

		Report to: Northwards Housing Board 18 July 2008		Item No: <h1>10b</h1>	
Title:		Inspection Preparation and Timetable			
Date:		9 July 2008			
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Confidential:		No			
For: (Please tick action required)		NOTING <input checked="" type="checkbox"/>	DISCUSSION <input type="checkbox"/>	APPROVAL <input type="checkbox"/>	
PURPOSE OF REPORT					
<p>The purpose of this report is to advise the Board of the preparation & timetable for Re-Inspection by the Audit Commission in November 2008.</p>					
RECOMMENDATION					
<p>The Board is requested to note the Re-Inspection process & timetable.</p>					
IMPLICATIONS					
Equality & Diversity:		<i>None directly</i>			
Financial:		<i>None directly</i>			
Staffing:		<i>None directly</i>			
Decency Target:		<i>None directly</i>			
Governance:		<i>None directly</i>			
Risk Assessment:		<i>None directly</i>			

Equality & Diversity Implications (Please tick where relevant):

BME	<input type="checkbox"/>	Lesbian/Gay/Bisexual/Transgender	<input type="checkbox"/>
Gender	<input type="checkbox"/>	Single Parents	<input type="checkbox"/>
Age	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Alcohol/Drug Mis-users	<input type="checkbox"/>

Consultation/Consideration:

	Yes, No or N/A:	Name:	Date:
Sub-Committee:			
Area Panel:			
Task Groups:			
Ward Councillors:			

1.0 Purpose of Report

1.1 The purpose of this report is to advise the Board of the preparation & timetable for Re-Inspection by the Audit Commission in November 2008.

2.0 Background

2.1 As Board Members will be aware, as a conditional of Decent Homes funding, ALMOs are required to undergo regular Inspection by the Audit Commission. For 2 Star ALMOs this is every 2 to 2.5 years as long as the ALMO is still in receipt of Decent Homes funding from CLG.

2.2 Given that our last Inspection took place in June 2006, Northwards is due for Re-Inspection in Winter 2008. The Board agreed to seek Re-Inspection in November 2008.

3.0 Inspection Process

3.1 The Chief Executive met Graeme Foster, the Lead Housing Inspector for our Inspection, on 8th July when he explained the process & timetable for our Re-Inspection. Graeme will not actually be involved in assessing Northwards on site, but will oversee the process on behalf of the Audit Commission. This role usually falls to the relevant Regional Lead Housing Inspection, but Paul Clarke, in the North West, cannot be involved as he lives within North Manchester.

3.2 It has been decided that there will be an Inspection Team of 3 people:

Principal Inspector: Lesley Barnard (Audit Commission North Team)

Support Inspector: Andy Crowe (Audit Commission South Team)

Tenant Inspection Adviser: to be confirmed

3.3 They will be supported by Gill Stewart, Inspection Support Officer, from Audit Commission Midlands Team.

3.4 Graeme Foster will be responsible for quality assurance, including Moderation of the Draft Report 3-4 weeks after coming off site.

3.5 The Self Assessment Questionnaire pro forma is to be sent to Northwards w/c 14th July with a return date of 22nd September, together with the Document Request List.

3.6 The scope of the Re-Inspection is to be the same as our first Inspection. However, after analysing the Self Assessment Questionnaire & documents submitted, some areas may be identified as receiving a less intensive investigation whilst on site.

3.7 Key Board Members, Managers & a sample of staff will be interviewed. However, the process will involve Inspectors shadowing frontline staff in the course of their duties in preference to focus groups.

3.8 As in the first Inspection, focus groups of tenants will be convened by Northwards on behalf of the Inspection Team. Inspectors would wish to have the opportunity to attend any tenants meetings taking place whilst they are on site.

4.0 Re-Inspection Timetable

4.1 The key Re-Inspection dates are as follows:

- * Document Request List sent to Northwards: 4/8/08
- * Set up meeting with Principal Inspector: w/c 4/8/08
- * Board Presentation: 9/9/08
- * Deadline for submission of documents & Self Assessment Questionnaire: 22/9/08
- * Pre-Inspection Briefing Meeting: w/c 10/11/08
- * First day on site: 17/11/08
- * Final day on site: 28/11/08
- * Draft Report to Northwards: 5/1/09
- * Northwards deadline for Response to Draft Report: 19/1/09
- * Draft Publication Date: 6/2/09 (may slip)

5.0 Inspection Preparation

5.1 The Board will be briefed further on Re-Inspection process & our preparedness for Inspection at the Away Day on 19th July. There will be a Board Training session scheduled before Re-Inspection, probably in October.

5.2 Regular Re-Inspection progress reports will be brought to the Board at its bi-monthly Board Meetings.

6.0 Recommendation

6.1 The Board is requested to note the Re-Inspection process & timetable.