

Planning the scrutiny review

(Use this form to plan the work of a Task & Finish Group)

Ref SR024: Private Sector Housing

Strategy

Purpose of Review Specify exactly what the Scrutiny Review should achieve and refer where possible to VFM issues of service cost, service performance and/or customer satisfaction.	- Request from the Portfolio Holder for Planning and Housing - To contribute to the production of the Private Sector Housing Strategy which links to the Cherwell Housing Strategy 2005 – 2011 - It provides an opportunity for Member involvement in policy development from the outset
Indicators of Success What factors/outcomes will demonstrate that this Scrutiny Review has been a success.	Adoption and implementation of the Private Sector Housing Strategy by Council in November 2009
Methodology/ Approach What types of enquiry will be used to gather evidence	- Task and Finish Group members to participate in the work of the topic review groups and feedback to the Task and Finish Group. - The approach adopted by each topic review group will be determined by the issues each respective topic review group chooses to address - The Task and Finish Group will be represented on the Private Sector Housing Strategy Steering Group by 2/3 members (see annex 1b for the Steering Group draft Terms of Reference)
Target body for Recommendations Executive, Council, Other/Partners	- Private Sector Housing Strategy Steering Group - Executive - Council
Key dates Identify key meeting dates and any deadlines for reports or decisions	- These are linked to the Private Sector Housing Strategy project plan (see annex 1c) - End April 2009 – first meeting of Task and Finish Panel to: - Appoint Chairman - Establish terms of reference - Agree work programme and representation on the topic review groups and Steering Group - Receive briefing from Housing officers - May 2009 – First meeting of the Steering Group - May – October 2009 – development of the strategy through topic review groups (see annex 1c for detail) - October 2009 – final meeting of the Task and Finish Group to sign off the draft strategy before it goes to the Executive - November 2009 – formal adoption of the Strategy by elected Members

Risks Identify any weaknesses and barriers to success	• Resource constraints of the Task and Finish Group members • Slippages in the project plan timetable (outside the control of the Task and Finish Group) • Appropriate budgets for delivery not being available (outside the control of the Task and Finish Group)
Witnesses/ Experts/ Site Visits Who, why and when	• Wide consultation with partners i.e. Registered Social Landlords, housing associations, private landlords, tenants, as appropriate for the issues and options being addressed by the respective topic review groups
Publicity & Media Do we need to publicise the review to encourage community involvement? what sort of media coverage do we want? Fliers, leaflets, radio broadcast, press-release, etc.	• Will this review be subject to a press embargo? No • To be determined by the Private Sector Housing Strategy Steering Group
Resources & Budget • specialist staff • external support • consultation • research	• Resource allocation driven by the Private Sector Housing Strategy Steering Group

Completed by: Natasha Clark	Date: 30 March 2009
Approved by Overview and Scrutiny Committee:	Date: 07 April 2009