

PLANNED INVESTMENT CONTRACT PROCUREMENT		2010					2011																							
		December					January				February				March				April				May							
week ending:		3	10	17	24	31	7	14	21	28	4	11	18	25	4	11	18	25	1	8	15	22	29	6	13	20	27			
LHC Projects																														
Approval to short term procurement option	Cabinet							X																						
Finalise 2011/12 budget Budget Approval	HB / JD / AC Cabinet ??																													
Identify budget heads for LHC projects	HB / JD																													
Select LHC companies																														
week:		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
Individual project briefs	JD / Surveyors																													
Identify addresses for each package	AC / BL																													
Identify leasehold content	DS																													
Validation survey of selected properties	CoW																													
Produce detailed specification & scope of works for each package	Surv.																													
Produce tender documentation	PI																													
Tender period																														
Tender Appraisal																														
Contractors preparation																														
Start on site																														
Communications Plan:																														
Leasehold consultation:																														
	Informal notification																													
	Phase 1 consultation																													
	Phase 2 consultation																													
Tenant consultation																														
	Initial letter of possible inclusion in programme																													
	Detailed proposals																													
	Tenant meetings to discuss issues																													
Asset Management Improvement Group:																														
HFTRA:	20/01/2011 24/03/2011																													
TLCF:	05/01/2011 24/02/2011																													
Initial info to residents, PH, Ward Cllrs																														
Arrange meetings as necessary																														

