

Annex 1: Draft Project Plan relating to Review of Tenure, and the Mid Devon Housing Tenancy Agreement and Tenancy Management Policy

| Dates | Proposed action |
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| 21 November 2023 | Discussion of proposed project plan relating to tenure reform & changes to the tenancy agreement at Homes PDG |
| December 2023 | Once agreement to commence project is given, advertise focus group &/ or reading panel for tenants: post out newsletter to all tenants setting out a summary of the issues relating to tenure reform & seeking interested tenants to discuss these and other minor changes to tenancy agreement. These changes will be suggested by Officers |
| December 2023 | Establish Member working group to discuss tenure reform & make recommendations to the Homes PDG. At this meeting, discuss background and policy implications |
| January 2024 | Discuss background and policy implications with tenant focus group &/ or reading panel and seek a consensus to feed into discussion with Members |
| February 2024 | Meeting of Member working group – informed discussion of options relating to tenure reform and suggested changes to tenancy agreement relating to that and other minor issues. Discuss review of tenancy management policy. |
| Late February 2024 | Meeting of Member working group – agree preferred option regarding tenure reform and commencement of wider consultation with stakeholders including tenants and other partners on this and other changes to the tenancy agreement |
| 19 March 2024 | Report to Homes PDG setting out the results of the consultation and the recommendation of the Member working group. Homes PDG to agree a recommendation on tenure reform to the Cabinet. |
| 2 April 2024 | Cabinet to discuss and agree recommendation of the Homes PDG with regard to tenure reform. |
| April 2024 | Undertake a wider informal consultation of tenants regarding the proposed changes. This to include: <ul style="list-style-type: none"> • 3x Housing Matters events in each main town in the District • Social media articles • Use of Let's Talk Mid Devon • Discussion at Community Cuppa events Open house afternoon at Phoenix House where Officers and the Cabinet Member are available to discuss the proposals and to take on-board views |
| April 2024 | Commence wider stakeholder consultation with partners |
| June 2024 | Draft new terms and conditions of tenancy taking on board views of stakeholders |

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| June 2024 | Review tenancy management policy taking on board the views of stakeholders |
| July 2024 | Homes PDG discusses revised terms of the tenancy agreement and the amended tenancy management policy and makes recommendation to the Cabinet. |
| August 2024 | Cabinet agrees adoption of new tenancy management policy and the revised tenancy agreement. |
| August 2024 | Preparation of Consultation Letter & Preliminary Notice of Variation (in line with provisions of the Housing Act 1985, section 103) |
| August 2024 | Commence procurement exercise with regard to printing & posting relevant documents and correspondence to relevant tenants |
| August 2024 | Preparation of Notice of Variation |
| September 2024 | Despatch the Consultation Letter & Preliminary Notice of Variation to all dwelling tenants (following Cabinet approval) |
| September to October 2024 | Consideration of any comments received from tenants upon receipt of consultation letter & preliminary notice of variation |
| October 2024 | Notice of Variation to be sent to all tenants (in line with the provisions of the Housing Act 1985, section 103). The new Tenancy Agreement will be sent together with information on the new implementation date |
| November 2024 | Implementation date at least four weeks after the Notice of Variation has been despatched to all tenants. |