

## Appendix 1- summary of changes

The proposed policy changes that will be consulted upon are summarised in the table below.

Reference	Description of proposed change	Why is the change needed?
Paragraph 3.5- local connection	Applicants will normally have to live in the borough for FIVE years to qualify for assistance rather than TWO years.	This will reduce the number of applicants qualifying and increase the opportunity for long-term non-secure tenants to be shortlisted when they are decanted. Most neighbouring local authorities have already extended residential local connection criteria to five years.
Paragraph 4.26- suitability of offers	Applicants who have refused one reasonable offer of accommodation will be excluded from the scheme for TWO years rather than ONE year.	There is a very limited housing supply and change will encourage applicants to accept a reasonable offer. They can request a review if they feel that an offer is not reasonable.
Annex 1- band 1	Remove the reasonable preference category relating to applicants who need to move because there is a risk of violence or threat to life.  Instead the scheme will encourage these applicants to apply via the Part 7 Homelessness route. This will be explained at paragraph 4.14.	Households fleeing violence need to be re-housed urgently and this is best achieved by applying as homeless and being placed away from the risk in temporary accommodation.  There will still be capacity in band 1 to move in exceptional circumstances.
Community contribution	Applicants will have to work for at least 64 hours per month to be placed in band 2. There is currently no hourly requirement for working households but there is for training and volunteering.	It is reasonable that applicants work for a number of hours per month to qualify for band 2 status. 16 hours per week (i.e.: 64 per month) is the level of work a person needs to do to apply for working tax credit and be exempted from the overall benefit cap.
Community contribution	Applicants will volunteer for at least 64 hours per month to be placed in band 2. Currently applicants have to volunteer for	To qualify for band 2 status it is reasonable to expect an applicant to have shown more commitment than 10

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	10 hours per month.	hours per month.
Community contribution	Training must be for a minimum of 64 hours per month. Currently applicants have to train for 10 hours per month.	This brings the hourly requirement in line with working and volunteering.
Community contribution	Reference to Disability Living Allowance is removed.	This brings the policy up to date with changes to benefits changes.
Community contribution	Young people leaving care will not be required to make a community contribution in order to be placed in band 2.	This follows an audit recommendation. Young people leaving care may find it difficult to make a full community contribution. When these young people are rehoused in council housing they will be encouraged to engage in education, employment and training through the Council's Tenancy Strategy.
Annex 4	Service tenants retiring after 15 years of service will not be entitled to one extra bedroom	Given the overall shortage of housing it is fairer to allocate former service tenants in the same way as other applicants.

The following are minor amendments that are required to bring the allocations scheme in line with current operating procedures.

Reference	Description of proposed change	Why is the change needed?
Section 1- context	"Match applicants to available homes" rather than "allow applicants to view available homes".	This is a clearer description of how the scheme actually operates. Offers may be enforced even if a customer has not visited a property.
Paragraph 2.5- legal context	Removal of bullet point "Choice Based Lettings Code of Guidance". This is guidance only and not a legal requirement.	The scheme describes the Council's policy on choice as is required by the law. Where possible applicants will be given a choice, but given limited housing supply, offers that meet assessed needs may be enforced.
Paragraph 3.2- eligibility	Replace the sentence on non-dependent adult children with "Adult children (aged 18 and over) will not be taken into	This brings the definition of non-dependents in line with benefits regulations.

