

APPENDIX B

Allocations Policy Review – Proposed Changes

REF/PAGE policy dated 04/02/2015	SUBJECT	CHANGE
Throughout	Wording	Minor clarification and changes to terminology
Throughout	Referencing	Taking into account changes
Throughout	Wording	Changed various “will” to “may” to avoid a inference of a blanket policy
Throughout	Wording	“Partnership” to West Lindsey District Council
Throughout	Wording	Central Lincolnshire Partnership to West Lindsey District Council
Page 1	Version Control	To be updated to reflect approval/implementation date
Page 4 1.1	Introduction – scope of scheme with vacancies	Clarification that only vacancies within partnership area will be dealt with in accordance with this policy Reduced wording
Page 5 1.2	Statement on choice	Reduced wording
Page 7 1.5	Housing Options	Deleted – information rather than policy
Page 7 1.6	Service Standards -	Bullet 1 – change registration to application, and add to end of sentence “ <i>subject to receipt of all required documents</i> ” Bullet 9 – private interview rooms add “ <i>when required</i> ” Bullet 10 - deleted
Page 7	Serious Unacceptable Behaviour	Paragraph 5. Legal opinion has advised to expressly provide wording regarding unacceptable behaviour.
Page 11, 2.3	Non-qualifying persons	Inserted more detail on what is and is not included in terms of housing related debts (statute barred)

		Updated to take into account latest guidance on serious unacceptable behaviour Those not considered non-qualifying will now have passover status not reduced priority
Page 13, 2.5	False information	Deleted – information rather than policy
Page 14, 2.8	Sheltered Housing	Deleted
Page 15, 2.9	Other supported accommodation	Deleted
Page 15, 2.10	Assessment of applications	Inserted clarification on which partner has administration responsibility
Page 17, 2.14	Worsened Circumstances	Change reduced priority period from 6 months to 12 months
Page 17, 2.15	Change of Circumstances	Bullet 1 – changed to “ <i>medical</i> ” Bullet 3 – inserted – “ <i>additional household member</i> ” Para 3 – example is deleted
Page 17, 2.16	Medical Banding	Para 2 – word registration changed to “ <i>Band</i> ” and redated amended to “ <i>changed</i> ” Inserted revised wording to clarify that medical issues will alleviate with alt accom
Page 18, 2.18	Homelessness	Para 1 – first 2 suitable bids changed to “are required to bid on suitable properties for which they are eligible” Para 3 – deleted Para 4 – deleted Inserted – Partners reserve right to make direct lets
Page 19, 2.19	Rough Sleeping	Deleted – covered elsewhere in policy
Page 19, 2.20	No Fixed Abode	Deleted – covered elsewhere in policy
Page 19, 2.21	Housing Debts	Additional clarification inserted on age of debts
Page 20, 2.22	Financial capacity	Deleted – reference to homeless households owed a housing duty
Page 21, 2.24	Right to Buy	Amended 3 yrs to 5 yrs, period of time an application will have status of Passover, unless exceptional circumstances

Page 22, 2.25	Landlord references and credit checks	Para 2 – deleted
Page 22, 2.27	RENT (AGRICULTURE) ACT 1976	Deleted – information, priority details in reasonable preference and bandings
Page 22, 2.28	Dating of registrations	Word registration changed to “ <i>application</i> ” and registration date changed to “application date” Bullet 1 – added “ <i>subject to all required documents being receipted within 28days</i> ”
Page 24, 2.31	Assisted Persons list	Para 3, Bullet 2 and 3 – deleted Para 3, Bullets, 2, 4 and 5 – deleted Reduced wording
Page 24, 2.32	Property Eligibility	Inserted additional para from previous 3., 13 titled property types
Page 25, 2.33	Annual Rolling review	Deleted – word “rolling” inserted after para 2 – “ <i>A letter will be sent to confirm application being cancelled and include details on right to review</i> ”, in accordance with procedure
Page 26	Addition to Banding priority	Included Band 5 for applicants with no local connection to West Lindsey
Page 26, 3.2	Advertising of vacant properties	Bullet 3 – deleted, as not used Bullet 4 – deleted, as not used Bullet 5 – remote changed to other Updated wording
Page 27, 3.4	Property descriptions	Bullet 13 – deleted Bullet 19 – deleted Reduced wording
Page 27, 3.5	Bidding for a property	Bullet 3 – deleted, as not used Bullet 6 – deleted, as not used Inserted section on when bids may be bypassed
Page 28, 3.9	Making an offer	Para 1 – improved description of procedure for contacting potential successful applicants Para 2 – multiple attempts changed to 3 attempts over different cycles

