

“home set for digital” Accreditation Scheme

1. To qualify for the certification mark “homes set for digital”, organisations must have responsibility for the provision of communal TV aerials to residential properties. This could be in the role of developer, managing agent or landlord and they need to meet the following criteria in preparing those properties for digital switchover.
2. Licensees need to demonstrate that they can guarantee delivery of the digital replacements of all analogue TV services being withdrawn at switchover (BBC1, BBC2, Channel 3, Channel 4/S4C, five and Teletext) to all homes, at least 3 months in advance of switchover in their region, where the Licensee is responsible for the provision, management or maintenance of the aerial system.
3. In order to do this, they must have published a Switchover Action Plan which describes the organisation’s plans to prepare for digital switchover, including:
 - Actions and timetable to meet the switchover deadlines.
 - Where Licensees have responsibility for blocks of flats, the Licensee should hold a comprehensive list of their blocks, listing current and planned provision of digital TV services.
 - Where Licensees are providing newbuild, converted or rehabilitated properties, the Licensee should ensure that flats and houses can receive digital TV services without the need for further disruption to the fabric of the building.
 - The naming of a lead officer as a digital switchover champion to lead the implementation of the Switchover Action Plan.
 - Statement of plans to keep staff informed of digital plans /progress within the organisation.
 - Statement of plans to communicate with tenants, residents or purchasers, as appropriate, which should cover at least the following:
 - the implications of digital switchover for tenants, residents or purchasers;
 - the organisation's plans to prepare for digital switchover;
 - an explanation of the available options and choices;
 - an explanation of the likely costs and financial implications;
 - consultation arrangements, where appropriate, with tenants, residents or purchasers.



Compliance for 'homes Set for Digital' Accreditation

Ref.	Criteria	Activities	Validation
1.	Digital Switchover Champion	Lead officer established within organisation at a senior level to co-ordinate and drive programme	Named Person and contact details
2	Policy/ Position Statement	Clarity of position/approach/plans to digital switchover by organisation particularly for MDU's and the implications of digital switchover for tenants, residents or purchasers	Public statement of intent published demonstrating how the organisation proposes to guarantee delivery of digital TV to all homes with communal TV aerials at least 3 months in advance of switchover in the relevant TV region.
3	Switchover Action Plan	Formally adopted comprehensive and overarching switchover action plan involving all appropriate departments within the organisation. Comprehensive list compiled identifying current and planned provision and/infra-structure in all blocks of flats. Proposals for new flats and houses to receive digital TV services which does not require further disruption to the fabric of the building s.	Plan published in accessible media e.g. on website, in annual report Programme plan available showing works undertaken or contracts placed/ planned to meet 2 above. Specific information in development / design specification
4	Information sharing with Staff	Statement of proposal or activity plans to keep all staff informed of digital plans /progress within the organisation e.g. information shared with all staff through briefings/ cascade training/ information sharing sessions at least one a year.	Copy of proposal/plan

		Formal training opportunities for all frontline staff e.g. sales/marketing, customer service staff, housing officers/managers, caretakers, lettings agents, scheme managers to reflect and coordinate 2 above	Copies of activities/ briefings/ timetables
5.	Communication/Consultation / Information sharing with residents / purchasers	<p>Explanation of consultation arrangements with tenants, residents or purchasers, where appropriate.</p> <p>Explanation of organisation's position re: digital switchover and programme of switchover/works.</p> <p>Clarification of roles, rights and responsibilities in respect of Digital switchover and arials defined in Tenancy Agreement and Leases</p> <p>The options considered/ chosen and the financial implications, if any.</p>	<p>Copy of Plan demonstrating that residents/ purchasers are/ will be adequately and appropriately consulted and informed of proposals and plans, including meeting all legal requirements, as necessary.</p> <p>Section in appropriate Handbook/ Pack/ Sales Literature</p> <p>Copy of standard form of words inserted/to be included in tenancy agreements and leases</p> <p>Briefing notes/leaflet/ literature insert that will be either Property/ Scheme specific or generic depending on the nature/size/type of organisation and their property portfolio.</p>