

APPENDIX 2

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.4 Qualification	<p>To add to existing clause around local connection and employment</p> <p><i>Applicants who are permanently employed in the Borough or have confirmation of a permanent job offer in the Borough. This includes those who are self-employed within the Borough. When applicants are self-employed, they must provide proof of their self-employment status. This can be in the form of tax returns, VAT registrations certificate or similar documentation relating to the business. The location of the business base will be considered.</i></p>	<p>Applicants that are self-employed in the Borough have local connection as well as those who are in regular employment</p>
Suggested Change 5.4 Qualification	<p>To add to the existing clause around local connection for older applicants</p> <p><i>Applicants over the age of 60 who are applying for Independent Living accommodation (excluding bungalows). These applicants will be placed in Band 4.</i></p>	<p>This preference only applies to applicants looking at schemes. Applicants who require a bungalow will require local connection to the Broxtowe Borough or meet one of the other exclusion criteria.</p> <p>The separation of the clauses around Independent Living qualification between bungalows and non-bungalows is reflected throughout the document and reflects the demand differences between the two types of accommodation</p>

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.4 Qualification	<p>To add clarity to existing criteria around home ownership and equity</p> <p><i>If an applicant declares that they have a current or former financial interest in a property, a full review will be completed following the Application from Home Owners procedure to establish if they qualify. This includes those who have shared ownership of a property. Exceptions could include;</i></p> <ul style="list-style-type: none"> · <i>Owner occupiers who live in conditions of disrepair or in unsuitable accommodation who are vulnerable due to age, long-term medical condition or disability and cannot resolve or adapt their property to make this suitable. Supporting evidence will be required.</i> · <i>Owner occupiers who experience a change of circumstances so that their home is at risk. Applicants must have approached their local Housing Options Team or have received independent housing advice and their potential homelessness cannot be prevented</i> · <i>Owner occupiers who cannot remain in their home due to safety concerns such as fleeing domestic abuse.</i> 	<p>Added criteria of shared ownership being counted as financial interest</p> <p>Added criteria including adaptations</p> <p>Added criteria around domestic abuse</p>

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.11 Banding	<p>To change Band 1 Urgent Medical Priority</p> <p><i>Applicants who have a permanent or chronic illness or disability and as a result of their condition are unable to continue to occupy their current accommodation. This includes both physical and mental health. An Occupational Therapy report will need to be provided to show that the property has been assessed and it cannot be adapted to meet their needs. The report also needs to advise of any adaptations required in their future rehousing.</i></p>	To provide additional clarity to applicants
Suggested Change 5.11 Banding	<p>To add additional Band 1 criteria of Hospital Discharge</p> <p><i>Applicants who are in hospital, or another care facility, who cannot return to their present accommodation, as it is considered no longer suitable/cannot be adapted</i></p> <p><i>There must be specific recommendation, with supporting evidence, from the hospital/care facility and a detailed care/support package must be in place before the applicant is assessed in the band</i></p>	Many other Council's have a clause for applicants affected by hospital discharge. This will allow for more planned pathway and process rather than making homelessness applications

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.11 Banding	<p>To add additional Band 1 criteria of Families Wishing to Foster Children</p> <p><i>Applicants that wish to be foster carers and adopters who are at a stage in the assessment process where the responsible adoption/fostering service is able to provide an in principle recommendation or where the applicants have been formally approved and their housing prevents them from being able to start or continue to provide foster care for a looked after child</i></p>	To enable us to assist foster carers into more appropriate housing
Suggested Change 5.11 Banding	<p>To add to the existing clause in Band 2 Move on Specialist and Supported accommodation</p> <p><i>Applicants who are ready to move on to social housing from supported accommodation. Applicants will be awarded this category following confirmation from the accommodation or support provider that they are ready to move on and have the necessary skills to maintain an independent tenancy. Applicants must have local connection to the Broxtowe Borough in accordance with the guidance within the Policy, or, have been referred in to the accommodation by Broxtowe Borough Council's Housing Options Team as a result of the applicant being threatened with homelessness Applicants moving on from supported accommodation will have one offer of suitable accommodation.</i></p>	To provide further clarity on this existing clause

