



**REPORT of
DIRECTOR of SERVICE DELIVERY**

**to
STRATEGY AND RESOURCES COMMITTEE
14 JULY 2022**

MALDON DISTRICT COUNCIL ALLOCATIONS POLICY

1. PURPOSE OF THE REPORT

- 1.1 This report seeks Members' approval to implement amendments made to the Gateway to Homechoice Allocations policy.

2. RECOMMENDATION

That the revised Allocations Policy (**APPENDIX 1**) be adopted, as set in Section 3 which makes various clarifications and minor adjustments to guide the application of the Allocations Policy.

3. SUMMARY OF KEY ISSUES

- 3.1 The wording around armed forces within the Allocations Policy (**APPENDIX 1**), has been clarified to incorporate the term Armed Forces of The Crown. As such, the following paragraphs within the Allocations Policy are amended with a superscript which clarifies the definition of Armed forces within the policy:

Paragraph Number or Section	New Wording	Page Number
2.3	<p><i>Armed forces of the Crown, reserve forces personnel and bereaved spouses or civil partners of armed forces personnel, under the following circumstances:</i></p> <ul style="list-style-type: none">i. <i>former members of the armed forces of the Crown;</i>ii. <i>serving members of the armed forces of the Crown who need to move because of serious injury, medical condition or disability sustained as a result of their service;</i>iii. <i>bereaved spouses, partners and civil partners of members of the armed forces of the Crown, leaving services family accommodation following the death of their spouse or partner; or</i>iv. <i>serving or former members of the reserve forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service</i>	4

Paragraph Number or Section	New Wording	Page Number
4.5	<p><i>The following people will also be deemed to have a local connection to the Gateway area of operation if:</i></p> <ul style="list-style-type: none"> <i>The main or joint applicant is serving in the regular forces of the Crown or who has served in the regular armed forces of the Crown within five years of the date of their application.</i> 	8
Glossary	Definition of "Armed Forces" to be expanded further to state British Armed Forces or Armed Forces of the Crown	44 & 45

3.2 To accept all other minor changes and clarifications as detailed in the **Summary Log of 2021-2022 (APPENDIX 2)**.

Section Applicable	Type of Change
Section 7	<p>Addition of text: 7.23 Sensitive Lets</p> <p><i>The property advert will be shown as a sensitive let detailing any restrictions which have been agreed prior to advertising.</i></p> <p>There may be occasions when it is necessary and appropriate to make a sensitive letting to a property that has become vacant following a period of substantial nuisance, anti-social behaviour or criminal activity within the immediate area of the vacant property, to make best use of the PO's housing stock for tenancy management purposes.</p> <p>There may also be times when an applicant may be considered unsuitable to meet the criteria of a sensitive let due to their vulnerabilities and to prevent them from potential risk of harm to themselves or others.</p> <p>An assessment of each applicant against the specific let criteria will be completed on a case-by-case basis and agreed in line with the procedure.</p>
2.2 5.14* 7.12 7.15 10.1	<ul style="list-style-type: none"> All references to "domestic violence" to be amended to "domestic abuse". Remove all reference to the Essex-wide agreement and DA procedure. move on to remain unchanged. Add to section 5 banding 5.14* "Applicants who have been given a higher welfare or medical award due to DA will be offered the same tenure as their existing tenure when they are housed via the register." Add after #5.14* DA Procedure wording to Allocations Policy for consistency: "Due to the complex nature of those who are fleeing from

Section Applicable	Type of Change
	<p>domestic abuse there is no one procedure which can be applied to every applicant's situation so local authorities will use their discretion to assess each application individually and will usually use one of the following options to resolve housing need/homelessness when fleeing from domestic abuse."</p> <p>(*= current AP section no. 5.14 = revised/updated AP item no. 5.12)</p>
<p>4.14</p> <p>4.15</p> <p>4.19</p>	<p>Applicants' consent and declaration</p> <p><i>The local authority may use more than one of the above options for a household – e.g. they may initially be placed in Band A Welfare and subsequently given a direct let when a suitable property becomes available.</i></p>
<p>7.17</p>	<p>Chapter 7 - Choice Based Lettings</p> <p>Updated to provide the Processing Officer with additional discretion in relation to sanctioned applicants:</p> <p><i>“may be offered a direct let or move-on banding reduced, at the PO’s discretion</i></p>
	<p>5.5 To be changed to “Applicants who are under a homelessness prevention duty, a homelessness relief duty or who are accepted as being owed the main housing duty under homelessness legislation cannot have a medical award added to their housing register application.</p> <p>Applicants who have been awarded Band C under the homeless Prevention duty may retain a medical Band if one already exists on their housing register application when the prevention duty commences. If the Prevention duty ends and the applicant is then owed the Relief duty, the medical award will be removed from their application.</p> <p>If a homeless applicant under any of the 3 main homelessness duties listed above has a medical need for an extra bedroom due to, for example, needing a live-in carer, this will be assessed by the relevant local authority and property size required will be amended on their housing register application if necessary/evidenced.”</p> <p>5.7 & 5.8 to be deleted Covered in above wording change (5.5).</p> <p>5.9 to be changed to “Applicants who are under Band B options advice, either prevention or relief, or who are under the main homelessness duty, may not retain or obtain any other additional awards on the housing register. The only additional awarded permitted is if an applicant is placed in Band A Homeless in severe need.”</p>

Section Applicable	Type of Change
6.0	<p>Allowed Property Sizes 6.7 covers sizes and should be considered on a case-by-case basis due to varying sizes and ages of properties throughout the gateway.</p>
4.4	<p>Text adjustment to remove "before the date of application" from 4.4.</p>
4.4	<p>4.4 Added bullet point Homeless care leavers aged 18 – 20 who have been looked after by either Essex County Council or Suffolk County Council will have a local connection with every housing authority within the county that looked after them.</p>
3.3	<p>3.3 amended bullet point "If an applicant is 16 or 17 they will not be offered a tenancy unless they have a guarantor. This could include an applicant whose partner is 18 or older, " to "Anyone aged 16 or over can apply to join the housing register, however under current law, applicants under the age of 18 cannot legally hold a tenancy."</p>
2.3; 4.5.	<p>The PB agreed that as the wording 'of the Crown' does not read well in our documentation and agreed to insert *asterisk's/add a footnote and include in the AP Glossary.</p>

4. CONCLUSION

- 4.1 By adopting the refreshed Disabled Facilities Grant (DFG) Policy, the Council will be ensuring the delivery of our Allocations responsibilities in a consistent manner across all our partner organisations and in a more inclusive manner to those who have served in our Armed Forces.

5. IMPACT ON STRATEGIC THEMES

- 5.1 The updated Allocations Policy supports the Strategic themes of Community:
- Working with our communities and partners to improve the physical health and well-being of our residents.
 - Working with our communities and partners to improve the mental health and well-being of our residents.
 - Ensuring the safety and wellbeing of our vulnerable children, adults and families.

6. IMPLICATIONS

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – Equality Impact Assessment on the new policy has been completed.
- (iii) **Impact on Risk** – None.

- (iv) **Impact on Resources (financial)** – No charges are necessary due to these changes.
- (v) **Impact on Resources (human)** - ??
- (vi) **Impact on the Environment** – None.
- (vii) **Impact on Strengthening Communities** – None.

Background Papers:

DRAFT Allocations Policy Apr 22 – CLEAN

Summary Log of 21-22

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