

WEST OF ENGLAND HOUSING OFFICER GROUP ACTION PLAN

OBJECTIVE NEW (EXISTING IF CONTINUING)	NEW ISSUE RELATING TO OBJECTIVE	ACTION (SMART ACTION TO RESOLVE ISSUES)	TARGET/MEASUREMENT TO SHOW HOW ACHIEVED	WHAT HELP IS NEEDED FROM WHICH GROUP
Ensure that the Partnership is effective to lobby and represent both the sub region and, where necessary, the South West		<ul style="list-style-type: none"> • Respond to government consultation on Regional and National Housing Strategy – within defined timescales • Provide evidence of need and housing demand in support of regional allocations 	<ul style="list-style-type: none"> • ongoing • Evidence in place by summer 2007 and updated as necessary thereafter 	
Ensure we have a mutually productive relationship with Housing Corporation and English Partnerships (Communities England) by April 2007.		<ul style="list-style-type: none"> • Develop and agree a joint protocol • Set up monitoring arrangements to determine effectiveness 	<ul style="list-style-type: none"> • Protocol in place by end April 2007. • The protocol is delivering more in collaborate gain. 	All sub groups dependent on the selection of key areas from the protocol menu.

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<p>Achieve an improved and updated understanding of the Local Housing Market by December 2007.</p>		<ul style="list-style-type: none"> • Refresh the Housing Market Assessment (jointly with Planning Transport + Environment Group) and bring into line with PPS3 • Update HNAA study 	<ul style="list-style-type: none"> • Completed study by late autumn 2007 • Complete update by Spring 2008 	<p>Planning, Transport and Environmental Group Additional resources to be identified £50K To be determined</p>
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<p>Ensure the private rented sector is available as a real option for local people needing affordable housing by March 2009</p>		<ul style="list-style-type: none"> • Review success of the Cross Authority Lettings Scheme and develop an exit strategy • Consider the linkages between Home Choice West and the private rented sector. • Consider how private sector leases can be used for supported housing • Consider the role of effective HB services/rent officer in supporting private lettings. 	<ul style="list-style-type: none"> • Review complete by July 2007 and exit strategy approved • Options for scope of Home Choice West agreed by May 2007 • Options on the role worked up by June 2007 • Establish a group to look at issues affecting supply of private rented housing by May 2007. Action plan developed by December 2007. Outcomes reviewed and reported by March 2009. 	<p>HATA</p> <p>Home Choice West and Private Sector Group</p> <p>SP and Private Sector groups</p> <p>New group to include Housing Benefit, Rent Officer, Private Sector Housing and Enabling</p>
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<p>Identify the accommodation and support needs of Gypsies and Travellers and develop a strategy to meet their needs by September 2007.</p>		<ul style="list-style-type: none"> • Complete Gypsy and Traveller Needs assessment • Involve stakeholders in developing a plan to meet the needs identified 	<ul style="list-style-type: none"> • Report on outcomes of needs survey by June 2007 • Individually and collectively identify resources and sites to meet them Sept 2007 	<p>Planning and housing groups of WOE (includes Enabling and SP)</p>
<p>Develop a joint strategy RSLs to manage affordable housing effectively and efficiently by December 2007.</p>		<ul style="list-style-type: none"> • Complete the RSL stock efficiency study • Arrange a seminar jointly with the Housing Corporation to discuss the study with providers. • Involve stakeholders in developing Strategy 	<ul style="list-style-type: none"> • Report complete by Spring 2007 • Seminar held Spring 2007 • Develop Strategy for approval by December 2007 	<p>Enabling Group and RSL's with support from HC</p>

PRIVATE SECTOR HOUSING GROUP ACTION PLAN

OBJECTIVE NEW (EXISTING IF CONTINUING)	NEW ISSUE RELATING TO OBJECTIVE	ACTION (SMART ACTION TO RESOLVE ISSUES)	TARGET/MEASUREMENT TO SHOW HOW ACHIEVED	WHAT HELP IS NEEDED FROM WHICH GROUP
Develop a consistent regime for the regulation and improvement of the conditions and the housing management of private rented sector housing by December 2007.		Develop common tendering process and associated procedures for private contractors to undertake Interim and Final Management Orders where landlords refuse to license HMO's for possible use across sub region.	Common tendering process in place by December 2007	Enabling Group
		Develop additional worked examples using the Housing Health & Safety Hazard Rating scheme for use by enforcement staff	On going	None
		Monitor decisions made by the Residential Property Tribunal and recommending amendments to practice and policy accordingly	On going	None

