

Officer Decision under delegated powers

Title:

Minor amendments to Housing Register and Allocations Policy November 2020

Background:

Officer Scheme of Delegation:

Head of Service with responsibility for Housing has the following delegated function set out in Part 3b: Officer Scheme of Delegation:

5.7 Make minor changes to the housing register, nomination, homelessness & transfer policies and also, where necessary, agree local lettings policies for new and existing affordable housing.

Consultation:

Not required

Decision(s):

Revise current policy:

10.1 If following a change of circumstances or renewal of an application a change in the applicant's circumstances results in a band change or bedroom size change, the Council will inform the applicant in writing of the new band, bedroom size, the reason for it, and the new applicable priority date and their right to request a review of this decision.

Replace 10.1 as follows:

10.1 If following a change of circumstances or renewal of an application a change affects an applicant's banding they will be informed in writing of the outcome of the reassessment. Applicants will retain their priority date, called the effective date, if their banding changes except if they are placed into Band A, B or H. In this case their priority date will be the date the Council received all the supporting documents or if no documents are provided this will be the date of assessment. If an applicant changes bedroom size but remains within

their current band, they will retain their effective date. Applicants have the right to request a review of these decisions.

Reason(s) for decision:

Explain the reason(s) for the decision.

The change to the operation of effective dates will provide a simpler process for assessing housing need as applicant needs change, as children grow older, and households change size. Applicants moving to high need bands A and B and H will be given new effective dates so that applicants already waiting in those bands are not disadvantaged.

Alternative option(s):

1. To not agree the proposed changes. This is not recommended because the changes, although minor, will simplify the assessment processes and decision making for applicants whose circumstances change.

Appendices:

1. None.

Declarations of interest:

Please refer to the [Code of Conduct](#) for guidance on interests.

If you think you have an interest in this Officer Decision, please Contact [Democratic Services](#) (01737 276182).

Decision taken by: Richard Robinson

Signature:

R. Robinson

Date: 26.07.24

Post held: Head of Housing Services