

PLYMOUTH HOUSING STOCK TRANSFER

POST TRANSFER GOVERNANCE STRUCTURE AND TERMS OF REFERENCE



Joint Project Aims

- To ensure the delivery of decent homes for the city.
- To ensure that the ongoing operation of both organisations are not compromised by the transfer terms

Post Transfer Objectives

- To ensure that where possible, Plymouth City Council and Plymouth Community Homes work in partnership to achieve common aims.
- To effectively manage the impact on those services and staff retained by Plymouth City Council affected by the Housing Stock Transfer.
- To ensure that communications with key stakeholders will be maintained effectively throughout the transfer process

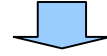
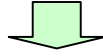
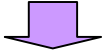
This document is intended to explain the governance structure. It is based on the terms of reference for the different meeting groups.

Post Stock Transfer Meeting Structure

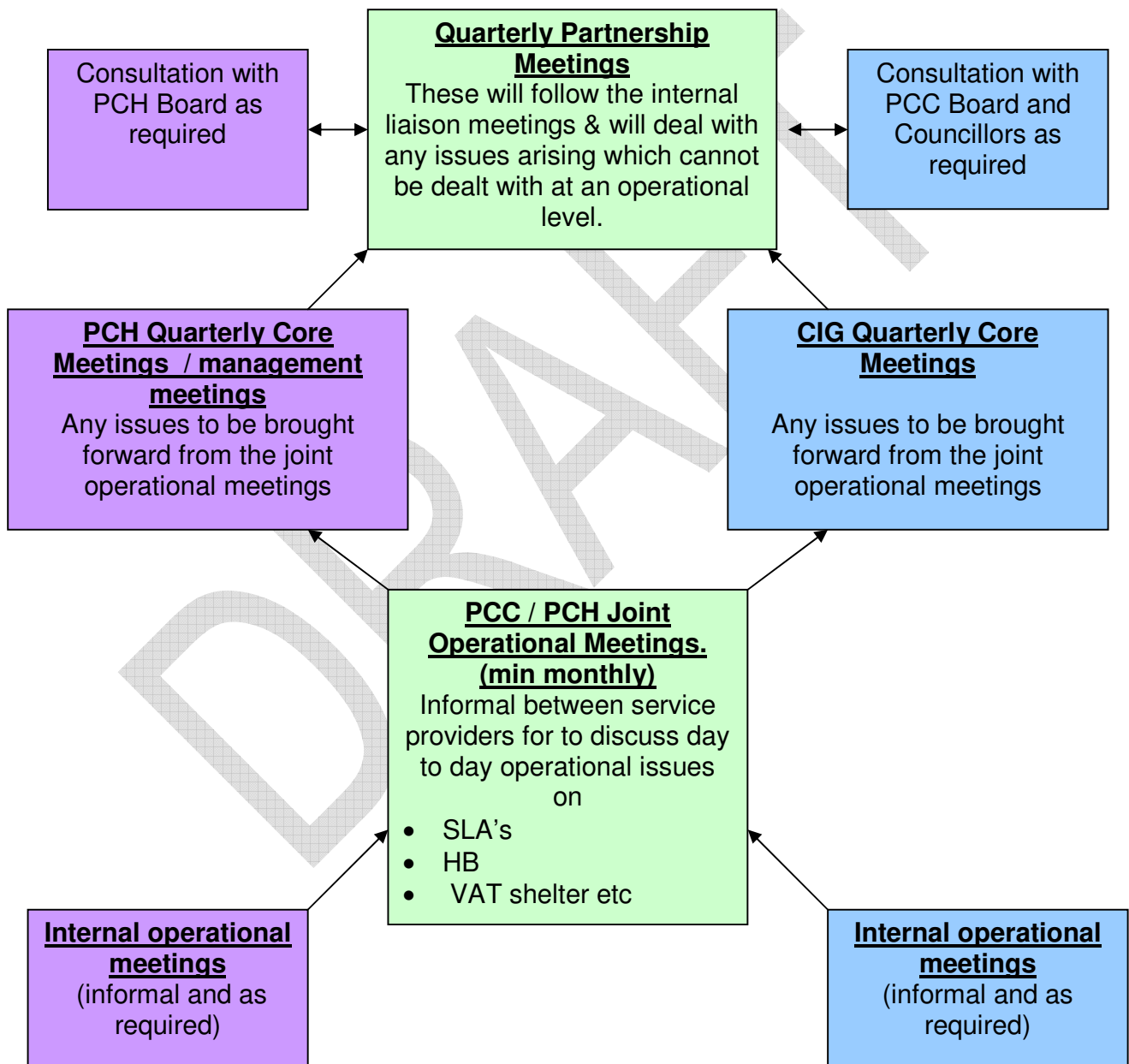
Plymouth Community Homes

Joint

Plymouth City Council



PCH Formal Presentation of Progress Report to Council
(twice annually)



Formal: PCH Presentation of Progress Report to Council (twice annually)

While the Association will covenant to deliver the promises to tenants, the Council made the commitments to tenants in the Consultation Document.

