

APPENDIX – Tenant Challenge & Change Review Topic Suggestion Form

Please return this form to:

Tenant Engagement Officer, Housing Management, Bolsover District Council, The Arc, High Street, Clowne, Chesterfield, Derbyshire, S43 4JY. Please contact the office if you require advice on 01246 593060 or tenantparticipation@bolsover.gov.uk

Name:

Contact number/email:

Please list up to two suggestions below:

Criteria for evaluating and prioritising suggested topic	Topic No.1	Topic No.2
What topic are you suggesting and the possible review title e.g. Review of. ...		

Criteria for evaluating and prioritising suggested topic	Topic No.1	Topic No.2
<p>Does this issue have a potential impact on one or more section(s) of the tenant population?</p> <p>Does this topic relate to a specific geographical area or the whole District?</p>		
<p>Would the tenant review activity improve the Council's, and/or its partners' overall performance?</p> <p>(Include reference to current issues with service dissatisfaction/ under performance/complaints)</p>		

Criteria for evaluating and prioritising suggested topic	Topic No.1	Topic No.2
<p>Is it likely to lead to effective outcomes? (E.g. improve value for money, increase income, make savings)</p>		
<p>Is the topic an issue of concern for multiple tenants?</p>		

The following sections will be completed by staff once the form is submitted.

Criteria for evaluating and prioritising suggested topic	Topic No.1	Topic No.2
**For completion by staff on receipt of form. Is this function or service area currently being reviewed?		
**For completion by staff on receipt of form. Is it an issue of concern to partners and stakeholders?		

Criteria for evaluating and prioritising suggested topic	Topic No.1	Topic No.2
<p>**For completion by staff on receipt of form.</p> <p>Does the suggested review address a requirement for delivery under the Consumer Standards?</p> <p>Specify the Standard/reference to Code of Practice, where possible.</p> <p>(Include reference to how it contributes to the delivery of the Council's priorities)</p>		
<p>**For completion by staff on receipt of form.</p> <p>Are there adequate resources available to complete the service review?</p>		

Criteria for evaluating and prioritising suggested topic	Topic No.1	Topic No.2
<p>**For completion by staff on receipt of form.</p> <p>Has this subject been reviewed in the last 3 years? If so when, what was the outcome and what would a further review achieve or how would it make an impact?</p>		

Method of Delivery – support to Scoping of Review	Topic No.1	Topic No.2
<p>**For completion by staff on receipt of form.</p> <p>Is there Statutory Responsibility for the area in question, i.e. planning enforcement?</p>		
<p>**For completion by staff on receipt of form.</p> <p>Does the review topic allow for other tenants from the area to be engaged in the work? e.g. survey, discussion group or co-opted onto a Panel</p>		

Method of Delivery – support to Scoping of Review	Topic No.1		Topic No.2	
** To be determined by Housing Liaison Board when topic is scored. Please tick one of the boxes to your right to identify which type of review your topic is suitable for:	In depth review (up to 6 months, potentially longer)		In depth review (up to 6 months, potentially longer)	
	Mini review (1-2 meetings) – formal report to Challenge and Change group with recommendations agreed on the day/at the subsequent meeting.		Mini review (1-2 meetings) – formal report to Challenge and Change group with recommendations agreed on the day/at the subsequent meeting.	
	Update Presentation or Report to the Housing Liaison Board (HLB) to support development of future review topic (low priority issue)		Update Presentation or Report to the Housing Liaison Board (HLB) to support development of future review topic (low priority issue)	