

Leeds Community Homes

Get Clear and Ready Checklist



This checklist helps you go through the 2nd stage of our Support Journey – *Get Clear and Ready*.

Stage 2 is all about you really working out what your group is about and what you want to achieve. It's essential that this work is done right at the start, before you even begin to think about sites and the brief.

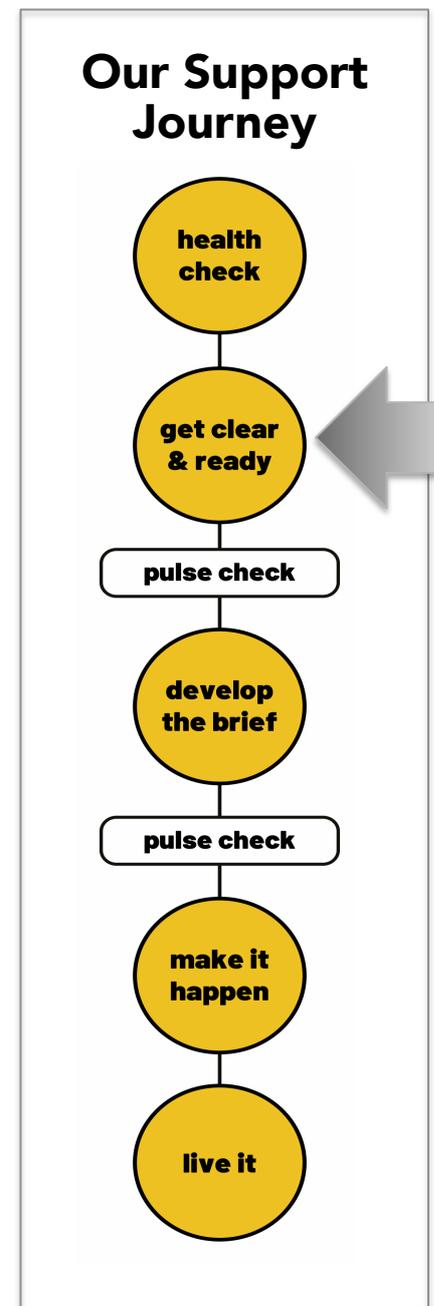
Some of the questions and issues here may be challenging to tick off. They may take a lot of time, effort and discussion, and can at times feel frustrating as people naturally want to move on to talk about the actual homes. However experience has shown time and time again that if you don't do this work at this stage you are more likely to come unstuck later on.

So we will only work with groups on the design and brief stage (when we start to look at the actual homes, building, sites etc) if you can tick off the requirements in this checklist first.

By the end of this stage you should have:

- An agreed vision and clear outline of your scheme. You should be able to give a clear 100 word statement of intent.
- Agreed what governance arrangements, legal and ownership structure you want for your scheme.
- A clear statement of the general arrangements you want for your scheme.
- Good group development – basics in place including decision making processes, roles and responsibilities, equalities and diversity, engagement and recruitment processes and policies, marketing plan and a digital presence.

Good luck!



What you need to decide / questions you need to answer:

Tick when complete:

Group formation and cohesion

You understand what community led housing is, what the options are and how to get there

- Decision on what type of community led housing you will do
- Will you be a CLT?

Vision

Produce a statement of:

- Vision and aims
- Needs and wants
- Values

To include:

- Your purpose (Why)
- Aims (What and Who)
- How – including location, affordability, financial and legal model, eco impacts
- Involvement, engagement, local neighbourhood and partnership

- Vision agreed which includes a 100 word statement of intent

Group formation, engagement and recruitment

You look at different structure options, example rules and agreements, other group materials, good meeting practice guidelines

Think about different leadership styles and options and understanding the leadership balance

- Structure decided, group rules, meeting rules and processes
- Agree what kind of leadership (or not) you would like

Internal decision making processes

How you will make decisions and how disputes and disagreements will be sorted out

- Decision making process/es agreed and documented
- Disputes process agreed and documented

Roles and responsibilities

Understanding the different legal structure options and what this means for roles and responsibilities – at the various stages – from the development stage through to when the scheme is up and running

- Statement of roles and responsibilities linked to legal and group structure agreed

Tick when complete:

Marketing and comms (external)

- Develop a scheme identity and a marketing and promotional plan
- Set up social media accounts and website

Marketing and promotional plan

Social media and web in place

Internal Comms

Agreeing how you will communicate

Agreement and plan in place

Local community

You need to have an understanding of your local community, engagement, inclusivity and diversity. This can include examples from other schemes and developing local connections.

Included in the vision / statement of aims

Legal and governance structures

Decide which legal and governance structure you want to have. This should include initial agreement about your probable financial model

Decisions made

Tenure, allocations, initial finance options

Initial decisions on the kinds of tenures, allocations, financial options you think will be right for you. To include looking at whether you would like to be a Registered Provider

Headlines included in the vision / statement of aims