

**West Dunbartonshire Common Housing Register Action Plan
December 2011**







Icon	Name
	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		<input type="text" value="0%"/>	31-Mar-2013		Research and develop options for Housing Options Guide	31-Mar-2012	No		Jennifer MacMahon
					Produce and distribute Housing Options Guide	31-Mar-2013	No		
Develop multi agency approach to Housing Information and Advice		<input type="text" value="0%"/>	31-Mar-2013		Set up CHR representation on West Dunbartonshire Housing Information and Advice Working Group.	31-Mar-2013	No		Jennifer MacMahon

Icon	Name
	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		<input type="text" value="0%"/>	30-Sep-2012		Research current common allocations policies and how they work in practise	31-Dec-2011	No		Jennifer MacMahon
					Produce draft allocations policy	31-Mar-2012	No		

Action	Status	Progress	Due Date	Comment	Milestone	Due Date	Done	Comment	Assigned To
					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-Dec-2012		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-Dec-2012		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-Dec-2012	No		
					--New Milestone--		No		
Produce common forms/letters		<input type="text" value="0%"/>	31-Dec-2012		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-Dec-2012	No		
Ensure homeless applicants are dealt with appropriately through the CHR		<input type="text" value="0%"/>	30-Nov-2011		Draft section 5 protocol to be agreed and implemented	30-Nov-2011	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		<input type="text" value="0%"/>	31-Mar-2012		ICT working group set up to discuss CHR ICT system and tender	30-Nov-2011	No		Jennifer MacMahon












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		<input type="text" value="100%"/>	31-Jan-2012		Nomination Agreement with Associate partners	09-Nov-2011	Yes	Verbal agreement reached	Jennifer MacMahon
					Sign joint working agreement with Council and Housing Association approval.	31-Jan-2012	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		<input type="text" value="0%"/>	31-Dec-2012		Develop a communications plan that ensures tenants and applicants are involved in the development of the CHR and common application form.	31-Mar-2012	No		Jennifer MacMahon
					Promote the launch of established CHR with the use of planned joint events, posters and leaflets, etc	31-Dec-2012	No		

Action Status	
	Cancelled
	Overdue; No longer assigned
	Unassigned; Not Started; Check Progress
	Resuming; In Progress; Assigned
	Completed

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				

Risk Status	
	Alert
	High Risk
	Warning
	OK
	Unknown