

Appendix C

Proposed Amendment	Reason for Proposal	Sections of Policy
<p>Qualification – amend local connection qualifying criteria to residency or meaningful paid employment of at least 16 hours a week for 2 consecutive years. Other aspects of local connection qualifying criteria to remain the same.</p>	<p>New statutory guidance.</p>	<p>7.1 7.2</p>
<p>Sanctions – to amend the sanction for ‘unsuitable to be a tenant’ from deferred to removal</p>	<p>To reflect the seriousness of the circumstances that lead to a household being deemed ‘unsuitable to be a tenant’.</p>	<p>7.5.1</p>
<p>Sanctions – money owed to the Council for ‘housing-related costs’.</p> <p>To place onus on applicant to demonstrate that the deferment should be lifted e.g. by provision of receipts.</p>	<p>To reflect the range of ‘housing-related’ debts that may be owed by applicants and to apply the sanction fairly and consistently. Onus is on the applicant.</p> <p>To ensure staff resources are appropriately focused.</p>	<p>7.5.2</p>
<p>Sanctions – rent arrears. Amended wording but no change to policy.</p>	<p>To prevent confusion and clarify the policy.</p>	<p>7.5.3</p>
<p>Sanctions – Violence and Abuse towards staff. To place the onus on the applicant to demonstrate that the deferment should be lifted or a new application should be accepted.</p>	<p>To ensure staff resources are appropriately focused.</p>	<p>7.5.6</p>

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Social tenants and labour mobility – to allow for exceptions to local connection qualifying criteria to be applied to certain social tenants who need to move in order to sustain or take up employment.	New statutory guidance	7.6.6
Rural exception cascade mechanism – to amend the length of employment required to 2 years to tie in with qualifying criteria.	Consistency with qualifying criteria which has had to be amended due to new statutory guidance.	13.3 (1) and (5)
Rural exception cascade mechanism – reference to qualifying and non-qualifying applicants in last two tiers of the cascade.	To prevent confusion and clarify the policy.	13.3 (6) and (7)
Overcrowding – wording to confirm that a bedsit or studio flat is deemed to have one bedroom for the purposes of overcrowding assessments.	Bedsits/studio flats are built as live/sleep accommodation.  To prevent confusion and clarify the policy.	14.5 16.3
Lacking and Sharing points – wording to confirm that lacking points place an applicant in reasonable preference whilst sharing points so not.	To prevent confusion and clarify the policy.	14.13
Foster carers – inclusion of a policy to award an additional bedroom for approved foster carers.	To reflect the Council's role as a corporate parent	16.7 16.8 16.9
Reference to Change of Circumstances Form	To ensure Policy uses consistent terminology to	17.1 19.1

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	that seen by applicants who log into Locata	19.3 19.4 19.5 20.1
Reference to 'hibernated' applications	To ensure Policy uses consistent terminology to that seen by applicants who log into Locata	19.3
Homeless households – to clarify that CHR applications are suspended whilst homelessness applications and reviews are determined.	To prevent confusion and clarify the policy.	21.2
Homeless Households – new wording inserted to allow deferral of a CHR application for a minimum period of 4 months when a household is placed into temporary accommodation following acceptance of a full homelessness duty.	To ensure that homeless households, to whom the Council owes a full duty, are able to effectively manage and sustain a tenancy before moving on to more settled accommodation.	21.4 21.5
False or misleading information and fraud prevention – to allow applications to be removed for a period of 12 months.  To place the onus on the applicant to re-apply..	The policy was inconsistent, referring to both deferral and removal.  To prevent confusion and clarify the policy	23.5
Cancelling, Suspending & Deferring Applications – amended to reflect changes detailed above	To prevent confusion and clarify the policy	24.1 24.2
Assisted Bidding – changes to reception	To reflect operational changes in use of	27.4

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desk times	reception desk function	
Assessment of Bids – clarification that qualifying applicants are always considered before non-qualifying or deferred applicants.	To prevent confusion and clarify the policy	28.3
Bypassing Applicants – new wording to reflect practice by some Housing Associations to carry out a pre-tenancy assessment to ensure that property is affordable to applicant.	To prevent confusion and clarify the policy	30.4
Glossary – amended to include reference to Hibernated applications and Suspended applications	To prevent confusion and clarify the policy	Glossary