

Appendix 3

DISCUSSION PAPER DEVELOPING AN ACTION PLAN

Our report makes a large number of recommendations to improve resident involvement in Harrow. Their adoption will certainly involve some extra work for HFTRA, individual Tenant and Residents Associations and Council staff in the coming months.

However, we believe it is essential to start strengthening participation in Harrow as quickly as possible. We have set out a potential action plan below. *We suggest it should be seen as a template for discussion, rather than a prescriptive document.* Page numbers in brackets refer to the page in our report where we made the original recommendation.

Any final action plan must be one that all the partners feel they can deliver. However, we have assumed that residents and other stakeholders will want to see initial progress made as quickly as possible, so we have included reasonably challenging deadlines that we feel should be achievable.

- Ian Simpson, FIRST Call, August 2007

<i>What do we need to do?</i>	<i>Who needs to deliver it?</i>	<i>How quickly should it be delivered after adoption of this plan?</i>
HFTRA Committee members and officers to receive training, e.g. on governance, finance (page 15)	HFTRA	This training to be delivered within 3 months.
HFTRA to collect essential basic information from all TRAs (p 17) and ensure they are meeting their Compact duties (p 22)	HFTRA, TRAs	All info returned by TRAs within 6 weeks. All TRAs to comply with Compact requirements within 3 months.
Council and HFTRA to develop an induction and training plan for Neighbourhood Representatives and promote this option (p 19)	HFTRA, Council	Plan to be developed within 2 months. Promotion to begin immediately after this.
Regular meetings of HFTRA's Way Forward Group (p 21)	HFTRA	Immediately.

<i>What needs to be done?</i>	<i>By who?</i>	<i>How quickly?</i>
Plan to increase diversity and representativeness of HFTRA and individual TRAs (p 21)	HFTRA	Plan to be developed within 3 months.
Diversity training for HFTRA members	HFTRA	Training for existing members within 3 months.
Contact TRAs that have not attended HFTRA meetings and develop support plans where necessary (p 22)	HFTRA; Council; TRAs	Immediate contact. Plans agreed within 3 months.
Tenant and Leaseholder Consultative Forum to become more user-friendly (p 30)	Council	Immediately.
Residents' Empowerment Working Group to be abolished (p 31)	Council	Immediately
HFTRA to engage effectively in consultation in areas previously covered by REWG (p 31)	HFTRA	Immediately
Joint planning meetings on resident involvement (pp 34 & 41)	Council; HFTRA	Immediately
Action plans and targets agreed with TRAs to strengthen participation (p 34; suggestions for action by TRAs on pp 36-39)	HFTRA; Council; TRAs	All plans to be agreed within 6 months
Value for money review of HFTRA (p 45)	HFTRA; Council support	To be completed within 6 months