

Annex 3

| Recc no | Recommendation | Action no | Agreed Action | Lead | Timescale | Success Indicator |
|---------|---|-----------|--|----------------------------|-----------|--|
| 1 | To prepare a simple policy, overseen by a designated officer, covering storage. This should include a register, charging, allocation and restrictions on | 1.1 | Establish a task and finish working group with staff / residents to develop a storage policy | Kelly Shirley | 01.10.18 | 1st meeting taken place |
| | | 1.2 | Update shed tenancy agreement | Working group | 31.12.18 | Updated shed tenancy agreement appended to policy |
| | | 1.3 | Check leaseholder responsibilities regarding permanent storage maintenance and safety and update as required | Robert Richmond | 30.09.18 | Leaseholder responsibilities clear in agreements |
| | | 1.4 | Draft storage policy | Working group | 30.11.18 | Storage policy agreed and published on website |
| | | 1.5 | Publicise storage policy to staff and residents | Iona McConnell / RBK comms | 31.01.19 | RSOs and residents aware of storage policy and procedure is followed |
| 2 | There should be a register of storage with a Unique Property Reference Number, overseen by a designated officer | 2 | Identify resource and timescales for storage UPRN storage register development | Iona McConnell | 31.12.18 | Storage register live and staff are aware and using |
| 3 | The Council should consider charging to ensure the register is up to date and income to cover costs of maintenance | 3 | Consult with residents / staff re charging | Working group | 31.12.18 | Charging decision made |
| 4 | The Council should have a simple allocation policy and procedure demonstrating fairness. This should be published on the website | 4 | Consult with residents to agree an allocations policy | Working Group | 30.11.18 | Allocation criteria agreed |
| 5 | The Council should monitor use of storage space to ensure safety | 5 | Consult with RSOs / fire risk assessors to identify and risk assess potentially high risk storage areas | Iona McConnell | 30.09.18 | High risk storage identified and measures in place to reduce |
| 6 | The Council should monitor trends in usage for storage | 6 | Monitor demand for storage via central register and waiting list | Iona McConnell | 31.01.19 | Quarterly reports to housing business meeting |