

Tenant Inspector Action Plan from 20th December 2011

Subject	Action Required	Responsibility	Report on Progress
Information on Estate Inspections	Check on information from Housing Officers who attended the estate inspections for Crowle/ Eastoft area and Market Hill.	Lisa Smith	Provide update at next meeting.
Estate Inspection paperwork	Remind HO's to send copies of the estate inspection paperwork out to the tenant inspectors who attended each inspection.	Lisa Smith	Provide update at next meeting.
Empty Homes Inspection rota 2012	To be sent out via email to TI's.	Sarah Tighe	Update at next meeting.
Email correspondence	All tenant inspectors paperwork is now to be sent via email where possible.	Sarah Tighe	Update at next meeting.
Confirmation of venue	Confirmation of venue for the next tenant inspectors meeting will be included in the minutes.	Sarah Tighe	Update at next meeting.