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.11 Banding	<p>To add to the Band 2 High Medical Priority clause</p> <p><i>Applicants or a member of their household who have a serious, lasting medical condition, illness or disability which is made worse by their current accommodation and as a result of their condition it is not reasonable to continue to occupy their current accommodation on a long term basis. This includes both physical and mental health. To meet this criteria, the property which the applicant is moving to must meet and resolve their housing needs. Medical evidence must be provided which shows details of the condition and how the condition is affected by their current housing circumstances. For example, if an applicant lives in a property with stairs has had a serious medical episode and now has lasting mobility issues, they would require a ground floor property due to concerns with stairs.</i></p>	To provide clarity on the existing clause
Suggested Change 5.11 Banding	<p>To clarify Band 2, Severe Overcrowding clause</p> <p><i>Applicants whose current accommodation is assessed as being two bedrooms short of the required number of bedrooms. The best use of all rooms in the house will be considered when calculating the number of bedrooms. Priority will only be awarded where this has</i></p>	To provide clarity that the main applicant and tenant can be given this banding

	<p><i>arisen as a result of natural growth or where proof can be provided that the person who caused the overcrowding had no other option than to move to the property. This will only be awarded where the main applicant is listed as the main tenant of their current property.</i></p>	
<p>Suggested Change 5.11 Banding</p>	<p>To add to Band 3 clause regarding Homelessness</p> <p><i>This band will be awarded where an applicant is owed either a prevention or relief duty but where they would not be owed the main duty when the prevention and relief duty comes to an end because they have been assessed as likely to be:</i></p> <ul style="list-style-type: none"> <i>• Not in priority need and/or</i> <i>• Intentionally homeless and/or</i> <i>• Have refused an offer of suitable accommodation as discharge of the Council's main duty, prevention or relief homelessness duties</i> <p><i>The banding will also be awarded to those applicants who are classed as part of "early interventions" within the homelessness process. This applies when an applicant is not threatened with homelessness within 56 days but is likely to be threatened with homelessness in the near future or where they have been served with a Section 21 Notice by their landlord and have not approached/do not wish to approach the Housing Options Team</i></p>	<p>To provide further clarity on who qualifies in this band.</p>

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.11 Banding	<p>To add to the Band 3 criteria of Discharged Homeless Duty</p> <p><i>Applicants who have been accepted as being owed a full housing duty following a homelessness application and who have declined an offer of accommodation which was considered by the Council to be a reasonable offer of accommodation suitable to the applicants needs</i></p> <p><i>For applicants who have had their homelessness duty discharged, this banding will remain unless there has been a material change in their circumstances which would warrant a new assessment.</i></p>	To provide clarity about who can qualify for this clause.
Suggested Change 5.11 Banding	<p>To add to the Band 3 criteria of Overcrowding</p> <p><i>Applicants whose current accommodation is assessed as being one bedroom short of the required number of bedrooms. The best use of all rooms in the house will be considered when calculating the number of bedrooms. Priority will only be awarded where this has arisen as a result of natural growth or where proof can be provided that the person who caused the overcrowding had no other option than to move to the property. This will only be awarded where the main applicant is listed as the main tenant of their current property.</i></p>	To provide further clarity on who qualifies in this band.

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.13 Pre-tenancy checks and risk assessments	<p>To add a clause to the existing clause</p> <p><i>In certain situations, particularly when applicants are fleeing harassment, violence, threats of violence or domestic abuse, housing the applicant in certain areas of the Borough may pose or fail to alleviate the risks being fled. For allocations in these circumstances, professional advice may be sought and a risk assessment will take place, completed by the Council in conjunction with any relevant agency to determine suitability of potential allocations For example, if an applicant is fleeing abuse or harassment, it will not be considered appropriate for them to be housed in the same area as they are fleeing, because this is unlikely to alleviate the risk of abuse or harassment.</i></p> <p><i>There is no distance specified as safe within the Policy, but a distance greater than 5 miles or an area that has few if any ongoing links with the previous address, such as employment, family members or schooling, may be considered suitable as convention.</i></p>	<p>The Council is increasingly encountering difficult discussions with applicants surrounding the areas which they wish to seek rehousing. Many applicants are wanting to stay very close to the area that they are fleeing harassment or abuse from, which is incompatible with the band reasoning and the objective of keeping applicants free and safe from abuse. The suggested change provides clarity to applicants on the Council's approach and processes that it will follow.</p>

