Topic		ATEGIC REVIEW OF SHELTERE SPECIFIC Action	ED HOUSING STOCK - Closure  MEASURABLE  Indicator / Target	of Phase 1 report SMART Action  ACHIEVABLE  Milestone	n Plan - RESOU By	JRCED	2012 TIM Start date		Risk & RAG
A CARE P	Phase 2 of this project, the provision of additional extra care units, is primarily an	Transformation Board to be updated on progress. The joint project will continue with ASC retaining ownership of the commissioning of services, and HRD assisting in the provision of units of accommodation	Transformation Board updated, and changes acknowledged	Minutes of Transformation Board reflect this action		Trans.Boa rd	01/08/12	01/09/12	L
	HRD and ASC continue to explore a closer working relationship which prioritises the needs of the service user. This shall include areas such as information sharing, and developing joint assessment processes for allocations to sheltered accommodation.		The group set out a clear SMART Action Plan which is sent to the Members who sit on the Joint Project Board on a Monthly basis	(i) Terms of Reference agreed (ii) SMART Action Plan agreed (III) Monthly Monitoring reports sent to Members (iv) Regular Project Board meetings with Members are agreed and diarised	HRD, ASC	Project Board	Ongoing	TBD	L
	inappropriate allocations to sheltered accommodation. A review will establish residents short, medium and long term needs and assist in future planning of services, and the provision of services. It should also	breadth to be judged by Officers based upon cost and benefits analysis). The result will be used to inform and determine future policy	Officers have sufficient knowledge of current users, and future needs, make informed recommendations to Members	(i) Scope of the needs analysis determined by officers (ii) Research carried out (iii) Data collated and analysed (iv) Need for policy or procedural changed determined (v) Recommendations for policy or procedural change made to Members with completed Risk Analysis and Equalities Impact Assessment	HRD, ASC	None	01/09/12	TBD	Г
	Policy, which is currently out for public consultation, prior to formal adoption. In	ASC to ensure the findings from the CBRE and Cabinet reports are understood and,	The revised Allocations Policy demonstrates it has acknowledged the CBRE report findings and Cabinet report, and is signed off as "fit for purpose" by the Council	amended if necessary (iii) Revised Allocations	HRD, ASC	None	Ongoing	TBD	٦
:	definition and physical attributes for designated sheltered accommodation. Properties will be required to be "fit for purpose" and meet modern criteria. This would be known as the "H&F standard for	A definition will be agreed designated Sheltered Accommodation in the Borough consisting of 2 categories (a) existing dwellings and (b) new dwellings	A definition exists fro designated Sheltered Accommodation in the Borough and all existing and future provision is graded against this definitions as either (a) Fit for purpose, (b) Suitable for upgrade (c.) Not suitable for upgrade	(i) Definitions agreed (ii) All appropriate new properties designed to meet minimum standard for Sheltered Housing (iii) Existing properties assessed under defined system (iv) Strategy prepared to resolve properties which do not meet fit for purpose standard and are not suitable for upgrade	HRD, ASC	TBD	01/09/12	TBD	٦
VICE REVIEW	Notwithstanding the anticipated "H&F standard for modern sheltered accommodation" it was agreed that bedsit/studio apartments were not appropriate modern accommodation and should be phased out as soon as practically possible. Bedsit/studio accommodation is only currently provided in Edward Woods and Underwood House.	HRD to phase out the use of Bedsit/Studio for Sheltered Accommodation	Bedsit/Studio accommodation no longer managed in the Sheltered Accommodation Portfolio	(i) Void bedsit/studios are not offered to persons registered for Sheltered Accommodation (ii) Current residents to be offered transfers to suitable accommodation (iii) Transitional plans are put in place in consultation with existing residents who do not want to transfer (iv) a local lettings plan for these properties is devised and implemented whilst transitional plans are in force		Residents	01/08/12	TBD	L

r seitel	ensuring more flexibility with the property (supporting portable and personalised services over institutional services supplied to	An immediate cost benefit analysis is began to determine the best form of alarm system to be installed, and make a suitable recommendation to the Cabinet Member for Housing	Report to Council with evidenced options, cost and timescales for a replacement alarm system	(i) Joint working with ASC to understand the changing needs of the community and funding implications (ii) Determine options (iii) Options appraisal (iv) Report to Cabinet Member for Housing with Recommendations	HRD	ASC	01/08/12	TBD	L
