

APPENDIX 4

Right of First Refusal Policy Section	Suggested Change	Reason for Change
Suggested change 5.3 Sufficient Funds	Remove 'the offer will be discussed with the Head of Financial Services'.	This is no longer required. The budget for acquisitions is discussed and monitored as part of the Housing Delivery Group.
Suggested change 5.4 Housing Management Opinion	Add in full stop after 'issues'. Change 'this' to 'This'	Change to punctuation/grammar.
Suggested change 5.4 Housing Management Opinion	Add in bullet points: <ul style="list-style-type: none"> • Any known repairs issues relating to the property type • The desirability and if the property will be difficult to let • Any current anti-social behaviour issues in the area 	Makes the points to consider more clear.
Suggested change 5.4 Housing Management Opinion	Add in: The offer will be discussed with the Housing Operations Manager. A survey of the property will be completed by a member of the Housing Repairs Team. The Housing Repairs and Compliance Manager will advise whether they think it is suitable to be purchased.	The change reflects an amendment to the process. This allows the Housing Repairs and Compliance Manager to provide feedback on the work that would be required before the property could be let.

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5.5 Development Opportunities	Remove Planning and Regeneration Manager and replace with the Planning Department.	The matter can be referred to any member of the Planning Department for consideration.
5.7 Decision	Amend 'Chief Executive' to 'Head of Housing'.	The Head of Housing makes the decision of the delegation of power.
6.0 Related Policies, Procedures and Guidelines	Add in 'Acquisitions Policy'	The Acquisitions Policy contains further information about the buyback process.
7.0 Review	Add in 'or Central Government policy'	Central Government announce changes to procedures that must be followed which would trigger a review of the policy.