The Chief Executive of the Association (or his nominee) will present a twice yearly progress report to the Council, hosted either by the Cabinet Member(s) with responsibility for housing or by the appropriate Chair of Scrutiny.

This presentation will be open to all Council Members to attend. Board members of the Association and tenant representatives will also be invited.

DRAFT

Formal Joint: Plymouth City Council and Plymouth Community Homes Quarterly Partnership Meetings

Purpose - To discuss:

- Progress on the 'promises' to tenants (format to be agreed)
- Each Party's relevant strategic direction and objectives and how the Parties can work together to achieve these objectives, where appropriate
- Financial issues as a result of transfer and the robustness of financial plans
- Monitoring and reviewing the Service Level Agreements
- Monitoring the use of proceeds in the event of the Association's disposal of any part of the Property
- Issues raised by the Council's Post Transfer Core Officer Group that cannot be addressed at an operational level. This will include Core Officer Group recommendations on decisions that need to be made at a corporate level and at the formal Partnership Meeting.
- Progress of the North Prospect Project as set out in Schedule 24.

Frequency – quarterly, starting January 2010

Membership: To be agreed but suggested from the following:

Association

- Chief Executive
- Director of Housing and Neighbourhoods
- Finance Director

Council

- Director of Corporate Support
- Assistant Director Strategic Housing
- Monitoring Officer

Reporting Mechanism – Minutes of quarterly meeting circulated to Post Transfer Core Group (Council), Management Team (Association) and Operational meetings and for them to cascade as appropriate.

Formal PCC Internal: Quarterly Stock Transfer CIG Meeting

Objective

- To continue to provide a co-ordinated approach within the Council for the delivery of stock transfer
- To ensure that work stream leaders are aware of issues further to stock transfer
- Raise Issues that cannot be resolved at an operational level
- Update on joint working on new or existing initiatives and progress made
- Raise Issues from new protocols and SLAs

Meeting management

The purpose of this group is to deal with any operational and service issues arising from the completion of stock transfer, helping to ensure that services across the Council are operationally aligned and progressing in accordance with the overall project plan.

This group will be chaired by the Assistant Director for Development and Regeneration (Stuart Palmer)

Membership comprises of - Managers in each organisation (to be agreed) who either:

- Have responsibility to deliver services under SLAs
- Receive services under SLAs
- Are responsible for the delivery of promises to tenants
- Are responsible for monitoring the delivery of promises to tenants
- Manage services affected by services delivered through the transfer.

The group will meet quarterly. Agendas will be sent out on the Friday prior to the meeting.

Meeting agendas will include feedback from workstream leads, to include

- Progress to date
- Current position
- Issues to be resolved by the project group

Out of scope of this group

- Consultation with Unions – this will be undertaken through a separate meeting structure
- Consultation and Negotiation with PCH when issues have been raised and not dealt with at an operational level– this will be undertaken through a separate meeting structure

Informal Joint: Operational Meetings – between service providers.

Purpose – To discuss:

- Day to day operational issues
- Monitoring of individual SLAs or protocols as appropriate
- Joint working on HB, VAT shelter etc
- Joint working on new or existing initiatives, as appropriate
- Development of new protocols where/if necessary
- Any other items relevant to service delivery

For Example:

- Allocations/ homelessness and Temporary Accommodation
- Anti Social Behaviour
- North Prospect formal Programme Board

Membership: To be agreed but based on:

- Appropriate operational managers - Council
- Appropriate operational managers - Association
- Any other relevant staff e.g. partner agencies, involved

Frequency: To be decided by managers but probably monthly, with ad hoc as necessary to resolve urgent issues.

Reporting Mechanism – Updates to relevant Management Teams and other relevant service teams. One member of each Operational Meeting should also be a member of the Core Group and take responsibility for reporting issues that cannot be resolved and need a corporate decision to the relevant Core Group.

Minutes to be copied to Sue Buddell and Izzie Fisher