

21 November, 2005

Dear Councillor,

HOUSING TRANSFER COMMITTEE
4.00 P.M., TUESDAY, 29 NOVEMBER, 2005
COUNCIL CHAMBER, CIVIC CENTRE, CANNOCK

I am writing to invite you to attend this meeting for consideration of the matters itemised in the following Agenda.

Yours sincerely,

S.G. Brown
Chief Executive

To: Councillors

Williams, B. (Chairman)
Butler, R.D. (Vice-Chairman)

Allen, F.W.C.	Mitchell, C.
Collis, C.	Morgan, C.W.J.
Freeman, M.P.	Toth, J.
Meaden, R.G.	

Cannock Chase Council Tenant Representatives:

Mrs. J. Myatt	Mr. G. Waddell
Mrs. D. Hicks	Mrs. P. Ames
Mr. L. Lloyd	Mr. P. Stagg

3 Vacancies

Members of the Housing Transfer Steering Group:

Mr. L. Trigg, Deputy Chief Executive
Mr. I. Tennant, Head of Housing
Mrs. A. Kenny, Council Solicitor
Mrs. S. Bard, Head of Organisational Development
Mr. R. Kean, Head of Financial Management

Members of the Housing Transfer Project Action Team:

Mrs. J. Baldasera, Housing Services
Mrs. S. Campbell, Financial Management
Mr. M. Smith, Housing Services
Mrs. A. Whitehouse, Housing Services
Mr. J. Bell, Policy
Mr. M. Thompson, Financial Management
Mr. S. Conroy, Regeneration

Jackie Grannell & Rukhsana Nabi – Indigo Training & Consultancy
Anthony Mason, Junior Hemans, Nigel Pace – PricewaterhouseCoopers
Nicola Winn, Richard Lovelace, Peter Mitchell – The Bridge Group
Peter Hubbard, Jonathan Cox – Anthony Collins, Solicitors

AGENDA

PART 1

1. **Apologies**
2. **Declaration of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**

To declare any interests and any possible contravention under Section 106 of the Local Government Finance Act, 1992.
3. **Minutes**

To approve the Minutes of the meeting held on 19 September, 2005 (attached)
4. **Highlight Report**

Report of the Housing Transfer Project Leader (Enclosure 4.1 – 4.2).
5. **Mid Year Review of the Housing Revenue Account**

Report of the Housing Transfer Project Leader (Enclosure 5.1 – 5.2)
6. **Stage 1 Notice – offer Document and Tenancy Agreement**

Report of the Housing Transfer Project Leader (Enclosure 6.1 – 6.6)
7. **Communications Protocol**

Report of the Housing Transfer Project Leader (Enclosure 7.1 – 7.5)