

**AGENDA ITEM NO.**

**TO: COMMUNITY SCRUTINY COMMITTEE - 7<sup>th</sup> JANUARY 2003**

**SUBJECT: HOUSING OPTIONS - INDEPENDENT TENANT ADVISOR (ITA)  
PROJECT PLAN**

**FROM: TENANTS PANEL AND PEP**

---

**1. PURPOSE OF REPORT**

1.1 That Members are given the opportunity to contribute to the ITA Project Plan.

**2. BACKGROUND**

2.1 Full Council on the 24<sup>th</sup> April 2002, agreed that the decision on housing options be deferred until more information can be presented on the following key issues - stock condition, a firmer feel on the views of tenants, the impact of the options on tenants and the impact on the Council as a whole.

2.2 Following on from this, the Executive on the 27<sup>th</sup> May 2002 approved a comprehensive programme to enable more information on the above issues to be provided, in order to facilitate a decision on housing options by July 2003. This programme included the appointment of an ITA to assist in the housing options consultation process.

2.3 Tenant and leasehold representatives from the User Group and the Tenants Federation were involved in the design of the brief. Tenant and leaseholder representatives were then trained by TPAS in ITA selection skills. In October 2002 Priority Estates Project (PEP) were appointed by the Tenant / Leaseholder selection team.

2.4 Members will recall that there are three phases to the work being completed by the ITA. These are:

- Work to increase the level of tenant / leaseholder participation
- Consultation on housing options
- A survey to gain tenant views

**3. POLICY AND BUDGET FRAMEWORK**

3.1 The long term management and maintenance of the Council's housing assets at Warwick is a critical decision, which is highlighted within both the Housing Strategy and the HRA Business Plan.

#### 4. **OUTCOME(S) REQUIRED**

4.1 Members to note the report and to comment as required on actions and timing.

Jean Hartley  
Housing Services Manager

#### **BACKGROUND PAPERS**

Housing Options Report, Executive, 11<sup>th</sup> March 2002.  
Housing Options Report, Council, 24<sup>th</sup> April 2002.  
ITA Brief 16<sup>th</sup> July 2002

**Areas in District Affected:** All

**Executive Portfolio Area and Holder:** Community Scrutiny - Councillor Alan Boad

#### **For further information about this report please contact:**

Contact Officer: Jean Hartley  
Tel: (01926) 456403 (Direct Line)  
E-Mail [jhartley@warwickdc.gov.uk](mailto:hartley@warwickdc.gov.uk)

JH/MB  
11.12.02

## **ITA PROJECT PLAN**

### **December 2002**

#### **October 2002**

- Initial meetings with WDC, Tenant Federation 2000 and User Group

#### **November 2002**

- Meetings with Tenant Resident Associations (TRA), sheltered schemes and other groups (includes information & advice)
- Meeting to establish stock options Tenant Panel
- Meeting and liaison with WDC

#### **December 2002**

- Tenant Panel 1 (includes contact and regular liaison)
- 2 Fact sheets
- Meetings with TRAs, sheltered schemes etc

#### **January 2003**

- Tenant Panel 2
- Training session 1
- Newsletter 1
- 2 Fact sheets
- Training session 2
- Study visit 1
- Meetings with TRAs, sheltered schemes etc
- Meeting and liaison with WDC

## **February 2003**

- 2 Fact sheets
- Tenant Panel 3
- Training session 3
- Survey draft 1
- Study visit 2
- Meetings with TRAs, sheltered schemes etc

## **March 2003**

- Tenant Panel 4
- Survey draft 2
- Meeting and liaison with WDC
- Newsletter 2
- Training session 4
- Meetings with TRAs, sheltered schemes etc

## **April 2003**

- Survey starts
- Targeted door knocking
- Tenant Panel 5
- Training session 5
- Meeting and liaison with WDC
- Meetings with TRAs, sheltered schemes etc

## **May 2003**

- Tenant Panel 6
- Targeted door knocking
- Returned surveys analysed
- Survey report draft 1

## **June 2003**

- Tenant Panel 7
- Meeting and liaison with WDC
- Survey report finalised
- Newsletter 3