

## Programme for Scrutiny Review in Affordable Housing in Rural Areas

Stage	Action	Date to be completed	Resources required
1	<p>First meeting of the Scrutiny Panel (Booked for 31 October 2011, 10am Warren Room)</p> <p>This meeting looks at:</p> <p style="padding-left: 40px;">(a) Review of existing policies and delivery arrangements for affordable housing in rural areas of Lewes District</p> <p>Panel to read background papers prior to meeting (sent out week 10 October) and to lodge questions for officers about current service , to be answered at meeting</p> <p>(b) Panel agree at meeting the following:</p> <ul style="list-style-type: none"> <li>• Whether to seek to co-opt any external persons ( Suggest officers from SDNPA and AiRS Rural Housing Enabling Officer</li> <li>• List of stakeholders from whom to seek views on current service</li> <li>• Future plan of review</li> <li>• Agree covering letter and questionnaire to stakeholders</li> </ul>	31 October 2011	<p>Background papers emailed to Panel members (RA)</p> <p>Statistics produced for Panel members (RA)</p> <p>Draft questionnaires to Panel (LF)</p> <p>List of potential stakeholders drafted (RA)</p> <p>Funding required for Review (RA)</p> <p>Draft covering letter (RA)</p> <p>Relevant Cabinet members ( Housing and Planning ) informed of review and invited to Stage 3 and other stages if they so wish (RA)</p>

	© Panel could also consider a publicity campaign for this, twitter feeds, press releases at end of review etc.		
2	Site Visit to East Hants DC ( Petersfield) to discuss their experience as a beacon council for affordable housing and to visit some schemes in East Hants	5 December 2011 (suggested date)	Book transport and lunch (RA) Liaise with East Hants (LF)
3	<p>Second meeting of the Scrutiny Panel to meet all day at a rural location in Lewes District to be advised. To include a visit to local affordable housing scheme(s).</p> <p>This meeting looks at:</p> <ul style="list-style-type: none"> <li>(a) The need for affordable housing in rural areas of Lewes District.</li> <li>(b) Evidence from stakeholders, co-optees and witnesses on the day.</li> <li>(c) Understanding the changing policy and</li> </ul>	27 January 2012	<p>Second batch of reading material (RA)</p> <p>Stakeholders sent questionnaires and invited to attend prior to meeting (RA)</p> <p>Analysis of data from questionnaires (RA) – Survey Monkey?</p> <p>Lunch (RA)</p> <p>Occupiers of recently completed schemes sent questionnaire and invited to attend. (RA)</p>

	financial environment and considering what opportunities it offers		Twitter feeds to let public know of the meeting (RA)
4	<p>Third and final meeting of the Scrutiny Panel</p> <p>This meeting looks at:</p> <ul style="list-style-type: none"> <li>(a) Good practice on delivery of affordable housing in rural areas for other parts of England</li> <li>(b) Conclusion of review and recommendations for action.</li> </ul>	18 February 2012	<p>Further reading material (RA)</p> <p>Evidence from previous meetings (RA)</p>
5	Report finalised	<p>2 March 2012: Report finalised and agreed</p> <p>7 March 2012: Report to CMT</p>	<p>All reporting stages met (RA/LF/Panel)</p> <p>Publicity (RA)</p>

		21 March 2012: Report to Callover Folder  17 April 2012 Report to Cabinet	
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