Void Management Policy Section	Suggested Change	Reason for Change
Suggested Change 1.0 Scope	To clarify the scope of the policy and that mutual exchanges are not counted as voids. *This policy does not apply to mutual exchanges.*	To provide additional clarity
Suggested Change 3.0 Aims and Objectives	Some minor changes have been made to the aims and objectives that do not change the application of the Policy	To provide additional clarity
Suggested Change 4.0 Regulatory Code and Legal Framework	Removal of references to the notice period on tenancy agreements, this is outlined in the Policy wording	To avoid repetition
Suggested Change 5.1 Termination	Suggested change to give greater detail around the termination process and also put practice used into the Policy *If keys are handed in by the tenant within the 4 week notice period, the tenancy will not be ended early as it is a term of the tenancy agreement that 4 weeks notice is given. This will be classed as a surrender of the property by the tenant. If the tenant changes their mind, the Housing Operations Manager will decide whether the tenancy can be reinstated. Keys must be returned to the Council by 10am on the Monday following the termination of the tenancy, otherwise another*	To update the policy to reflect practice and to reflect what is in the tenancy agreement

	weeks rent will be charged, this in accordance with the terms of the tenancy agreement.	
Suggested Change 5.1 Termination	Removal of the detail around pre-inspections and void works whilst the departing tenant is still in situ, as this is not reflected by the practice of the teams.	To update the policy to reflect practice
Suggested Change 5.2 Inspections	Suggested change to give greater detail around the process and also put practice used into the Policy *If works are required to bring the property back to the lettable standard that the Council believes is as a result of tenant neglect, the Council will raise charges and a recovery process will begin to recover those costs.*	To update the policy to reflect practice
Suggested Change 5.3 Property Condition	Suggested change as process around decoration allowance has changed *Decoration packs will be offered as appropriate to assist the new tenant in personalising their new property.*	To update the policy to reflect practice

Suggested Change 5.3 Property Condition	Suggested change to outline the disclaimer process *If items within the property have been altered or improved by the previous tenant, the Council will decide whether they need to be removed and be returned to their original condition or can remain in the property for the new tenant. The Council will advise the new tenant, in the form of a disclaimer, what items are covered. If the Council does leave certain items in the property, it may not be able to replace or repair them should the need arise.*	To update the policy to reflect practice
Suggested Change 5.3 Property Condition	Suggested change to outline the additional steps taken by the Council that are not reflected in the current Policy *The Council will ensure that there is means of the new tenant accessing essential services such as gas and electric, this includes the management of debts that may have accrued that are attributed to the previous tenant.*	To update the policy to reflect practice

Suggested Change 5.4 Allocation of Property	Suggested change to ensure the rent in advance process is reflected in the allocation of properties *The Council will also take rent in advance payments from tenants to ensure that they do not start their tenancy in rent arrears.*	To provide additional clarity
Suggested Change 5.5 Low Demand Properties	Suggested to change wording of this section from Low Demand Properties to Difficult to Let Properties	To use the wording that is used in the Allocations Policy

Suggested Change 5.5 Transfers	Removal of the percentage of transfers that was included in the Policy	Fair application of the Allocations Policy could mean that the percentage would not be achievable. We do not give preference to transfer or non-transfer applicants