

Start Date	Action	Method	Key Messages	Lead Officer	Target date
17-10-08	CBL strap line added to all letters	A corporate strap line to all letters sent by the Housing Needs section	To raise awareness of scheme being introduced	Lynn Wilders	17-10-08 COMPLETED
20-10-08 to 12-1-09	Consultation period for amended allocations scheme Explanation of new allocations policy and introduction to CBL to all current applicants	Website E-mail to stakeholders By Letter	Change to a primary banding scheme to determine priorities on register Encourage involvement in consultation for new allocations policy and introduce CBL	Lynn Wilders Julie Moyce	30-1-09 to incorporate comments arising
1-12-08 to 12-12-08	Raise awareness of CBL	Here and Now article Websites (TMBC and RSLs inc. Russet Homes)	CBL to be implemented from April 2009 Encourage involvement in consultation	Lynn Wilders	28-9-08 COMPLETED
29-1-09	Modelling of new allocation policy	Look at circa 60 files against new allocations scheme- Results to be included within SHAB report for 23-2-09	To compare priorities against old and new allocations policy	Jason Wheble	2-2-09
5-2-09	CBL communication strategy briefing	Meeting	To discuss current strategy regards implementing Choice Based Lettings with key members	Janet Walton	5-2-09
12-2-09	Invitations to forthcoming briefing sessions	By letter	To invite relevant groups and individuals to CBL briefing events	Jason Wheble	12-2-09
23-2-09	Outcome of consultation for new allocations policy to SHAB	Submit report	To provide stakeholders comments and make recommendations for new allocations policy	Lynn Wilders	Print deadline 11-2-2009

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9-3-09 to 13-3-09	Publicise details of CBL scheme	Here and Now article Websites	Pre-launch articles giving details of operation of- ½ page	Jason Wheble	16-1-2009 deadline for publication
20-3-09		Press release	Pre-launch articles giving details of operation of scheme and opportunity to attend CBL Pre Launch week Open Day	Jason Wheble	9-3-09 Print deadline to Janet Saunders
16-3-09	Write to current applicants requesting completion and return of vulnerable persons form	By letter	Provide opportunity to inform us of issues with bidding on the new scheme based around vulnerability	Jane Smither	16-3-09
18-3-09	Inform elected Members and Management Team	Presentation to all elected Members and Management team	Inform elected Members of scheme principles, communication strategy and progress towards implementation	Janet Walton Peter Riley (Locata) and Alan White (Kent Homechoice)	18-3-09
31-3-09 10.00 Castle	Inform applicants and service users	Presentation to applicants and service users	Consultation prior to introduction of scheme. Raise awareness of operation and implications of scheme	Peter Riley (Locata) and Alan White (Kent Homechoice)	31-3-09
31-3-09 11.15 Castle	Inform partners and stakeholders	Presentation to statutory and voluntary agencies and advocates	Consultation prior to introduction of scheme. Raise awareness of operation and implications of scheme	Peter Riley (Locata) and Alan White (Kent Homechoice)	31-3-09
31-3-09 14:15	Inform applicants and service users	Presentation to applicants and service	Consultation prior to introduction of scheme. Raise awareness of	Locata (Peter Riley) and	31-3-09

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Kings Hill		users	operation and implications of scheme	Alan White (Kent Homechoice)	
31-3-09 15:30 Kings Hill	Inform staff	Presentation to all front line staff including all housing and customer services staff	Consultation prior to introduction of scheme. Raise awareness of operation and implications of scheme	Peter Riley (Locata) and Alan White (Kent Homechoice)	31-3-09
TBC	Current housing list closed to new applicants for review	New applications will not be added to Universal Housing (the current housing register database). The data held on Universal Housing will need to be transferred to Locata (the new housing register database) and tested prior to new applications being added.	N/A	Jason Wheble	
TBC	Review active applicants in line with amended allocations scheme (assuming agreed at SHAB) Write to current applicants regards new banding (assuming agreed at SHAB) and	Undertake a manual review of all live applications and amend the computer records on the new Locata system	All applicants will be reassessed and placed into the appropriate priority band To inform customers of their new banding assessment and provide an opportunity to inform us of issues with bidding on the new scheme	Jane Smither Jane Smither	

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	include vulnerable persons form		based around vulnerability		
6-4-09	Promote Kent HomeChoice	Welcome letters and user guides sent to existing applicants	Advise active applicants of the new scheme and introduction to Locata system	Peter Riley (Locata)	Completed by 10-4-09
TBC by Locata	Staff system training	Demonstrations and technical training session for TMBC and Russet Homes staff	How to use the new Locata system	Peter Riley (Locata) and Alan White (Kent Homechoice)	
20-4-2009	Pre Launch Week / CBL Open Day	Housing Options staff and Locata to give demonstrations at Council offices on operation of scheme to all interested stakeholders To include- *Applicants *Agencies and advocates *Members *Staff	Publicise scheme and scheme start date, demonstrate use of CBL and on-line registration Demonstrate operation of the scheme	Peter Riley (Locata) and Alan White (Kent Homechoice) Jane Rogers to assist with Options	24-4-09
27-4-09	CBL Launch	Go Live with first cycle of properties	Start of CBL scheme		27-4-09