

Policy Section	Suggested Change	Reason for Change
3.0 Aims and Objectives	Remove 'Decant' from list of what the policy will outline	A separate, more detailed, Decant Policy has now been written, so Decant information will be removed from this policy
4.0 Regulatory Code and Legal Framework	Remove 'and introduced Fixed Term Flexible Tenancies.'	When the original policy was written the Council used Fixed Term Flexible Tenancies, these are no longer used.
5.1 Assignment	Remove 'and Fixed Term'	When the original policy was written the Council used Fixed Term Flexible Tenancies, these are no longer used.
5.2 Mutual Exchange	Remove 'and Fixed Term'	When the original policy was written the Council used Fixed Term Flexible Tenancies, these are no longer used.
	Remove 'Fixed Term Tenants are able to Mutual Exchange and will be granted an exchange on equivalent tenancy terms. However, if a tenant moves from another landlord and is a fixed term tenant, a new Fixed Term Tenancy will be granted by the Council.'	
	Remove 'The Council can withhold permission in certain circumstances such as the property being too extensive for the tenants needs or a property being adapted for a person with disabilities' and replace with 'The Council will consider each application for Mutual Exchange in line with legislation and permission may be withheld. The Council will withhold permission when the incoming tenant is not eligible for the property size or accommodation criteria (for example Independent Living), where the property is adapted and the adaptations are not required,	Amended for clarity on the situations where the Council will withhold permission

	and when the incoming tenant has rent arrears.'	
	Remove 'Further information is available in the Mutual Exchange Procedure.'	Removed for consistency, many parts of the policy are supported by procedures, these are outlined in section 6.0
5.3 Succession	Remove 'and Fixed Term' (x2)	When the original policy was written the Council used Fixed Term Flexible Tenancies, these are no longer used.
	Add 'This includes if the successor is not eligible for the property size and if the property is adapted, but the adaptation is not required.'	Included for clarity on the reasons that a property would not be deemed suitable for a successor
	Add ' These actions are taken to ensure fairness in allocation of properties, and the most effective use of the Council's housing stock to best meet the needs of the residents of the borough.'	Included so that justification is clear.
	Add 'If either the property is unsuitable for the successor's needs or there are no succession rights the Council will need to make contact immediately to discuss the situation, however it is acknowledged that this will a difficult time, therefore the Council will allow the occupier to remain living at the property for a minimum	To confirm the Council's approach.

	of 6 weeks, before contacting them again to discuss moving and begin the process of applying for another property.'	
5.4 Tenancy Changes	Remove 'and Fixed Term'	When the original policy was written the Council used Fixed Term Flexible Tenancies, these are no longer used.
5.5 Lodgers	Remove 'and Fixed Term'	When the original policy was written the Council used Fixed Term Flexible Tenancies, these are no longer used.
5.6 Subletting	Remove 'and Fixed Term'	When the original policy was written the Council used Fixed Term Flexible Tenancies, these are no longer used.
5.7 Decants	<i>Remove section</i>	<i>A separate, more detailed, Decant Policy has now been written, so Decant information will be removed from this policy</i>
5.7 Unauthorised Occupants	Section renumbered following removal of '5.7 Decants'	
	Add 'These payments are Mesne profits that the Council are claiming are owed.'	Included for clarity, as recommended by Legal Services
5.8 Breaches of the Tenancy Agreement	Section renumbered following removal of '5.7 Decants'	
5.9 Death of a Tenant	Section renumbered following removal of '5.7 Decants'	

5.10 Ending a Tenancy	Section renumbered following removal of '5.7 Decants'	
	Remove 'or Fixed Term'	When the original policy was written the Council used Fixed Term Flexible Tenancies, these are no longer used.
6.0 Related Policies, Procedures and Guidelines	Remove 'Fixed Term Tenancy procedure'	When the original policy was written the Council used Fixed Term Flexible Tenancies, these are no longer used.