

Consultation Plan – Tenancy Agreement 2017

Consultation Completed

Andy Rowe, Rob Chapple, Nicki Simpkins, Sharon Mannion & Dave Norman (Property Services - Repairs)

Chris Litherland (Property Services – Assets, Permissions, RTB)

Andrea Jarratt (Homechoice)

Inger Marriott (Home Options)

Janet Walters (Customer Complaints & Data Protection)

Karl Chapman, Alison Rayner & Dave Wilkinson (Estate, Tenancy & Income Management)

DMBC Legal Services & Community Safety

Consultation Plan

Stage	Estimated Completion Date	Actual Completion Date	Progress / Outcome
Stage 1 – Early Consultation			
Focus Group with Estates		15 October 2015	
Legal Services		9 March 2016	
DMBC Community Safety		3 November 2015	
Estates Team Leaders		4 November 2015	
Area Housing Managers		16 November 2015	
Report to EMT and Quality Committee		11 May 2016	
Stage 2 – Detailed Consultation			
Estates Team Leaders		24 February 2016	Suggestions built in
Equality Impact Assessment		27 May 2016	No additional actions required
Focus Group with Estates		27 May 2016	Suggestions built in
All other departments of SLHD		23 May 2016 6 June 2016 4 July 2016 19 July 2016	Suggestions built in
Senior Management Team		2 June 2016	Suggestions built in
Pop up consultation with Tenants & Residents		East 1 & 3 June 2016 North – 16/06/16 West – 17/06/16 South – 16/06/16 Central – 17/06/06	Suggestions built in
Consultation through Social Media including Appendix A being sent to all TARA's.		June 2016	Limited response

			from pop up sessions. Suggestions from TARA's built in.
DMBC Strategic Housing	July 16	July 16	Met with Mandy Presky & Andy Brown
Legal Services	Sept 16	Sept 16	
TRIP	Sept 16	Oct 16	Deferred to this date due to availability and changes built in.
Jane Nightingale, Housing Portfolio Holder	Sept 16	Nov 16	S Jordan meeting with J Nightingale 7 Nov 16.
Houseproud – this will be reporting on what came out of the consultation, a summary of the changes and key dates around when variation notices will be going out	December 16	February 17	Article moved to February's addition to capture any changes proposed by DMBC.
Stage 3 – EMT, Board & Quality Committee consultation prior to final approval by DMBC			
EMT, & Quality Committee		13 July 2016	
Quality Committee		14 Sept 2016	
Board		28 Sept 2016	
Stage 4 – DMBC Cabinet Approval			
DMBC Executive Board	15 November 16		On forward plan
Legal Services	6 October 16		Met with Helen Wilson and Helen Potts on final draft and consultation process
DMBC Cabinet approval	29 November 16		On forward plan
Stage 5 – Preliminary Notice			
Final review of Equality Impact Assessment	December 16		
Service of Preliminary Notice with document detailing proposed changes and feedback sheet	January 17		
Communications Team to produce article in newsletter with feedback sheet	January 17		
Place Electronic Form on website for feedback on proposed changes	January 17		
Report comments from Preliminary Notice	January 17		

back to EMT			
Reports comments from Preliminary Notice back to appropriate Portfolio Holder for Housing	January 17		
Stage 6 – Notice of Variation			
Service of Notice of Variation on all tenants. (This must be served clear of 4 weeks prior to the new agreement commencing).	February 17		
Stage 7 – Go live			
Ensure both Introductory and the new Secure Agreement are live from a specific date	1 April 2017		