

Item no	Topic	Detail	Policy ref no	Meeting	Decisions:	Policy Updated?	Type of Change
1	50:50 Shared Care Residency	Discuss and consider		Meetings 15-9-21 & 17-11-21	Email vote result 30/11/21 - 10 votes unanimously agreeing NO CHANGE to the AP to include 50:50 shared care/residency but that the operational welfare procedure would be updated to make specific reference to 50:50 shared residency orders that would be considered by exception and on welfare grounds.	N/A	None. Added to Ops agenda to revised Welfare procedure.
2	Residency Requirement	Discuss and consider introducing	All	Meeting 29-10-21	Email vote result 1-11-21 - 9 votes cast (from 11) with the majority agreeing to retain an OPEN register.	N/A	Review again in 2023 - added to the PB workplan.
3	Sensitive Lets	Discuss adding explicit wording to include Sensitive Lets	Section 7	Meeting 22/9/21	Project Board unanimously agreed for Sensitive Lets to be added to the AP (Aug'21) under a new section - #7.23	next AP review - Nov '22.	<p>Addition of text: 7.23 Sensitive Lets</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>The property advert will be shown as a sensitive let detailing any restrictions which have been agreed prior to advertising.</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>
4	Domestic Abuse	Discuss implications and changes to make following new guidance & recommendations	2.2; 5.14*; 7.12; 7.15; 10.1	Meeting 1-12-21	remove reference to the "Essex-wide agreement" in AP & DA procedure following no info or paperwork found. Move-On Policy. Email vote result, 7 votes - all in agreement of all changes. Email vote 8/12/21 unanimously agreeing to all six changes	next AP review - Nov '22.	Agreed to: 1. amend all references to "domestic violence" to "domestic abuse". 2. remove all reference to the Essex-wide agreement and DA procedure. 3. move on to remain unchanged. 4. 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." 6. Add after #5.14*, DA Procedure wording to AP for consistency: "Due to the complex nature of those who are fleeing from 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." (*= current AP section no. 5.14 = revised/updated AP item no. 5.12)
5	106s & LLPs	Consider separating S106s and LLPs	7.21; 7.22	Meeting 17-11-21	discussed and agreed no change necessary.	N/A	1
6	Local Connection	Clarification req. by ES	4.4.	Meeting 17-11-21	Email vote result 30/11/21 - 100% of 10 votes unanimously agreeing wording change from: A family member may live within different Gateway local authority areas as long as they have continuously lived within the Gateway area of operation for 5 years and this will give their close family member a local connection. Applicants who have this type of local connection will only be permitted to bid within the local authority area where their family member lives.	next AP review - Nov '22.	2
7	Rural Housing	Re-wording req by ES	4.8	Meeting 17-11-21	Email vote result 30/11/21 - 100% of 10 votes unanimously agreeing wording change from: Applicants are responsible for ensuring that that all relevant local connection details have been included on their housing register application. Current and former members of the armed forces will also need to demonstrate the relevant local connection criteria to be considered for a property which is on a rural exception site.	next AP review - Nov '22.	3
8	Misc	Various	4.14; 4.15 & 4.19	Meeting 17-11-21	This section refers to Paragraph 4.17(a) which does not exist in the policy	next AP review - Nov '22.	<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>

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9	Direct Lets	from Ops minutes 24/11/21: CJ flagged that in the AP, it states that someone with a move-on band who hasn't been	7.17	Meeting 1-12-21	The group discussed and agreed to change the wording to "may be offered a direct let or move-on banding reduced, at the PO's discretion". LP to send email vote to approve.	next AP review - Nov '22.	"may be offered a direct let or move-on banding reduced, at the PO's discretion
10	Effective Dates	Req. adding exception by PB	4.12	Meeting 1-12-21	raised at PB regarding effective dates and recent challenge. PB agreed to add an exception – group to discuss and agree wording.	none.	The focus group discussed and agreed that it was unnecessary to amend the AP based on one occasion and the process and procedure work well if followed. HG will feedback to JS/Maldon and review team priorities to ensure to avoid in future.
11	Homelessness	Inconsistencies in AP	various	Meeting 1-12-21	Address and agree changes to inconsistencies in AP around homelessness. The PB voted during the meeting and agreed that:	next AP review - Nov '22.	i. #5.5 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. 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. 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." ii. Delete #5.7 & #5.8 as covered in above wording change. iii. Agreed #5.9 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."
12	Bedroom size	Consider specifying min. size a room can be classed as a bedroom	6.11	Meeting 1-12-21	Consider adding minimum size room to classify as a bedroom under section #6.11 (following recent Ops group AOB item raised by Maldon).	none.	The group agreed that #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.
13	Objectives	update dates	1.4	Meeting 1-12-21	update policy dates accordingly	next AP review - Nov '22.	LP & CB to update info.
14	Effective Dates	add 'discretion'	4.12?	Meeting 8-12-21	Ops request to add "discretion" to AP wording on effective dates.	next AP review - Nov '22.	see comment attached
15	Effective Dates	change wording	4.12	Meeting 8-12-21	Ops reviewed P&Relief procedure and agreed the effective date for Band B options advice should be the date the Band B band is applied to the application. PB discussed & agreed 19/1/22 to CB proposed wording addition after #4.12		
16	Local Connection	remove wording	4.4	Meeting 8-12-21	Ops req to remove "before the date of application" from 4.4	next AP review - Nov '22.	remove "before the date of application" from 4.4
17	SHB & Care Leavers Protocol	Prioritise care leavers	misc.	Meeting 8-12-21	SHB & Care Leavers Protocol: FL explain to the group the email received from Heather Tucker regarding the Care Leavers Protocol and whether the AP should be adjusted to prioritise care leavers and prevent them making a homeless application.	none.	The Board discussed and felt that it although care leavers are not explicitly prioritised within the AP, these situations can be processed and assessed on a case-by-case basis under nominations agreements or homelessness, depending on appropriateness, and at the discretion of each LA currently. The Board agreed that it wouldn't be as simple as prioritising care leavers and could potentially be inundated and as the current AP has the ability to deal with this, it was agreed not to make any changes at this time. FL agreed to feedback to HT.
18	Care leavers & Local Connection legislation change	Care leavers covenant on MHCLG website	4.4	Meeting 16-2-22	PB discussed and agreed to add bullet point to 4.4: 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.	next AP review - Nov '22.	Add bullet to #4.4: 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.
19	Incorrect reference	Property size	6.5	n/a	GJ/Braintree flag 11-1-22 that this incorrectly refers to #3.8 when s	next AP review - Nov '22.	added/change recorded in new draft

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20	Eligability to join register	amend last bullet point	3.3	email after Meeting 16-2-22	DG flagged last bullet point on 3.3: 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. DG proposed changing: "This is something we have been discussing recently in relation to the protocol with EEC on Care Leavers - a person under the age of 18 can't actually hold a tenancy, regardless of having a guarantor – they would need to have someone (18+) to hold the tenancy on trust for them until they reach their majority. Current wording of the AP may raise expectations, particularly with social care." CB & TB agreed. PB emailed.	next AP review - Nov '22.	amend bullet 3.3: "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."
21	Armed forces definition/clarity	Ops requested at Feb 22 mtg to add 'British' to the Armed Forces procedure. It was noted that this would also need to be reflected in the AP and was taken to PB via email in April 22.	2.3; 4.5.	via email 5/4/22	It was agreed by PB that the AP and procedure should align with the Armed Forces Covenant which does not state 'British' but 'All those who serve or have served in the Armed Forces of the Crown And their Families' to encompass groups such as Gurkhas.	next AP review - Nov '22.	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.

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