

Kent Housing Group

Common Housing Assessment

Implementation Plan

Month	Main Task	Responsible	Other Tasks	Responsible
July 2011	Agree final draft of Common Housing Assessment framework prior to consultation	Project Team	Commence formal approval process with Members	Local Authorities
August			Agree Consultation Strategy	Project Team
September	Agree I.T. requirements and costs with contractor	Project Team, Kent Housing Group	Agree detailed procedures and definitions	Project Team Sub Group
October	Formal consultation process begins	Project Team, Partners	Sign off final CHA	Kent Housing Group
November	Evaluate consultation and amend CHA	Project Team	Final approval of CHA by Members	Local Authorities
December	Adopt CHA into Allocation Policies	Local Authorities	Devise Kent Housing Application Form and develop on-line version with I.T. contractor	Project Team
January 2012				
February	Test systems	Project Team, Local Authorities	Agree Communication Strategy and produce publicity	Project Team
March	Implement Communication Strategy	Project Team	Staff Training	Project Team, Local Authorities, Partners
April	Go live with CHA	Project Team, Local Authorities, Partners	Monitor go live	Project Team
May	Evaluate implementation of CHA and produce report for Kent Housing Group	Project Team		

