

**APPENDIX 1 to Item 15
COMMUNITY SERVICES COMMITTEE
5 February 2002**

DOCUMENTATION

1. Service Review Parameters
2. Housing Quality Network Self Assessment Toolkit – Vacant Property Management (Rochford situation within minutes of Review Group)
3. Housing Quality Network Self Assessment Toolkit – Housing Registers and Waiting Lists (Rochford situation within minutes of Review Group)
4. Allocation and reletting policy
5. Property maintenance services
6. Tenant surveys and results
7. Responses from private sector (JSS Pinnacle and Springboard Housing Association).
8. Results of Benchmarking exercise
9. Minutes of Review Group officer meetings
10. Minutes of Review Group Member meetings (Dates may not follow on as the same group dealt with both Housing Management and Housing Strategy reviews)
11. Draft Action Plan