		Develop a private landlord training pack for use by each LA.	Pack in use by autumn 2007	HATA Group and Supporting People Group
	Review all PS strategies and commence benchmarking and VFM assessments by December 2007	Collate and compare service priorities with an aim of benchmarking performance and undertaking VFM assessments	Review all PS strategies and commence benchmarking and VFM assessments by December 2007	None
Increase the number of decent homes in the private sector to contribute towards achieving balanced and sustainable neighbourhoods.(this to be reworded to broaden to communities as well)	Action to be targeted at improving housing conditions for vulnerable households living in the private housing sector.	Explore possible Wessex Reinvestment Trust loan products to fund other work ie for Disabled Facilities Grants, faith loans etc. Any new loan products will require new procedures, publicity and training for staff.	New loan products (if any agreed) in place by March 2008	None identified but as scope of the project is considered appropriate links will be made
		Develop common position statement with the DTI to the European Union for subsidy position clarification.	Common position on subsidy by Summer 2007	None identified but as scope of the project is considered appropriate links will be made
		Develop a common system for monitoring numbers of vulnerable	Report to WoE HOG during Spring 2007	None identified but as scope of the project is considered appropriate

		households in non-decent housing.		links will be made
		Develop common procedures to include energy efficiency improvements in PSA 7 (decent homes occupied by vulnerable households) monitoring results.	Procedures in place by Summer 2007	None identified but as scope of the project is considered appropriate links will be made
		Consider use of cross authority 'partnering' arrangements for delivering adaptations using one contractor across region.	Partnering contract in place by March 2008	None identified but as scope of the project is considered appropriate links will be made
	Review all PS strategies and commence benchmarking and VFM assessments by December 2007	Collate and compare service priorities with an aim of benchmarking performance and undertaking VFM assessments	Review all PS strategies and commence benchmarking and VFM assessments by December 2007	None
Increase awareness of the contribution that the private rented sector can make to cross cutting housing issues to help deliver balanced	New Identified that all groups are keen to ensure that there are better links and communication	To explore and set up appropriate links with other sub groups to raise profile of the private rented sector	Cross working with other groups happening by June 2007	All relevant groups.

communities	with the private rented sector to enable them to deliver more effectively			
		To engage fully with the new group involving Housing Benefit and Rent Officer	Membership of new group established by May 2007	
		To consult with other groups on the following cross cutting issues (and others as they emerge) – CBL, Accreditation, Specialist Accommodation for difficult client groups, barriers for landlords, tenancy deposit schemes	Contacts made with other groups by March 2008	Homes Choice West HATA Group Supporting People Group

HATA ACTION PLAN				
OBJECTIVE NEW (EXISTING IF CONTINUING)	NEW ISSUE RELATING TO OBJECTIVE	ACTION (SMART ACTION TO RESOLVE ISSUES)	TARGET/MEASUREMENT TO SHOW HOW ACHIEVED	WHAT HELP IS NEEDED FROM WHICH GROUP
Meet the targets for the Cross Authority Lettings Project and resolve the area imbalance in our teams. Determine the future of the scheme post September 2007 by July 2007	Scheme not yet delivering agreed outcomes.	<ul style="list-style-type: none"> • LA's to do more specific targeted advertising. • LA's to review how they would use available properties. • Liaise with Housing Benefit and Rent Officer services over benefit payments and rent levels. • Review Scheme progress by July 2007. 	<ul style="list-style-type: none"> • Target of 100 additional units met and area imbalance resolved by September 2007. • Exit strategy in place by July 2007. 	<p>Home Choice West to identify need for private rented homes through CALA.</p> <p>Private Sector Housing Group to provide links with landlords.</p>
Develop an Agreement with RSLs for lettings to homeless households including permanent provision for applicants moving on from supported housing.		<ul style="list-style-type: none"> • To determine which group moves this forward 	Commence CBL .. include this with clear preferences identified	Liaise with Home Choice West Group

<p>Develop a common response to the potential increase in homelessness arising from mortgage repossessions by October 2007.</p>		<ul style="list-style-type: none"> • Liaise with cross authority debt counselling and advice services by May 2007. • Link in with prevention services to ensure customers picked up earlier. • Carry out debt awareness training for staff by July 2007. • Develop information pack for mortgage lenders by September 2007. • Develop mortgage repossession scheme with RSLs by October 2007 	<ul style="list-style-type: none"> • Agreements put in place with debt advice services by May 2007. • Staff training completed by July 2007. • Mortgage lenders identified and able to signpost debtors to advice services by October 2007. • Mortgage repossession scheme in place by October 2007. 	<p>Enabling to pursue possibilities for flexible tenure and increased shared ownership.</p>
<p>Develop a common effective performance monitoring system for reduction in the use of temporary accommodation against the Government target by March 2007 and commence use of HAPI system for monitoring outcomes from housing advice by April 2007.</p>		<ul style="list-style-type: none"> • Review TA reduction targets and set new ones for next year by March 2007. • All LA's to use HAPI's by April 2007. • Review performance of each LA regularly and identify action if not on course to meet target. 	<ul style="list-style-type: none"> • 50% reduction in use of TA by 2010 and annual targets met. • HAPI's in use by all LA's by April 2007 and performance reviewed by HATA 	<p>Enabling group to deliver more permanent housing. SP to facilitate move on from supported TA. Private Sector Group to develop common accreditation scheme.</p>

