

# 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](mailto: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
<b>What topic are you suggesting and the possible review title e.g. Review of. ...</b>		

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

**Is it likely to lead to effective outcomes?** (E.g. improve value for money, increase income, make savings)

**Is the topic an issue of concern for multiple tenants?**

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

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

<b>Criteria for evaluating and prioritising suggested topic</b>	<b>Topic No.1</b>	<b>Topic No.2</b>
<p><b>**For completion by staff on receipt of form.</b></p> <p><b>Does the suggested review address a requirement for delivery under the Consumer Standards?</b></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><b>**For completion by staff on receipt of form.</b></p> <p><b>Are there adequate resources available to complete the service review?</b></p>		

<b>Criteria for evaluating and prioritising suggested topic</b>	<b>Topic No.1</b>	<b>Topic No.2</b>
<p><b>**For completion by staff on receipt of form.</b></p> <p><b>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?</b></p>		

<b>Method of Delivery – support to Scoping of Review</b>	<b>Topic No.1</b>	<b>Topic No.2</b>
<b>**For completion by staff on receipt of form.</b>  <b>Is there Statutory Responsibility for the area in question, i.e. planning enforcement?</b>		
<b>**For completion by staff on receipt of form.</b>  <b>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</b>		

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