Page 29, 3.10	Refusals of offers or non-bidding	<p>Para 1 – changed 3 offers to 2, for number of unreasonable refusals permitted before considering reassessment for reduced priority</p> <p>Para 2 – implications of Band 1 applicants failing to bid, will now consider reassessment for reduced priority</p>
Page 29, 3.11	Feedback on lettings	<p>Bullet 4 – amended to highest placed bidder</p> <p>Bullet 5 – amended to highest placed bidder</p> <p>Para 3 – deleted</p>
Page 29, 3.12	Properties excluded from the scheme	Amended para to reflect Acis position with properties outside the partnership
Page 30, 3.13	Property types	As above moved to 2.32 – property eligibility
Page 30, 3.14	Sheltered Housing (older persons schemes)	Amended to designated properties, retirement age amended to older persons and specific schemes Then deleted
Page 31, 3.15	Local connection	<p>Para 2 local authority amended to “partner” and deleted reference to “central scheme”</p> <p>Inserted additional clarification on relevant armed forces family</p> <p>Insert additional wording relating to local connection due to immediate family residency – bids may be bypassed if vacancy does not reduce distance between households</p> <p>Inserted ability to award local connection to care leavers within Lincolnshire, in accordance with Homelessness Reduction Act 2016</p> <p>Inserted clarification on other local connection grounds</p>

		Inserted detail on what does not give a local connection
Page 32, 3.16	Direct lets	Deleted para 1
Page 33, 3.18	Managing risks	Improved clarification and deleted reference to some people being more difficult to accommodate Para 4 – reference to deferring bids amended to bypass, in accordance with policy terminology
Page 34, 3.19	Local community safety partnership	Deleted
Page 34, 3.22	Reciprocal arrangements	Para 1 – amended to specific urgent need Para 2 – inserted “ <i>and allocation will be dealt with as a direct let</i> ”
Page 34, 3.23	Tenancy Types	Bullets – amended tenancy types to those currently offered by partners
Page 35, 3.2.4	Withdrawing offers and adverts	Para 2 – deleted Para 3 Bullet 1 – inserted “ <i>does not have capacity</i> ” Inserted last para from 3.9
Page 36, 3.36	Voids repairs/upgrades	Deleted –not relevant to include in policy, partners have own policies on void standard, repairs and improvements
Page 37, 4.1	Review of decisions	Section re-written, to reflect a more effective review process and decision making procedure Amended from 2 reviews and then Panel consideration
Page 38, 4.5	Partnership decisions	Bullet 1 – deleted Bullet 4 – deleted
Page 39, 5.1	The Scheme – monitoring and review	Section re-written to reflect more accurate and meaningful description of monitoring undertaken
Page 40 5.2	The Lettings Policy	Inserted “to ensure compliance with all relevant legislation” Reference to Housing Needs Manager amended to Senior officer Wording reduced and clarified

Page 42	Appendix A – Glossary of terms	Improved wording and inserted explanation of “group” Now Appendix C
Page 43	Appendix B – Area Profiles	Deleted
Page 44	Appendix C – priority bandings	Band 1 – 1.10 deleted, moved 2.6 to Band 1, Deleted 1.2 - covered in other categories listed Deleted 1.12 – covered in other categories listed amended incorrect refs Additional wording – if lacking 1 bed room due to medical need then medical B2 will not also be awarded Removed – B2.13 – B1 with evidence of unacceptable behaviour, now Passover status and bids bypassed for approx. 6months Inserted Banding for disrepair now Appendix A
Page 51	Appendix D – Property eligibility	Inserted – children under 18yrs Amended formatting, no other changes to eligibility
Page 53	Appendix F – list of Supported accommodation	Deleted