Allocation Policy Section	Suggested Change	Reason for Change
Suggested removal 5.15 Transfer applicants	To remove the clause surrounding transfer applicants and preference	Giving preference to Transfer Applicants has never been enacted in 5 years since the original policy drafting and it is unlikely that it will ever be enacted in the future.
Suggested Change 5.16 Independent Living Accommodation	<p>To add some further areas of clarity around qualification for Independent Living</p> <p><i>Properties that are designated as Independent Living will only be allocated to applicants over the age of 60 unless the applicant has a degree of disability that makes their present home unsuitable and who would benefit from the support available in Independent Living accommodation. This will be supported by documentation that shows that the applicant is in high rate (mobility/daily living) Personal Independence Payment.</i></p>	To provide additional clarity for applicants

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.18 Local Lettings Policies	<p>To add a clause about additional preference for local applicants</p> <p><i>For new build schemes, the Council will implement additional policy preference relating to local applicants and their connection to the area of the new build scheme. Relevant guidance for the individual scheme will be agreed using the Guidance for the use of Local Lettings Policies.</i></p>	This is different to Local Connection, but the proposed change gives additional preference to those applicants who have a connection to a town or village within the Borough, where a scheme is being constructed
Suggested Change 5.20 Direct Allocations	<p>To remove reference to the Chair of the Housing Committee</p> <p><i>Property Acquisitions – in exceptional circumstances a property may be acquired to meet the need of an applicant on the waiting list for whom the Council does not currently own a suitable property or a suitable property is unlikely to become available through the homeseach scheme. In this circumstance approval for a direct let of the property will be approved by the Chief Executive in consultation with the Housing Portfolio Holder at the point of final approval to purchase</i></p>	To reflect the change in decision making structures at the Council

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.23 Annual Review	<p>To add an additional application closure criterion</p> <p><i>If an applicant has placed no bids in the year since the last review, and suitable properties have become available in that time, the Council will review the application and inform the applicant of the intention to close the application.</i></p>	To provide clarity for applicants
Suggested Change 5.24 Review of Urgent Applications	<p>To add a criteria of auto-bidding for band 1 applicants</p> <p><i>The Council will routinely place all applicants in Band 1 on Automatic Bidding, to ensure that a property is sourced as quickly as possible and the applicant does not miss out.</i></p>	To ensure those in the highest needs are placing bids

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.26 Application exclusion/Removal from the register	<p>To add additional circumstances to this clause</p> <p><i>An applicant will be removed if the address that they are applying from changes, this change in circumstances will require a new application to be made.</i></p> <p><i>If requested documentation is not provided within 21 days of it being requested, and an appropriate reason has not been provided, the application will be closed.</i></p> <p><i>If an applicant fails to respond to communications from the Council within the specified time limit within the individual communication, the application will be closed. If a suitable reason is provided, the Council will consider reopening the application.</i></p>	To provide procedural and process clarity for applicants

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change Size and types of properties that applicants can bid for	<p>To add clarity to a clause around caring responsibilities for children</p> <p><i>Where the applicant has access to their children, but whose main home is with the other parent or another carer, they will not be counted as permanent members of the household. This will need to be evidenced through the main applicant having proof of child benefit to show who is responsible for the main care of the children for housing purposes.</i></p>	To provide clarity for applicants
Suggested Change Size and types of properties that applicants can bid for	<p>To add clarity to a clause around caring responsibilities</p> <p><i>For a bedroom to be awarded for an overnight carer, a live-in carer is essential on a daily and continuing basis and a live-in carer has been identified and has moved in with the household or is ready to do so when accommodation is available and if the applicant were to claim housing benefit, the extra bedroom would be awarded, in conjunction with housing benefit regulations. Receipt of carers allowance alone does not mean that a live in carer is necessary. In all cases, regardless of whether or not the carer is in receipt of carer's allowance, it will be necessary for the applicant to provide evidence that they receive disability benefits</i></p>	To provide clarity for applicants

	<p><i>commensurate with the need for a live in carer. If an additional bedroom is required for a carer, supporting evidence from an Occupational Therapy or Adult Social Care assessment will be required. A GP letter is not sufficient.</i></p>	
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