

West Dunbartonshire Common Housing Register-Progress of Actions

February 2012







Icon	Name
Th	Develop a Common Housing Register in West Dunbartonshire Council that is operational by 31st March 2013
Ob	Develop an integrated housing information and advice provision for applicants


Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Ensure all partners provide integrated housing information and advice		<div style="border: 1px solid black; width: 80px; height: 20px; background-color: #4a86e8; color: white; display: flex; align-items: center; justify-content: center;">25%</div>	31-Mar-2013	Work has commenced to develop an integrated approach across all partners	Research and develop options for Housing Options Guide	31-Mar-2012	Yes		Jennifer MacMahon
					Produce and distribute Housing Options Guide	31-Mar-2013	No		
Develop multi agency approach to Housing Information and Advice		<div style="border: 1px solid black; width: 80px; height: 20px; background-color: #4a86e8; color: white; display: flex; align-items: center; justify-content: center;">25%</div>	31-Mar-2013	WDC are involved within West Housing hubs and will ensure communication with RSL partners	Set up CHR representation on West Dunbartonshire Housing Information and Advice Working Group.	31-Mar-2013	No	RSLs represented on sub group of Homelessness and Housing Access Forum	Jennifer MacMahon


Icon	Name
Ob	Develop common policy and procedures which facilitate the development of a CHR


Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Develop a common allocations policy		<div style="border: 1px solid black; width: 80px; height: 20px; background-color: #4a86e8; color: white; display: flex; align-items: center; justify-content: center;">25%</div>	30-Sep-2012	Drat will be available for wider consultation in late March.	Research current common allocations policies and how they work in practise	31-Dec-2011	Yes		Jennifer MacMahon
					Produce draft allocations	31-Mar-	No		

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					policy	2012			
					Consultation period	30-Jun-2012	No		
					Obtain council and housing association committee approval	30-Sep-2012	No		
Develop a common procedures manual		<input type="text" value="0%"/>	31-Mar-2013	Action will commence once ICT solution has been identified	Research and develop a common procedures manual in conjunction with ICT	30-Sep-2012	No		Jennifer MacMahon
					Train and implement the common procedures manual	31-Dec-2012	No		
Produce common medical assessment and procedures		<input type="text" value="0%"/>	31-Mar-2013	Preparatory work has commenced involving all partners through the development of a Common Allocation Policy.	Draft and agree common medical assessment form	31-Mar-2012	No		Jennifer MacMahon
					Consult on common medical assessment form	30-Jun-2012	No		
					Research and develop a common medical procedures in conjunction with ICT	30-Sep-2012	No		
					Train and implement common medical procedures alongside common procedures manual	31-Mar-2013	No		
Produce common forms/letters		<input type="text" value="0%"/>	31-Mar-2013	Action will commence once ICT solution has been identified	Research and develop common forms and letters for all partners to use	30-Sep-2012	No		Jennifer MacMahon
					Train and implement commons forms and letters alongside common procedures manual	31-Mar-2013	No		
Ensure homeless applicants are dealt with appropriately through the CHR		Action will commence once ICT solution has been identified	31-Mar-2013	Homeless service involved in discussions and a uniformed letting target will be agreed in advance of CHR going live.	Lettings targets to be agreed.	31-Mar-2013	No		Jennifer MacMahon

Icon	Name
	Ensure the smooth implementation of CHR






Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Establish a fully functional ICT system		<div style="border: 1px solid black; width: 80px; height: 20px; background-color: #ADD8E6; display: flex; align-items: center; justify-content: center;">25%</div>	31-May-2012	Tender notification has been issued from 1/3/2012.	ICT working group set up to discuss CHR ICT system and tender	31-Mar-2012	Yes		Jennifer MacMahon
					Procure and implement CHR ICT system	31 May 2012	No		






Icon	Name
	Establish effective management arrangements for development of Homesearch




Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Formalise partner agreement of CHR in West Dunbartonshire		<div style="border: 1px solid black; width: 80px; height: 20px; background-color: #ADD8E6; display: flex; align-items: center; justify-content: center;">100%</div>	31-Jan-2012	Joint working agreement agreed	Nomination Agreement with Associate partners	09-Nov-2011	Yes		Jennifer MacMahon
					Sign joint working agreement with Council and Housing Association approval.	30-Nov-2011	Yes		




Icon	Name
	Promote awareness and understanding of HomeSearch






Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
Develop a communications plan		<div style="border: 1px solid black; width: 80px; height: 20px; background-color: #ADD8E6; display: flex; align-items: center; justify-content: center;">25%</div>	31-Mar-2012	Draft communication plan with all partners for agreement in March	Develop a communications plan that ensures tenants and applicants are involved in the development of the CHR	06-Mar-2012	No	Plan being developed by council's corporate planning department. Update at next meeting.	Jennifer MacMahon
					Promote the launch of established CHR with the use of planned joint events, posters and leaflets, etc	31-Mar-2012	No		

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; Resuming; In Progress; Assigned
	Completed

PI Status	
	Alert
	Warning
	OK
	Unknown
	Data Only

Long Term Trends	
	Improving
	No Change
	Getting Worse

Short Term Trends	
	Improving
	No Change
	Getting Worse

Risk Status	
	Alert
	High Risk
	Warning
	OK
	Unknown