<p>Adopt and market a common housing options pack for customers by August 2007</p>		<ul style="list-style-type: none"> • Review Bristol options pack, incorporate best practice from elsewhere and roll out to other LA's by August 2007 	<ul style="list-style-type: none"> • Options pack in place and being used by August 2007 	<p>Home Choice West Group and Private Sector Group to input to pack.</p>
<p>Ensure better co-ordinated service delivery for people with complex needs by August 2008</p>		<ul style="list-style-type: none"> • Review success of Homelessness Centre and future funding arrangements by March 2008. • Liaise with PCT's Health Authority etc to ensure effective services available by December 2007. • Develop strategy for future service provision for people with complex needs by August 2008 	<ul style="list-style-type: none"> • Strategy approved by August 2008 	<p>Liaise with SP group</p>

ENABLING GROUP/HOMES WEST ACTION PLAN

OBJECTIVE NEW (EXISTING IF CONTINUING)	NEW ISSUE RELATING TO OBJECTIVE	ACTION (SMART ACTION TO RESOLVE ISSUES)	TARGET/MEASUREMENT TO SHOW HOW ACHIEVED	WHAT HELP IS NEEDED FROM WHICH GROUP
Raise annual output of affordable housing	<ul style="list-style-type: none"> • Targets to be reviewed 	<ul style="list-style-type: none"> • Review target by March 2007 	<ul style="list-style-type: none"> • Report revised targets to WoEHOG in May 2007 	
	<ul style="list-style-type: none"> • Common approach to corporate land disposals 	<ul style="list-style-type: none"> • Pull together report setting out each LA's position and benefits of joint approach 	<ul style="list-style-type: none"> • Report on current position and proposal for common approach to WoEHOG in September 2007 	<ul style="list-style-type: none"> • WOEHOG HW Chief Execs, Housing Corporation
	<ul style="list-style-type: none"> • Common approach to maximising take up of OMHB through the Homebuy agency 	<ul style="list-style-type: none"> • Agree SLA with Homebuy Agency by June 2007 	<ul style="list-style-type: none"> • SLA in place by June 2007 	<ul style="list-style-type: none"> • Liaison with Home Choice West
HomesWest target to provide 25% affordable housing in addition to baseline target	<ul style="list-style-type: none"> • Objective needs to be reviewed 	<ul style="list-style-type: none"> • Carry out review of this objective by May 2007 	<ul style="list-style-type: none"> • Report outcome of review to WoEHOG in May 2007 	<ul style="list-style-type: none"> • Homes West involved

Establish which intermediate housing products work best and develop action plan to pilot products by June 2007		<ul style="list-style-type: none"> • Report on research project by April 2007. • Develop action plan for pilot projects 	<ul style="list-style-type: none"> • Report on research project to WoEHG in April 2007. • Action plan in place by June 2007 	<ul style="list-style-type: none"> • Liaise with Home Choice West group
	<ul style="list-style-type: none"> • Market rent assessment 	<ul style="list-style-type: none"> • Specification to be put together by April 2007 	<ul style="list-style-type: none"> • Specification in place by April 2007 	<ul style="list-style-type: none"> • Liaise with PSH group
	<ul style="list-style-type: none"> • Intermediate rent project 	<ul style="list-style-type: none"> • Scoping report to establish definition, cost, subsidy requirement and who can afford it (incl Delft product) by September 2007 	<ul style="list-style-type: none"> • Report complete by September 2007 	<ul style="list-style-type: none"> • Link to PSH group and WoE needs assessment
Develop a common approach to S106 Agreements by June 2007	<ul style="list-style-type: none"> • Pull together Standard 106 Agreement 	<ul style="list-style-type: none"> • Meeting to be held in April 2007 • Develop standard agreement by June 2007. 	<ul style="list-style-type: none"> • Standard Agreement in place by June 2007 	
	<ul style="list-style-type: none"> • Standard approach to Supplementary Planning Documents 	<ul style="list-style-type: none"> • Meeting to be held in April 2007 • Develop SPDs for all areas by September 2008 	<ul style="list-style-type: none"> • SPDs in place by September 2008 	

