of Funders.

All indications suggest that the project will remain on track.