

Appendix 1

Community Lettings Action Plan 2009/10

Strand		Action	Lead Officer	Timescales	Outcome
1	Review and improve current process	Agree action plan with Grants Advisory panel	Service Manager Community Resources & Projects / Integrated Early Years and Community services	Nov-09	Grants Advisory panel approval secured.
		To map the following: (1) the facilities available, (2) the beneficiaries, (3) the type of activities delivered, and (4) the extent that these activities meet the LAA priorities.	Community Lettings Officer	Feb-10	To have a full picture of the location of existing facilities, current uses and match against LAA priorities.
		Review hire rates and subsidy.	Service Manager for Community Resources and Projects	Feb-10	To ascertain the true value of the current subsidy.
		Develop and implement the use of a simple, self-assessment monitoring tool.	Community Lettings Officer / Principal Grants Officer	Apr-10	To gather feedback on how this resource is being used.
		To review community lettings hire agreements.	Community Lettings Officer / Principal Grants Officer	Feb-10	To clarify roles and expectations of the hirer, schools and the council.
		Develop and promote the use of an on-line application form.	Community Lettings Officer / Principal Grants Officer	Apr-10	To improve efficiency and access to the service.
		Liaise with the Business Transformation project re: links to corporate bookings system	Service Manager for Community Resources and Projects with the Business Transformation Programme	January 2010 onwards	To align community lettings to the corporate approach for bookings.

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2	Consultation and engagement	Develop and publish a consultation and engagement timetable for schools.	Service Manager for Community Resources and Projects and Early Years and Extended Services	Jan-10	Clear consultation and engagement plan with schools.
		Develop and publish a consultation and engagement timetable for voluntary sector organisations.	Service Manager for Community Resources & Projects / Integrated Early Years and community services / Voluntary sector partners	Jan-10	Clear consultation and engagement plan with voluntary and community sector.
		Develop and agree a key messages approach with Integrated Early Years and Community services to engage schools using the extended schools and community cohesion framework.	Service Manager Community Resources & Projects / Integrated Early Years and Community services	Jan-10	Consistent and clear messages communicated to schools.
		Undertake consultation activities with schools and voluntary organisations re: changes to community lettings process.	Service Manager for Community Resources and Projects	January 2010 - April 2010	Key stakeholders consulted and engaged with the process.
		Prepare and present report to Grants Advisory Panel regarding proposed changes to community lettings process.	Service Manager - Community Resources & Projects	May-10	Recommendations made to Grants Advisory Panel on proposed changes.
		Undertake an equalities impact assessment on proposed changes to community lettings process.	Service Manager - Community Resources & Projects	May-10	Equality impact considerations considered within proposed changes.
3	Communication and implementation	To publicise the new arrangements through the Harrow website, libraries, various Harrow publications (such as Harrow People and Talking Communities), community notice boards, etc	Service Manager for Community Resources and Projects	Jun-10	Increased awareness of this community resource and increased resident satisfaction with the council.