

Rochford District Council - Large Scale Voluntary Transfer

High Level Draft Timetable for Pre-Ballot Period as at 060106

Ref	Task name	Target Finish
1.	Council approves registered social landlord partner	January 2006
2.	Rochford Housing Association shadow board initiated	January 2006
3.	Agree communications protocol	January 2006
4.	Prepare building cost and financial models	February 2006
5.	Prepare transfer application	February 2006
6.	Plan, consult, print, deliver Newsletter 1	February 2006
7.	Agree assets and services to be transferred	March 2006
8.	Determine investment requirements	March 2006
9.	Collect / develop other information required	March 2006
10.	Council approval to transfer application	March 2006
11.	Apply for transfer programme	March 2006
12.	Application to Office of the Deputy Prime Minister	March 2006
13.	Develop preliminary Business Plan (BP)	March 2006
14.	Refine Business Plan with RSL partner	March 2006
15.	Agree minimum Transfer Price	March 2006
16.	Assess General Fund impact	March 2006
17.	Discuss with funders and adjust as necessary	March 2006
18.	Plan, consult, print, deliver Newsletter 2	March 2006
19.	Granted place on Transfer Programme	April 2006
20.	Develop key policies	April 2006
21.	Plan, consult, print, deliver Newsletter 3	April 2006
22.	Develop Formal Offer	May 2006
23.	Identify staff to transfer to Rochford Housing Association	May 2006
24.	Define terms and conditions for transferring staff and agree with prospective new landlord and RSL partner	May 2006
25.	Plan, consult, print, deliver Newsletter 4	May 2006
26.	Plan, consult, print, deliver Newsletter 5	June 2006
27.	Develop Formal Consultation Document	June 2006
28.	Communications and Consultation with tenants and residents, leaseholders, Members, staff and other stakeholders	February – July 2006
29.	Rochford Housing Association shadow board meets	July 2006
30.	Plan, consult, print, deliver Newsletter 6	July 2006
31.	Agree draft transfer terms with JTSG and Council	July 2006
32.	Plan, consult, print, deliver Newsletter 7	September 2006
33.	Serve Formal Consultation	September 2006
34.	Record Consultation Responses	September 2006
35.	Possible Independent Tenant Survey	September 2006
36.	Video produced and distributed	October 2006
37.	Report to Board and Council	October 2006
38.	Serve Stage 2 Notice	October 2006
39.	Initiate ballot	October 2006
40.	Ballot	November 2006
41.	Ballot outcome	November 2006
42.	Meetings with tenants and leaseholders	April-December 2006
43.	Council decides whether to proceed	December 2006