

<b>Appendix 1 Flintshire Right to Buy – Suspension Application Process</b>		
<b>Stage of Process</b>	<b>Details / Comments</b>	<b>Consultation Milestones</b>
<b>Stage 1</b> – Report to Cabinet	Gain formal approval to develop application and to approach Welsh Government.	17/11/2015
<b>Stage 2</b> – Report to Community and Enterprise Overview and Scrutiny Committee	Provide opportunity to inform process and raise issues.	09/12/2015
<b>Stage 3</b> – Initial Meeting with Welsh Government Officials	Receive clarification of the level of detail required within application.	20 /11/2015
<b>Stage 4</b> – Develop draft application and submit to Welsh Government	Develop Business Case, including Flintshire Housing Market Assessment information / SARTH data / Private Rented Sector data etc.	04/12/2015
<b>Stage 5</b> – Meeting with Welsh Government to discuss draft application	Receive feedback on initial draft, including clarification on level of information provided. This will also include proposed consultation plan with tenants.	w/c 14/12/2015
<b>Stage 6</b> – Consultation Exercise with Tenants	Formal consultation with all Council tenants informed by early engagement with Flintshire Tenants Federation. This will include tenant workshops, letter to all Council tenants, housing association consultation etc.	Between 08/12/2015 – 12/01/2016
<b>Stage 7</b> – Further Meeting with Welsh Government Officials	Receive clarification from Welsh Government on level of consultation undertaken with tenants.	w/c 25/01/2016
<b>Stage 8</b> – Report to Cabinet / Community and Enterprise Overview and Scrutiny Committee / Flintshire Tenants Federation	Present results of tenants consultation to Cabinet / Community and Enterprise Overview and Scrutiny Committee and agree submission date of application.	16/02/2016
<b>Stage 9</b> – Submission of Application	This will be signed off by Cabinet prior to submission.	22/02/2016
<b>Stage 10</b> – Confirmation from Welsh Government application passed to Minister for consideration	Welsh Government will confirm receipt of application and likely date for Ministerial decision.	TBC
<b>Stage 11</b> – Write to Council and Housing Association tenants submitting RTB / RTA applications after the date the Minister considering the Council's application	Standard letter will be developed to respond to all new applications received.	TBC
<b>Stage 12</b> – Application approved by Minister	The Council Leader / Chief Executive are directly informed by the Minister of the decision.	TBC
<b>Stage 13</b> – Write to all tenants to give them details of the suspension period.	Confirmation letter sent out to all tenants advising them of details of the outcome of the Consultation exercise and details of the suspension process.	w/c 28/ 03/2016