

**Scrutiny Proposal Form**  
**(The contents of this proposal form have been approved).**

(This form should be completed by sponsoring Member(s), Officers and / or members of the public when proposing an item for Scrutiny).

**Note: The matters detailed below have not yet received any detailed consideration.**

Proposer's name and designation	Councillor David Smith	Date of referral	Wednesday the 30th July 2008
Proposed topic title	Housing Mutual Exchange Task and Finish Group		
Background to the issue	<p>Redditch Borough Council currently offers a Housing Mutual Exchange service. Housing Mutual Exchange provides Council tenants with an opportunity to exchange their house with another tenant's house. This can occur both within the Borough and nationally. Both parties must consent to the exchange, hence 'mutual' exchange.</p> <p>Ward experience to date has indicated that present Housing Mutual Exchange policy / ies require clarification. This issue was therefore raised as a potential item for scrutiny at the 2008 Overview and Scrutiny Work Programme Planning Afternoon.</p> <p>A review of this topic would enable Councillors to establish the steps that need to be taken to facilitate the Housing Mutual Exchange process and what improvements could be made (if any) to the Council's current approach.</p> <p>Officers have indicated that a review of this subject has not previously been undertaken and, following recent changes to the delivery of housing services, such as the introduction of the new choice based lettings system, this review would be timely.</p>		
Key Objectives Please keep to SMART objectives (Specific, Measurable, Achievable, Relevant and Timely)	<ol style="list-style-type: none"> <li>1. to clarify the Council's present Housing Mutual Exchange policy and procedures;</li> <li>2. to investigate the Housing Mutual Exchange policy and procedures at other local authorities;</li> <li>3. to identify any good practice from other authorities' policies and procedures which should be applied in Redditch;</li> <li>4. to produce an approved, written policy for Housing Mutual Exchange at Redditch Borough Council; and</li> </ol>		

	5. to scrutinise how the Council currently advertises Housing Mutual Exchange to the public and to identify if / how this could be improved.
How long do you think is needed to complete this exercise? (Where possible please estimate the number of weeks, months and meetings required)	It is felt that this exercise could be completed relatively quickly, and could aim to conclude by November 2008.

**Please return this form to:**

**Helen Saunders and Jess Bayley, Overview and Scrutiny Support Officers, Redditch Borough Council, Town Hall, Walter Stranz Square, Redditch, B98 8AH**

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