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	account, unless they are either in full time education and subject to applicant/partner receiving Child Benefit, or the applicant/partner receives Carer's Allowance for them. Also, relatives, non-relatives and lodgers will not be taken into account."	
Paragraph 3.3-classes of person that do not qualify	Change the order of the classes of person that do not qualify.	The revised order is more logical.
Paragraph 3.3-classes of person that do not qualify	Add "which have been accrued through deliberate and wilful non-payment" to the exclusion category "Applicants with lawfully recoverable arrears or other housing related debts".	This ensures that applicants engaging with the benefits taskforce will not be excluded.
Paragraph 3.5-local connection	Change "local" connection to "residential" connection.	It is clearer to label this as a residential connection as a "Local connection" for Part 7 applications has a wider definition than having lived in the area, such as work or family connections.
Paragraph 3.5-local connection	"Households accepted under Part 7 of the Housing Act 1996" rather than "accepted homeless households".	This is required for clarity. Homeless households are accepted under Part 7.
Paragraph 3.5-local connection	Remove words "through their own choice".	Not required, the section details the types of applicant that meet the residential requirements.
Paragraph 3.5-local connection	Insert sentence "Care leavers who were placed in residential care outside of Barnet will qualify under this scheme".	This makes clear that care leavers will qualify for assistance if they were placed outside of the borough.
Paragraph 3.18-council tenants	Insert sentence "As such they will also be subject to the qualification criteria at 3.8".	This makes it clear that existing council tenants applying to move have to meet the qualification criteria.
Paragraph 4.4-property pool and assisted	This paragraph on private rented sector homes let under the scheme has been	This clarifies how the scheme operates in practice.

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Reference	Description of proposed change	Why is the change needed?
choice	redrafted.	
Paragraph 4.6- Property pool and assisted choice	This paragraph on what happens where a property is not available has been redrafted.	This is what happens in practice. Applicants may be assisted to find their own property in the private sector.
Paragraph 4.13- exemptions to assisted choice	The word “options” has been deleted from the phrase “housing options officer”.	This updates current job titles.
Paragraph 4.17- types of property	Some properties or blocks of properties “may be designated” rather than “are designated”.	This is required for clarity. Urgency and band 1 status may override these designations.
Paragraph 4.17- types of property	Final bullet point- Priority for houses will “normally” only be given to households “in band 1 or households with children...”	This change maximises flexibility given that there is a limited supply of housing.
Paragraph 4.26- suitability of offers	Reference to paragraph 4.25 not 4.26.	The reference is incorrect
Paragraph 5.2- procedure for appeals	This paragraph on review has been redrafted.	This is a clearer description of what applicants need to do if they do not agree with a reasonable offer or a decision.
Paragraph 6.2- requests for assistance	Change notification period to 33 days. It currently states that it is 10 days.	The statutory requirement is for decisions to be made in 33 days.
Paragraph 6.7- income and savings	The paragraph on income limits has been redrafted.	This clearer about the type of income that is counted.
Annex 1- (bands 1, 2 and 3)	References to section 167 changed to section 166 A (3),	Due to changes in legislation, all English local authorities now refer to 166A (3). Section 167 now only applies to Wales.
Annex 1- (band 1)	Remove words “without assistance” “from bullet point starting “The applicant has severe mobility issues”. End with “save with assistance that will result in high risk to themselves or their carer”.	This is clearer.
Annex 2– size of homes	A couple with two children of opposite sex one of whom is “10 or over” instead of “over	To qualify for a 3 bedroom need there is a currently gap for when the child is

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	10”.	aged 10.
Annex 2- size of homes	Replace “A single parent is counted as a single person and an unborn baby is counted as a child” with “Unborn babies and children under the age of 1 are not considered when size of home needed is assessed”.	These changes are supported by the Housing Act’s statutory overcrowded definition which does not recognise children under one for housing need purposes.
Annex 2- size of homes	Delete “Where a single parent has a child under the age of one they will be offered a flat with one double bedroom” and replace with: <ul style="list-style-type: none"> <li>• A couple or single parent expecting a baby are entitled to one double bedroom and</li> <li>• A couple or single parent with a child under one is entitled to one double bedroom.</li> </ul>	There is also the risk that by not making this change households could be allocated properties that housing benefits will not pay for.
Annex 2- size of homes	Delete “A couple expecting a child or with a child, including an adult son or daughter” and replace with “a couple with a child aged one or over, including an adult son or daughter”.	