

Annexe B

Action Plan

1. In preparing the Housing Renewal Strategy the council undertook a review of its services by employing an independent consultant Environmental Health and Housing Officer.
2. The consultation exercise that was undertaken is outlined in **Annexe A** during April and May 2003.
3. In drawing up this action plan there may be resource implications for the Housing Renewal Team. Where these have been identified comment will be made that further investigation may be required.
4. Items for Action have been collected under various headings for ease of identification.

1. Publication of Policies, Procedures and Application Forms

Number	Action	Deadline	Progress
1.1	Publication of new Housing Renewal Policies, Procedures and Application Forms for assistance,	18 July 2003	
1.2	Publicity in the media of new Housing Renewal Strategy,	18 July 2003	
1.3	Update and revision of Empty Property Strategy and Enforcement Policy	01 April 2004	

2. Data Collection and Monitoring

Number	Action	Deadline	Progress
2.1	Investment in Housing Renewal software package to assist with the identification of unfit properties, enquiries and assistance given, action taken and time recording for charges and court fees,	01 October 2004	

3. Further Research

Number	Action	Deadline	Progress
3.1	availability of match funding to increase resources for delivering services,	01 April 2004 and as they arise	
3.2	potential for release of family accommodation through downsizing schemes	01 April 2004	
3.3	into unfitness levels in houseboats/caravans/holiday accommodation,	01 April 2005	
3.4	into availability of loan packages for Island residents	01 December 2003	

4. Talking to partner agencies

Number	Action	Deadline	Progress
4.1	Discussions with partner agencies on the provision of handyman services,	01 April 2004	
4.2	Discussions with partner agencies on the provision of accredited builders,	01 April 2004	

4.3	Discussions with partner agencies on the provision of discounted services and materials,	01 April 2004	
4.4	The identification of unfit properties for targeting and use in Housing Improvement Zone,	01 April 2004	
4.5	About processes that could lead to improvements in service delivery such as planning, building control, OT's, RSL's, fire safety, health, homeless provisions, crime and disorder	Ongoing- to include at least three service reviews by 01 April 2004	

5. Information and Advice

Number	Action	Deadline	Progress
5.1	The publication of a Home Maintenance Leaflet,	18 July 2003	
5.2	To owners and landlords about their responsibilities	01 December 2003	
5.3	An Energy Efficiency	01 September 2003	

	Discount scheme leaflet,		
5.4	An updated Empty Property leaflet	01 December 2003	

6. Training

Number	Action	Deadline	Progress
6.1	The training of Housing Renewal Team in new policies and procedures	18 July 2003	
6.2	The training of a newly appointed independent review panel	01 September 2003	
6.3	The training of other partner agencies that can assist with the delivery of the Strategy,	01 January 2004	

7. Service User Review

Number	Action	Deadline	Progress
7.1	The establishment of a user group made up of service users and/or their representatives	01 September 2003	

8. Revision of Strategy and Policies

Number	Action	Deadline	Progress
8.1	The revision of the Housing Renewal Strategy	18 July 2003	
8.2	The revision of the Housing Enforcement Policy to include additional information about Empty Properties and Drainage Enforcement	01 April 2004	