
REPORT TO:	COMMUNITY SERVICES COMMITTEE	AGENDA ITEM: 14
DATE OF MEETING:	29 AUGUST 2002	CATEGORY: RECOMMENDED
REPORT FROM:	HEAD OF COMMUNITY SERVICES	OPEN
MEMBERS' CONTACT POINT:	SANDRA WHILES (EXT 5712)	DOC:
SUBJECT:	HOUSING BRIEFING	REF: s:\cent_serv\committee reports\community services\29 aug 2002\hsg briefing cs aug 2002.doc
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: CS01

1.0 Recommendations

- 1.1 Members receive the August 2002 Housing Briefing sheet.
- 1.2 Members agree that the monthly briefing sheet be circulated to all Members, all staff in the Housing Division, Divisional Managers and Tenant Advisory and Consultation Team (TACT) members on a monthly basis.

2.0 Purpose of Report

- 2.1 To clarify arrangements for the production and use of the monthly Housing Briefing sheet.

3.0 Detail

- 3.1 At the July meeting this Committee made useful comment on the format of a proposed Housing briefing document.
- 3.2 The August briefing sheet is attached at Annexe A. The style has been changed to reflect comments from Members and others on the draft.
- 3.3 The briefing sheet will be a useful tool to keep Members aware of issues relating to the housing service and to inform front line staff and TACT representatives. It is designed to give information and to further develop the culture of effective service delivery and service improvements across the whole of Housing Services. This is of particular importance given that many staff in housing are dispersed and work away from the Civic Offices.

3.4 The sheet will be produced monthly and issued to staff, Members, TACT and other Divisions.

3.5 The performance information on which the briefing sheet is based will be considered monthly by Managers and Teamleaders in the Housing Divisions in order to focus effort on areas where improvements are needed.

4.0 Financial Implications

4.1 The costs of producing and circulating the briefing sheet will be met from existing resources.

5.0 Corporate Implications

5.1 This development will contribute to delivering several of the critical success factors within the Corporate Plan, including improved communication with employees, achieving Best Value and Audit Commission targets, and improving performance.

6.0 Community Implications

6.1 Housing Services directly affect many of the most vulnerable people in South Derbyshire.

7.0 Background Papers

7.1 Report to CS Committee 18 July 2002 – Performance Management Information.