

Shared Ownership Review 2013 -Action Plan

Action	Completion date	Lead Officer	EQIA* Action	Progress
1. Agree roles and responsibilities in, and process for, developing business case for available properties	Mar-14	Head of City Homes (Robert Hollingsworth)		
2. Agree process for converting appropriate rented properties to shared ownership, ensuring no direct loss of overall numbers of rented properties	Mar-14	Head of City Homes (Robert Hollingsworth)	Take into account need to balance sizes and types of properties available to meet needs. Develop process link between Housing Advice, City Homes and Leasehold Team to ensure properties are identified to meet specific identified needs.	

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3. Continue to model and plan for, and deliver shared ownership properties on Clay Farm. Monitor delivery.	Dec-16	Development Officer (Sabrina Walston)	<p>Take into account the needs of vulnerable groups in the design of, and size and types of housing provided - including need for wheelchair accessible/ older people's housing, location, parking availability etc.</p> <p>Ensure new properties are as affordable as possible to local people - including offering properties at lower shares (subject to viability).</p>	
4. Model and plan for provision of shared ownership properties on other Affordable Housing Development sites as appropriate. Monitor delivery.	Apr-18	Development Officers (Gary Norman & Sue Dellar)	As for Clay Farm above	

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5. Implement new applicant eligibility criteria	Mar-14	Leasehold Manager		
6. Implement new criteria for prioritising applicants	Mar-14	Leasehold Manager (Carol Amos)		
7. Provide information annually to shared ownership leaseholders on staircasing and Council & leaseholder rights and responsibilities	Around the beginning of each financial year	Leasehold Services Officer (Lorna Winn)		
8. Improve provision of information to Home-Link applicants on shared ownership as a housing option	Mar-14	Housing Advice Service Manager (David Greening)		
9. Restart leases at 99/125 years on properties at point of re-let where appropriate, to support leaseholders who may want to remortgage in future	Ongoing as properties are resold	Jackie Griffiths	Consider the extent to which this will increase the purchase price and impact on affordability.	

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10. Review lease terms in conjunction with development of Clay Farm leases	tbc	Senior Legal Officer (Jackie Griffiths)		
11. Agree arrangements for improved marketing of properties	Mar-14	Leasehold Manager (Carol Amos)	<p>Advertise on the Council's website , to ensure access to Council's translation/ interpreting services and other formats.</p> <p>Target marketing more effectively - eg to older people, disabled people etc as appropriate.</p>	
12. Seek to clarify requirements around pooling of capital receipts	Dec-13	Principal Accountant (Julia Hovells)		
13. Contact all leaseholder survey respondents who asked to be contacted about issues raised	Dec-13	Leasehold Services Officer (Lorna Winn)		

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14. Contact all applicant survey respondents who asked to be contacted about issues raised	Dec-13	Housing Advice Service Manager (David Greening)		
15. Review the revised service	Mar-17	Housing Strategy Manager (Helen Reed)	Review EQIA	

* EQIA = Equality Impact Assessment