

Appendix 1

Policy Section	Suggested Change	Reason for Change
1.0 Scope/2.0 Purpose	Sections that provide definitions moved from Scope to Purpose	More appropriate part of the policy to include this wording
3.0 Aims and Objectives	Minor amendments to wording in bullet points	For clarity
4.0 Regulatory Code and Legal Framework	Removal of 'The' prior to name of legislation	For consistency
5.1 Requests for Alterations and Improvements	Remove: 'The Council will make reasonable adjustments or provisions who may not be able to fulfil this request.' Add: 'The Council will make reasonable adjustments, in accordance with the Person Centred Housing Services Policy, for those that cannot do this.'	To correct missing word in previous version and to align with the recently approved Person Centred Housing Services Policy.
5.1 Requests for Alterations and Improvements	Add: The tenant will be given 14 days to provide the additional information.	Previous version does not include a timescale. This was highlighted by the Tenant Influence Panel as being required.
5.2 Types of Tenancy and Alterations and Improvements	Minor amendment to wording and format to remove use of bullet points	For clarity and consistency
5.3 Considering the Requested Alteration or Improvement	Add: 'In the first instance requests will be considered by the Housing Officer or Independent Living Co-ordinator. For more	Previous version does not include information regarding which officers will consider the

	complex requests they may seek advice from a more senior officer within their own team or from a Repairs Inspector.'	request. This was highlighted by the Tenant Influence Panel as being required.
5.3 Considering the Requested Alteration or Improvement	Remove: 'The Council may request any additional information be provided before granting or refusing the request. The Council will do this in a timely manner. The tenant may be given a timescale to respond to the Council's enquiries.'	Duplication of information already included in section 5.1
5.3 Considering the Requested Alteration or Improvement	Remove: 'The Council may take on the repair and maintenance responsibility for these works once completed and therefore may make special requirements on the detail and scope of works.'	The Council does not take on responsibility of works, where permission is given under this policy.
5.3 Considering the Requested Alteration or Improvement	Add: 'This is to ensure that all works are completed safely.'	To clarify why information from a competent tradesperson may be required.
5.3 Considering the Requested Alteration or Improvement	Remove: 'Any refusal from the tenant to cooperate with the Council in making its enquiries will lead to the refusal of the works.' Add: 'If the tenant does not provide additional information requested, including information from a tradesperson within 14 days of the request, then the request will be refused. A new request can be made at a later date if information is then provided.'	For clarity and to ensure that the matter is concluded swiftly. This also prevents matters from being considered for a long time without conclusion. This was an issue highlighted by the Housing Influence Panel.
5.3 Considering the Requested Alteration or Improvement	Add: 'Within 7 days'	Previous version does not include a timescale. This was highlighted by the Tenant Influence Panel as being required.

5.3 Considering the Requested Alteration or Improvement	Remove: 'or an energy smart meter' Add: 'The Council does not require a tenant to request permission for an energy smart meter to be installed. However, this can be required if requested from the energy supplier.'	Installation of energy smart meters has become commonplace since the last policy was written. Highlighted by Tenant Influence Panel, many of which highlighted that they would not expect to have to ask for permission for this.
5.3 Considering the Requested Alteration or Improvement	Add to the list: Loft conversions Extensive garden works, such as installation of a pond or water feature	For clarity
5.4 Monitoring and Control of Alterations and Improvements	Add: 'The Council will keep a record of all permissions given and the likely timescales for completion, so that it can monitor if notification of completion of works has not been given.'	This is essential to ensure that permissions are effectively monitored.
6.0 Related Policies, Procedures and Guidelines	Add: 'Person Centered Housing Services Policy'	To add recently approved policy to the list