

ALLOCATION POLICY REVIEW 2007 - PROJECT PLAN

Plan last reviewed on: 19/05/08

Date (w/b)	Action	By	Achieved
11/02/08	<ul style="list-style-type: none"> • Project Plan to be completed • Revised Homeless Data report • Young Persons Protocols to be examined • Overcrowding Rules - ICT changes implemented • Final comments on Allocation Leaflet by 11/02/08 • Commence further investigation of other LA's re responses to Section 5 • Programme meetings with RSL's with regards Nominations Agreements <p>ARG Meeting on 11/02/08</p>	<p>RA</p> <p>FG</p> <p>RA</p> <p>CB</p> <p>ALL</p> <p>RA/J She</p> <p>CB</p> <p>ALL</p>	<p>10/02/08</p> <p>17/02/08</p> <p>Ongoing</p> <p>31/01/08</p> <p>10/02/08</p> <p>Ongoing</p> <p>10/02/08</p>
18/02/08	<ul style="list-style-type: none"> • Allocation Leaflet to be checked & sent for print • Further examination of Categories of need to commence. 	<p>GS</p> <p>RA/FG</p>	<p>Achieved</p> <p>Ongoing</p>
25/02/08	<ul style="list-style-type: none"> • Review options for dealing with Young Persons Leaving Care • Complete examination of Categories of need by 29/02/08 - Homelessness 	<p>CB</p> <p>RA</p>	<p>Ongoing</p> <p>11/03/08</p>

Date (w/b)	Action	By	Achieved
3/03/08	<ul style="list-style-type: none"> Commence updating procedures to support Allocation Policy 	RA/CB	Started 1/03/08 & ongoing
17/03/08	<ul style="list-style-type: none"> Complete meetings process with regards Nominations by 29/02/08 	RA/CB	09/05/08
24/03/08	<ul style="list-style-type: none"> Complete investigations into Section 5 responses by 29/02/08 	RA/J She	Ongoing
19/05/08	<ul style="list-style-type: none"> Complete Annual Allocation Policy Review Report for Committee in August 2008 	RA/JS/FG	Ongoing
26/05/08	<ul style="list-style-type: none"> Ensure Consultants are booked for June 08 to discuss potential system changes 	SP/RA	Povisional date – end June

Date (w/b)	Action	By	Achieved
9/06/08	<ul style="list-style-type: none"> • Complete Report on the Annual Allocation Policy 07/08 • Feedback from Committee on 10 June 2008 • Arrange Allocation Review Group meeting to review actions from Committee • Set up I/World test system for proposed options if approved 	RA/CB/FC All RA SP	
29/06/08	<ul style="list-style-type: none"> • Complete testing of the proposed changes. • Complete re-draft of interim Allocation Policy procedures • Allocation Review Meeting to discuss findings 	All CB/RA All	
7/07/08	<ul style="list-style-type: none"> • Arrange mail shot for applicants confirming changes to the Policy 	CB/SDT	
14/07/08	<ul style="list-style-type: none"> • Programme training for staff affected by the changes 	RA/CB/SDT	
21/07/08	<ul style="list-style-type: none"> • Programme training for staff affected by the changes 	RA/CB/SDT	
5/08/08	<ul style="list-style-type: none"> • Interim Policy measures go "live" 	All	

Date (w/b)	Action	By	Achieved
11/08/08	<ul style="list-style-type: none"> • Provisional Allocation Review Meeting to consider issues/address problems 		
18/08/08	<ul style="list-style-type: none"> • Annual Allocation Review Report to Communities Committee on 19 August 2008 		