

Greater Haven Gateway Enhanced Housing Options Project

Action/Milestone	By when	Note	Who will deliver this?	Resources	Outcomes	2009 Activities							
Write Job Description for Gateway to Housing Options Partnership Manager (HOPM) and submit post for grading	12-Jan		Babergh	Within existing resources	The appointment of an effective manager. Will be seeking secondment opportunities within GHG and DWP. Remuneration levels represent strategic importance of this post.								
Provide full briefing to main GHG Steering Group on current position	17/01/2009		Babergh		Feedback from CLG meeting of 9th January 2009 provided and discussions with group on delivery arrangements								
Meeting with Teresa Taylor at Norwich City Council to discuss action plans and baseline position	20/01/2009		Babergh		Exchange of project plans and outcomes. Further meetings to be scheduled as the Norwich scheme progresses								
Prepare revised action plan and ensure fit for purpose	01/02/2009		Babergh		Project plan updated. Further clarification being sought from CLG on grant conditions and outcomes								
Planning meeting with CLG and Go East	26/02/2009		David Clarke and Mike Eaton		Issues raised in Mike Eaton's letter dated 26th January 2009 discussed. Agreements reached to progress scheme and new timetable agreed. Work to progress outstanding matters to be concluded by 6th March 2009.								
Develop contacts with other multiple Trailblazer schemes.	02/03/2009		Babergh		Contacts made with Derbyshire Dales and Exeter and action plans and outcomes shared. Scope to further dialogue and shared working also agreed.								
Submit new action plan to CLG	06/03/2009		Babergh		To be completed by 6th March 2009.								
Advertise HOPM post	16/03/2009		Babergh		Babergh internal recruitment policy guidelines met. Post to be advertised w/c 16th March 2009. David and Mike to lead this process								
Interview and appoint	Apr-09		David Clarke and Mike Eaton		As above								
Planning meeting with DWP and Job Centre Plus	Mar-09		David Clarke, Mike Eaton and Dennis Roberts		Meeting to be arranged by Dennis Roberts at Go East. Scoping document and meeting aims to be agreed in advance								
Development of welfare to work training - negotiations with Reed in Partnership	Apr-09		Babergh		Further meeting with lead officer agreed following in principal agreements reached on 8th August 2008.								
Develop protocols with Reed and appointment of two case workers	Apr-09		Babergh		Will follow on from planning meeting above								
Arrange job shadowing with Reed advisors and housing advisors in each authority	Jun-09		HOPM		Will follow on from planning meeting above								
Formalise new governance arrangements within GHG including organisations with links to the worklessness and training agendas	March to April 2009		GHG main steering group		Existing governance structure within GHG to be enhanced to include representatives from DWP, Economic development and Supporting People. Structures to be agreed at GHG meeting on 19/03/9								
CBL scheme implemented	16/04/09 to 13/05/09		All partners within GHG		New implementation structures and full time operations manager approved. The CBL group will steer the EHO aspects of the programme								

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