o social comments		Void process to be mapped and subject to a "Lean review" to ensure it is efficient and "Fit for purpose". This will be done prior to the introduction of the revised Allocations Policy and after to determine the impact. Identified operational service improvements, such as recording the reason for refusal, will be implemented as soon as practically possible	The services will be measured via agreed performance indicators (to include average void time, number of refusals per property) to determine service improvement, and the impact of the revised Allocations Policy	(i) Lean review of current service (ii) Implementation of operational service improvements (iii) Recording of reason for refusal to be noted on the IT system (iv) Implementation of the revised Allocations Policy (v) Lean review and impact assessment of revised system	HRD	ASC	01/08/12	TBD	L
RAISAL	undertake scheme by scheme analysis, and make recommendations for de-designation,	Once need is determined, this shall be mapped against existing stock to determine if there is an overprovision of Sheltered Accommodation. Is this is the case, HRD will analyse its stock and make recommendations for any necessary realignment of the service to the Cabinet Member for Housing	Following conclusion of this process, the number and type of accommodation designated as Sheltered Accommodation is realigned to meet the profile for current and future Housing Need in the Borough	(i) Completed of the needs analysis (set out above in Recommendation 3,above ) (ii) Conclusion of the Assessment of current stock (set out in Recommendation 5, above) (iii) Analysis of the combined findings to form a report to Cabinet Member for Housing with recommendations for a realignment of service (if necessary) (iv) A Cabinet Member report detailing any schemes with issues and the recommended action if required	HRD	ASC, Cabinet	01/08/12	TBD	L
OPTIONS APPRAISAL	no further allocations for such use at the earliest opportunity, with existing sheltered residents offered transfers to other schemes.  (The Edward Woods scheme is a "scattered"	HRD to phase out the use of Bedsit/Studio provision wherever practically possible	Bedsit/Studio accommodation no longer managed in the Sheltered Accommodation Portfolio	(i) Void bedsit/studios are not offered to persons registered for Sheltered Accommodation (ii) Current residents to be offered transfers to suitable accommodation (iii) Transitional plans to be agreed with Cabinet Member for Housing (iv) Transitional plans are put in place in consultation with existing residents who do not want to transfer (v) a local lettings plan for these properties is devised and implemented whilst transitional plans are in force	HRD	Affected Residents	01/09/12	TBD	L
PILOTING NEW APPROACI	Partnership working with other local providers of accommodation for the elderly is acknowledged best practice and increasingly encouraged. It was agreed that joint working with Hammersmith United Charities, specifically their Sycamore Gardens site, should be explored as this was a very good example of modern elderly housing provision.	HRD begin more intensive partnership working with other providers of accommodation in the Borough to deliver its corporate objectives. This process will begin with Hammersmith United Charities given their proven record as a provider of good quality housing and shared vision of high quality accommodation for the elderly of the Borough.	Delivery against the Councils Corporate Objectives against the benchmarks of efficiency, effectiveness, equity and economy	(i) Continue and intensify liaison with other accommodation providers in the Borough (ii) Initially concentrate on liaison with HUC to determine if joint working can benefit both parties, and ultimately the elderly or vulnerable residents of the Borough (iii) To update the Cabinet Member for Housing on progress on a monthly basis, and make recommendations for consideration as appropriate	HRD	ASC, RSLs, others TBD	01/09/12	TBD	L

PHASE 1-CONCLUSION	It be noted by Cabinet that Phase 1 of the project had been completed and all outcomes achieved on time and on budget. Outcomes included (i) conversion of existing stock had been robustly tested and found not to be an option (ii) the Council now had a 30 year building cost model for its sheltered sites (iii)		meeting to be held 15th October 2012, and instructions thereafter.	Consideration of the report at the Cabinet meeting to be held 15th October 2012, and instructions thereafter.	HRD	Cabinet	15/10/12	TBD	L
-COMMENCEMENT PHASE	detailed options appraisals for each site had been independently completed.  It should be noted that this project has a Transformation Board agreed saving £1.1m to be achieved by 2014. It is recommended these options are quickly evaluated by ASC and a further report presented to Transformation Board detailing the current and future Extra Care needs, and how they will be met through commissioning of services, together with other measures required to achieve the target ASC saving in 2014/15.	ASC to update Transformation board as to how it will achieve its £1.1m savings target	ASC put proposal to Transformation Board to deliver £1.1m of savings, and approval given	Transformation Board endorse ASC proposal		Trans.Boa rd, HRD	Ongoing	TBD	
PHASE 2 -COM	The extent to which Extra Care units could be	and HRD to work with the Planning Officers to determine the feasibility of providing any of	Number of units of Extra Care (a) determined to be feasible (b) determined to be feasible and which were approved for delivery, and (c.) actually delivered in the timescale	EC units required (ii) Minimum specification		ASC, Planning, Developer s	Ongoing	TBD	L