<p>Assess viability models for section 106 requirements by October 2007</p>	<ul style="list-style-type: none"> • Aim to take common approach 	<ul style="list-style-type: none"> • Carry out options appraisal of the various models and agree common approach by October 2007 (or earlier depending on HC bid deadline) 	<ul style="list-style-type: none"> • Common approach in place by before the 08/10 bids round (HB) 	
	<ul style="list-style-type: none"> • Review of Matrix 	<ul style="list-style-type: none"> • Carry out full review of supportable deficit matrix based on affordability and quality by June 2007 	<ul style="list-style-type: none"> • Proposal in place by June 2007 	

HOME CHOICE WEST GROUP ACTION PLAN

OBJECTIVE NEW (EXISTING IF CONTINUING)	NEW ISSUE RELATING TO OBJECTIVE	ACTION (SMART ACTION TO RESOLVE ISSUES)	TARGET/MEASUREMENT TO SHOW HOW ACHIEVED	WHAT HELP IS NEEDED FROM WHICH GROUP
Develop a sub regional approach to Choice Based Lettings by April 2008	<ul style="list-style-type: none"> • Need for political steer/direction about scope/extent of project • Common advertising Strategy needed • A joined up front end for ICT/HCW 	<ul style="list-style-type: none"> • Options paper to Members Group by April 2007 • Co-ordinate separate LA quotes for advertising in the press and negotiate one price for 4 authorities by April 2007 • Co-ordinate procurement of front end system 	<ul style="list-style-type: none"> • Scope/extent of project agreed April 2007 • Quotes received and strategy agreed by April 2007 • IT front end solution is in place by April 2008 	<p>HATA</p> <p>WOEHOG</p> <ul style="list-style-type: none"> - Supporting People - Private Housing
Private Rented housing advertised through Home Choice West by April 2008.	Bringing on Board private rented sector + changing/using private rented as Temporary Accommodation	<ul style="list-style-type: none"> • Engage with private landlords and ensure links to the system in place by April 2008 	<ul style="list-style-type: none"> • Private rented homes being advertised through new system by April 2008 	HATA and Private Housing

HOME CHOICE WEST ACTION PLAN

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Explore how Low Cost Home Ownership homes can be advertised through Home Choice West by August 2007		<ul style="list-style-type: none"> Formulate a common approach to marketing of low cost home ownership by August 2007 	<ul style="list-style-type: none"> Principles to be agreed with Homebuy agent by August 2007 	Enabling Group
Establish common charging policy for all Landlords		<ul style="list-style-type: none"> Formulate a common approach to charging and an agreed figure for advertising by September 2007 	<ul style="list-style-type: none"> Standard charge per vacancy in place by September 2007 	WOEHG to support
Develop a Common Housing Options Package by April 2008		<ul style="list-style-type: none"> Pull together options packs for each LA and combine into one pack by April 2008 	<ul style="list-style-type: none"> Pack in place by April 20 	HATA, Private Sector Group and Supporting People

SUPPORTING PEOPLE ACTION PLAN

OBJECTIVE NEW (EXISTING IF CONTINUING)	NEW ISSUE RELATING TO OBJECTIVE	ACTION (SMART ACTION TO RESOLVE ISSUES)	TARGET/MEASUREMENT TO SHOW HOW ACHIEVED	WHAT HELP IS NEEDED FROM WHICH GROUP
To promote a stable, sustainable SP market, offering quality VFM services		<ul style="list-style-type: none"> • Assess options for joint procurement • Use common market data • Produce local value for money data for benchmarking • Use common 'outcomes' framework 		HATA AHG PH Probation PCT Adult Services
To meet local and sub regional strategic needs with available budgets		<ul style="list-style-type: none"> • Produce common LAA "block" report for WOE <p>Assess options for common needs assessment system linked to CBL and Housing & support register</p> <ul style="list-style-type: none"> • consider Pathway models • integrate with Choice Based Lettings (CBL) Scheme(s) 	Target: - Reduction in assessments for service users, those in most need get services by the shortest route	HATA AHG PH Probation PCT Adult Services
		Increase number of private rented properties for SP clients	Target:- Increase options for service users and improve throughput for short term services	HATA AHG PH Probation PCT Adult Services

SUPPORTING PEOPLE ACTION PLAN

OBJECTIVE NEW (EXISTING IF CONTINUING)	NEW ISSUE RELATING TO OBJECTIVE	ACTION (SMART ACTION TO RESOLVE ISSUES)	TARGET/MEASUREMENT TO SHOW HOW ACHIEVED	WHAT HELP IS NEEDED FROM WHICH GROUP
		Produce a consistent Care and Repair & Assistive technology service across WoE		