

1. Introduction

5. Eligibility

Page 5 – 5.1 – 16/17 year olds

Changed criteria from

A single woman aged 16 or 17 expecting a child.

A single parent aged 16 or 17 with a dependent child.

To

A single person aged 16 or 17 expecting or with a dependent child

Page 10 - 7.5 – Poor behaviour – Passover of application

Para 6, Line 4– we will not offer them any accommodation, changed to “we will not nominate to a housing provider”

Para 11, Line 3 - we may not offer accommodation, changed to we may not nominate to a housing provider

para 11, line 8 - before we will offer them accommodation changed to before we nominate to a housing provider.

Para 12 – line 16 - we may not offer them accommodation changed to we will not nominate to a housing provider

Para 14 - before we will consider them for accommodation changed to before we will consider them for a nomination.

Processing Applications

Page 12 - 8.2 Dating of Applications

Para 1, line 3 - Within 28 days of initial contact

Page 12 - 8.3 Cancellation of applications

Para 1, line 4- Changed to within 14 days of last contact from “reasonable timescale”

Page 13 - 8.4 Suspension or pending of Applications

Bullet point 4 – Changed West Lindsey Home Choice Panel to West Lindsey Reviewing Officer

Page 15. 8.10 Annual Review of Applicants (*changed from Applications*)

Changed from “The council will undertake an annual review” to “the council may undertake an annual review”

Wording changed from contacted by letter to correspondence

Page 16 – 10. Local Connection

Bullet point 4 – Changed from TWELVE months to Six months.

To encourage more people who are working in the district to apply for accommodation

Addition of bullet point

You have a local connection if you're under 21 and were previously in care in Lincolnshire for at least 2 years (even if placed there by another council). You also have a local connection if you're under 25 and you get advice and support from the Lincolnshire County Council's leaving care service under a 'pathway plan'

This is due to an amendment from the Homeless Reduction Act 2018

Page 19 - 11.1 Access to children

Para 1 – Addition of “The council will seek evidence of this which may include a home visit”. Clarification given to applicants of expectation.

Page 20 – 12.1 Advertising cycle

Removal of advertising properties in reception areas and dispersed office locations as we have found this did not increase bids to properties.

Page 21 – 13.1 Bypassing bids

Bullet point 4 – Removed (Passover status) as this status no longer exists

Page 21 – 13.2 Making an Offer

Para 2, line 1 - Added *reasonable timeframe* to read “If an applicant cannot be contacted following three attempts within a *reasonable timeframe* their application will be suspended pending further action

Page 22 – 11.1 Access to Children

Para 5 - Added - The Council may also contact carer’s, schools and other placements for further information on residency of children

Page 24 – 13.5 Non bidding

Bids may be placed on behalf of persons in band 1 by council officers in cases of non-bidding

Page 25 - 14. Reviews and Complaints

Para 1, line 1 - *Reviews of decisions or consideration of exemptions will be referred to the West Lindsey Home Choice panel for consideration. West Lindsey Home Choice Panel changed to Reviewing Officer. This is due to new working practices.*

Para 4, line 3 – Changing of *West Lindsey Home Choice panel* to *Reviewing Officer*

Para 5, line 1 – Changing of *West Lindsey Home Choice panel* to *Reviewing Officer*

Page 24 – 14.5 The West Lindsey Home Choice Panel

Paragraph changed to now read

The council aims to deal with individual enquiries at the initial point of contact including correspondence from Members of Parliament. The officer dealing with the

application may refer to either the Senior Homeless Prevention officer or Home Choices Team Manager for review. The following will be considered:

- *Requests for Reviews (once the Home Choices team has undertaken initial review)*
- *To award a Local Connection to West Lindsey in exceptional circumstances,*
- *All other exceptional cases that warrant consideration.*

Page 26 Appendix A Banding Criteria

Addition of

1.10 - Any household currently in temporary accommodation and likely to be assessed by the council as unintentionally homeless

1.11 - Any household known to have experienced repeated and enduring periods of rough sleeping