

HRA Reform Project Dashboard – June 2011
Phase 1: Policy & Priority & Development of Outline Business Case



Status Of Project		Last Report	This Report	Comments
HRA Reform – Phase 1		A	G	
Status by Key Project Activities for Phase 1	Workstream Lead	Last Report	This Report	Comments
1. Treasury Management	Maggie Hammond	G	G	
2. Data Checking	Fiona Gudge	N/A	G	
3. Financial Control & Reporting	Paul Fitzgerald	R	G	
4. Affordable Housing	Martin Daly	G	G	
5. Policies/Best Practice	Martin Price	G	G	
6. Income Management	Stephen Boland	G	G	
7. Business Plan	Stephen Boland	G	G	
8. Stakeholder Engagement	Martin Price	G	G	
9. Assets	Phil Webb	G	G	
10. Baselineing/Benchmarking	Stephen Boland	G	G	

Key	
Red	Unsatisfactory progress – milestones & timescales not being met corrective action or re-plan required
Amber	Issues against some milestones but remedial action will keep project under control overall
Green	All milestones being met & project on target/completed

Key Accomplishments LAST Period
<p>Treasury Management –</p> <ul style="list-style-type: none"> Maggie Hammond attended a meeting with Arlingclose our Treasury Advisors to talk through previous reports they had sent and to discuss information requirements for their report due in September. <p>Financial Control & Reporting –</p> <ul style="list-style-type: none"> Medium Term Financial Plan #1 has been completed although this is based on no change to position reported at budget setting. The approach and timeline for implementation for the new HRA Coding Structure has been defined. Financial information has been provided to Savills to support the Business Plan. <p>Affordable Housing –</p> <ul style="list-style-type: none"> Martin Daly has obtained further information and clarification from Enabling Lead on likely timing (to the nearest financial year) of potential HRA disposals to facilitate affordable housing schemes. It would appear that the vast bulk of the potential HRA disposals identified for enabling schemes could occur within the financial year 2012/13. <p>Policies & Best Practice-</p> <ul style="list-style-type: none"> Operational areas to benefit from a review of policies and best practice have been identified. These areas have been prioritised and a timetable of actions produced. The initial findings have been reported to the project group. <p>Income Management –</p> <ul style="list-style-type: none"> Data on current levels of debt including current rent arrears, former tenant's arrears and void management obtained. <p>Business Plan –</p>

- Gareth Denslow has been appointed as the HRA Reform Business Plan Project Officer.
- A successful HRA Business Plan scoping meeting was held on the 17th June. The following has been produced as a result of the meeting: Outline project plan showing key tasks for development of the plan, timescales for production of the document and suggested target timescales for meetings and workshops.
- A table of information and documents required by Savills has been created and 'responsible officers' are working towards a submission deadline.
- Savills have suggested a structure for the business plan document and this is currently being considered by TDBC officers.
- Following a discussion with officers, Savills have suggested a plan for workshops which will include a range of stakeholders.

Baselining/Benchmarking –

- Housemark have introduced a new 'E' form on which all members of the Housemark bench marking club will submit their benchmarking data (formerly the DCF) – Officers continue to collect and input data onto the new form.
- The Housemark Regional Manager and Assistant Director have attended TDBC offices and provided several 'key' officers with training on the completing the new 'E Form'

Project Management –

- HRA Reform Risk Register has been produced by the project group to monitor risks and opportunities.

Key Activities NEXT Period

Treasury Management -

- Maggie Hammond will be attending to workshops with Arlingclose in July; these workshops will enable Maggie to write the list of borrowing options with rates and borrowing conditions.

Financial Control & Reporting –

- The Medium Term Financial Plan Model needs to be updated to incorporate features from the general fund model. A simplified approach will be taken for this but learning from the HQN model used for HRA self financing modeling.
- Establish timetable and deadlines for completing key tasks in coding structure review and commence the tasks, including time with managers.
- Support financial modeling work by Savills for the Business Plan.

Affordable Housing –

- Map on GIS location, extent and timing of potential HRA disposals for affordable housing.
- Integrate schedule of HRA possible disposals with other work on empty homes and evaluate impact on future new homes bonus payments – to feed into budget project income stream.

Policies & Best Practice –

- Integrate findings and recommendations of best practice with project plan.

Income Management –

- Undertake research work into Income Policy and Rent Policy.

Business Plan –

- Firming up and agreeing project plan timescales, a structure of business plan document and stakeholder workshops.
- Savills Consultant confirming attendance at the Tenants Services Management Board on the 21st July.

Assets –

- Meeting with HQN Consultant on the 8th July to finalise the Housing Asset Management Strategy.
- Consult with Savills regarding the validation of the figures.

Baselining/Benchmarking –

- Continue collecting and inputting data to populate and submit our 'E Form' by the required deadline of September 2011, so TDBC can receive benchmarking reports in November 2011.
- Examine whether Housemark can provide us with access to 2009/10 DCF data relating to 'other housing providers' so we can try and compare our operating costs with such providers. This will hopefully provide TDBC with an indication of how our operational costs compare with 'other providers' until we receive the November report for 2010/11.

Issues

Financial Control & Reporting –

- Finance need to develop the overall Medium Term Financial Plan structure so that one model is used for core data and can be flexed for business plan modelling.

Income Management –

- The work involved in creating a new rent policy for the Housing Service at TDBC is underestimated, the sufficient resources and time to creating new policy needs to be allocated.

Business Plan –

- TDBC does not currently have enough information on the future plans of partner social landlords, especially in relation to meeting local housing needs. This information is relevant to the creation of the HRA Business Plan.