

OLDER PERSONS' HOUSING - CHANGE MANAGEMENT

The process below is proposed wherever significant change is proposed to housing designated for older people.
 Where the project involves change of use of the property, without actual remodelling or disposal of the buildings, then it is sufficient to follow Level 1.
 Where more significant change is involved, then both Levels 1 and 2 should be used.
 This process is based on the ERoSH Good Practice Guide to Decommissioning.

LEVEL 1

Detail	Description/Action
Scheme name	
Units affected	
Any units not affected	
Reasons for proposal	
Objectives of proposal	
Lead Officer for implementation	
Other staff implementing	
Consultation with (select): Tenants Family, relatives, friends Advocates where needed Referral agencies Partner agencies Funders Social Services Health Councillors Council Departments Staff working with scheme Unison if potential redundancies	
Special considerations Disability Special Needs Ethnicity	

Contracts affected	
Media Plan	
Consultation commencement	
Consultation end	
Communication Plan	
Management Plan Including lettings plans	
Review Lead Officer	
Review Dates	

LEVEL 2

Option Appraisal Remodelling Change of Use Disposal social or other Replacement Landbanking Subletting	
Considerations: Policy drivers Redditch priorities Current physical conditions Mortgage Grant conditions Cost of works Costs of de-commissioning Income gain and loss	
Budget, to include: Valuation fees Legal fees Redundancy costs Staff costs Security costs Loss of rent Home loss and disturbance Council tax Income from sales	

<p>Interim measures: Decant arrangements Staff Security Maintenance Responsibility handover</p>	
<p>Risk Assessment</p>	
<p>Lead Officer for appraisal</p>	
<p>Other staff involvement</p>	
<p>Date appraisal to commence</p>	
<p>Referral body for findings</p>	
<p>Due submission date</p>	
<p>Nature of approval</p>	
<p>Decant process, if needed</p>	
<p>Ensure all Level 1 tasks are completed at appropriate points of the Level 2 process. Consultation should begin at the appraisal commencement date.</p>	