

Housing Service Plan 2014/15

Action Plan							Connections	
Action Code	ACTION	What role will the service play? (Please click in the cell to select the relevant role by clicking on the drop down arrow)	Description (Target, Outcome, Critical Success Factors and Environmental Impacts)	Due Date	Lead Officer	If the action impacts on another service in terms of support/input, please specify below:	Links to partnership wide agendas: - Community Strategy - Health and Wellbeing	
Corporate Priority: People Strapline: Fair and accessible services for those who use them and opportunities for everyone to contribute								
Reduce health inequalities, for example, by addressing obesity, smoking and physical inactivity								
14-H01	Facilitate, support and maximise the provision of additional, appropriate affordable housing in association with developers and registered providers.	Partner Influencer	Target: 200 new affordable homes Outcome: Additional 200 new affordable homes for East Herts housing register applicants. Maintain current or reduce the level of homelessness as can house more households from the register earlier rather than in crisis. Critical Success Factors: Number of new private homes being developed that have affordable homes obligations, the council's Planning Policies that specify the obligation requirements, development of the new District Plan, the Economy, the willingness of Registered Providers (housing associations) to wish to develop their own asset sites as well as work with developers on S106 sites. Environmental Impacts: Increased CO2 emissions from building works but mitigated by Code for Sustainable Homes Requirements.	31 March 2015	Housing Strategy and Development Manager	Planning, Building Control and Planning Policy	Health and Wellbeing	
14-H02	Review the implementation of the revised and adopted Housing Register Policy one year after implementation.	Community Leadership	Target: Report to members in June 2014 on outcome of the review of the implementation of revised policy and the impact on the profile of applicants on the housing register and allocation of affordable homes. Outcome: Report written and discussed at Community Scrutiny June 2014. Critical Success Factors: Staff time to complete the review and write report and member engagement. Environmental Impacts: None	30 June 2014	Manager Housing Services	None	Health and Wellbeing	
14-H03	Procurement of Housing Register and Choice Based Lettings software and support provider	Service Provider / Commissioner / Manager Partner	Target: June 2015 Outcome: New contract in place for the provision of a Housing Register database and Choice Based Letting system to go live from June 2015. System in place, and tested and staff trained in preparation for when current contract expires in June 2015. Critical Success Factors: Drafting specification and agreement between LA consortium partners. Contract procurement process managed well. Suitable contractors place bids. Cost of contract comes within current budgets. If new provider the current hardware provision is suitable. Possible training of staff on new and migration of data onto new system. Agreement from all partners in Consortium. Staff time as will have to run the procurement process as an additional work. Staff knowledge on current system and impact of potential new system. Environmental Impacts: Limited. Most work will be done on line. But there will be travelling between LA consortium members offices.	30 June 2015	Housing Needs Manager and Manager Housing Services	IT and Procurement	Health and Wellbeing	

Action Plan							Connections	
Action Code	ACTION	What role will the service play? (Please click in the cell to select the relevant role by clicking on the drop down arrow)	Description (Target, Outcome, Critical Success Factors and Environmental Impacts)	Due Date	Lead Officer	If the action impacts on another service in terms of support/input, please specify below:	Links to partnership wide agendas: - Community Strategy - Health and Wellbeing	
14-H04	Procure a Housing Needs Survey for the District	Community Leadership Service Provider / Commissioner / Manager	<p>Target: Housing Needs Survey procured and completed.</p> <p>Outcome: Report provided by Contractor on the findings from Housing needs Survey and presented to members.</p> <p>Critical Success Factors: Drafting specification and tendering process. Contractors who tender are suitable to consider appoint for contract. Contractors tender within budget. Process of carrying out housing needs survey is resilient and reliable. Staff time to manage the contractor and provision of expertise to support and supervise contractor during the survey process. Ensure that the report provided by the contractor is fit for purpose.</p> <p>Environmental Impacts: Depending on proposals by the contractor there maybe a postal survey or face to face interviews of a sample of East Herts residents carried out by the contractor.</p>	31 March 2015	Housing Strategy and Development Manager	Planning Policy, Procurement	Health and Wellbeing	