

## Appendix 2

Policy Section	Suggested Change	Reason for Change
1.0 Scope	Replace 'Homesearch' with 'Choice Based Lettings'	New system is called Homechoice, this will be referred to as Choice Based Lettings system in the policy
2.0 Purpose	Update web address	To direct applicants to Broxtowe Borough Council website rather than Homesearch website
5.2 Choice	Replace 'Homesearch' with 'Choice Based Lettings'	New system is called Homechoice, this will be referred to as Choice Based Lettings system in the policy
5.4 Qualification	Text added to clarify the band that home owners applications will be placed in.	Complaints and requests for reviews have been received as applicants have misunderstood this part of the policy. Wording changed to help applicants understand.
5.4 Qualification	Text added to confirm that in exceptional circumstances other applicants may be allowed to join the housing register	To allow for exceptional circumstances
5.5 Types of applicant	Text removed: Applicants no longer wishing to apply jointly – If applicants in a joint application no longer wish to apply jointly, separate applications can be made from the original joint application.	This is no longer possible under the new Choice Based Lettings system

Policy Section	Suggested Change	Reason for Change
5.6 Reasonable Preference	Text added to clarify applicants that will be given reasonable preference due to hardship.	Complaints and requests for reviews have been received as applicants have misunderstood this part of the policy. Wording changed to help applicants understand.
5.9 Care Leavers	Text added to clarify the banding for care leavers that refuse a property and that care leavers that have a suitable existing social housing tenancy, and those over 25 will not be given additional preference.	To clarify and outline current approach in policy
5.11 Banding	Band 1 – Urgent Medical Priority – Text amended so that applicants are not required to have an Occupational Therapy assessment. Applicants can now provide other forms of supporting evidence.	Following recommendation of the Local Government Ombudsman
5.11 Banding	Band 1 – Demolition – Text amended to confirm that home must be subject to demolition within the next 3 months	For clarity
5.11 Banding	Band 1 - Category 1 Hazards – combined with ‘Damp and Mould’ band 1 reason, as this is a Category 1 Hazard	To avoid repetition within the policy
5.11 Banding	Band 1 – Refuge – Category added to Band 1 to include applicants currently living in a refuge and unable to return to their home	For clarity
5.11 Banding	Band 1 – Families wishing to foster – Text added to confirm this includes applicants who are special guardians or holders of a residence order.	For clarity
5.11 Banding	Band 2 – Homelessness Prevention Duty – Text added to clarify who this applies to	For clarity

<b>Policy Section</b>	<b>Suggested Change</b>	<b>Reason for Change</b>
5.11 Banding	Band 2 – High Welfare Need – Text amended to confirm this includes applicants under joint working protocols such as MAPPA	For clarity
5.11 Banding	Band 3 – Welfare Need – Text added to clarify what is included in the category	For clarity
5.12 Verification	Text amended to confirm that evidence of previous accommodation is required	Previous policy stated that only details not evidence is required
5.12 Verification	Text amended to confirm that full checks will be completed for all applicants, irrespective of their banding	Previous policy stated that only Band 1 and 2 applications would have full checks completed on application
5.13 Pre tenancy checks and risk assessments	Replace 'Homesearch' with 'Choice Based Lettings'	New system is called Homechoice, this will be referred to as Choice Based Lettings system in the policy
5.14 Statement on fraud	Text added to outline the Council's approach to detect and deter fraud	Previously the policy did not include sufficient detail on this
5.15 Independent Living Accommodation	Text amended to reflect that larger Independent Living accommodation suitable for families should only be offered to applicants over the age of 45	Previous policy allowed these properties to be allocated to applicants over the age of 18
5.16 Larger Independent Living Accommodation	Section deleted	Information about this now included in section 5.15
5.18 Change of circumstances	Text amended to clarify how applicants can contact the Council	For clarity
5.19 Annual review	Text amended to clarify how applicants can contact the Council	For clarity
5.20 Review of urgent applications	Text amended so that autobids are routinely set up for only homelessness applicants not all applicants in Band 1	Previous policy states that autobid would be set up for all Band 1, this is not required under new Choice Based Lettings system