

Data sharing proposal between Herefordshire Council and Registered Providers using their own advertising and allocations systems

Proposed Data Sharing Schedule

Context

Herefordshire Council has four specific statutory duties upon it with regard to the allocation of housing:

- i. Providing relevant advice and information including informing potential applicants of the likelihood of them being housed
- ii. Monitor that housing is being allocated in compliance with our policy (nominations)
- iii. Monitor that our reasonable preference categories are more likely to be housed than other applicants
- iv. Strategic assessment of housing need

At the New Arrangements meeting with council staff and representatives of the Registered Providers on November 23rd 2017 it was agreed that a piece of work would be undertaken to agree on the data items that should be shared.

Daily Data Transfer

The council proposes the following list of data items as those which are *automatically* transferred in **both directions** between Herefordshire Council's and Registered Providers' allocation systems to ensure all statutory duties are met and to maintain data quality. It is expected that only information items that have changed since the previous update will be transferred between systems.

Person specific information regarding nominations	Purpose
Applicant name	Monitoring that the allocation of all housing is in compliance with the council's Housing Allocations Policy
Applicant contact details (email, phone number, address)	
Applicant Date of Birth	
Applicant reference number	
Applicant property type need (e.g. ground floor. Sheltered)	
Applicant location preference	
Applicant bedroom size eligibility	
Applicant banding	
Applicant effective date	
Applicant's local connections (yes/no)	
Applicants indicating need for additional support with bidding	
Applicant bidding activity (including property ID and bidding method)	
Applicant response to offer	
Reason for refusal	
Additional support provided (identified by RP post nomination) –	

yea/no and type of support if yes	
Applicant ethnicity	Ensuring all Registered Providers and the Council are able to monitor allocations in line with the protected characteristics of the Equality Act 2010
Applicant disability	
Applicant marital status	
Applicant gender	
Applicant pregnancy/maternity	
Applicant religion or belief	Ensuring all applicants have provided recent documentation to verify key information. For each type of verification document...
Document type	
Document number	
Date checked	
Checked by (staff name)	
Property specific information regarding voids	Purpose
Property reference number	Ensuring the whole system, including offers and allocations, effectively meets the needs of eligible applicants including: <ul style="list-style-type: none"> homelessness prevention additional housing strategies (e.g. health and housing project; and supporting Herefordshire Council's understanding of the housing market for strategic planning.
Address – full street address for nomination properties	
Property size – bedrooms and bed spaces or PN if bed spaces not available	
Property type	
Floor level (for flats/maisonette)	
Major adaptations to property	
Time from first advert to TSD	
Tenure type e.g. starter & periodic, starter & fixed term	
Rent type (social, affordable, intermediate)	
Heating type	
Garden	
Parking	
Rent	
Service charge	
Specific requirements e.g. rent up-front	

Quarterly Quality Assurance Returns

The council proposes the following list of data items as those which are reported to the Council by Registered Providers using their own systems for managing allocations so that the Council can monitor allocations across the system to ensure compliance with the Housing Allocations Policy.

Person specific information regarding nominations	Purpose
% of new tenancies ending in 6 months or less from TSD (segmentation)	
Average position on shortlist of successful bidder (segmented by the protected characteristics of the Equalities Act 2010)	
Number in bidding queue skipped as not eligible for property size or type as a percentage of total lets (segmented by the protected characteristics of the Equalities Act 2010)	

Number in bidding queue skipped due to unacceptable behaviour as a percentage of total lets (segmented by the protected characteristics of the Equalities Act 2010)	
Property specific information regarding nominations	Purpose
Address – 4 digit post code	Additional information to understand how Registered Providers are allocating housing in compliance with the council's Housing Allocations Policy
Property size – bedrooms and bed spaces or PN if bed spaces not available	
Property type	
Floor level (for flats/maisonette)	
Major adaptations to property	
Average SAP rating of properties let within period segmented by property type	
% accepted on first offer by type, size, location	
Ave. no. of refusals by type, size, location	
Tenure type by % of lets (segmentation)	
Rent type by % of lets (segmentation)	
% properties withdrawn (segmentation)	

Traditional nominations process data	Purpose
% of nomination requests received in timescales	Monitoring that the allocation of all housing is in compliance with the council's Housing Allocations Policy
% of nominations received within timescales	
No. of 'failure to nominate'	
Reasons for failure to nominate	

Information for voids and lettings not subject to nomination agreements	Purpose
Lettings: Household size & composition	Monitoring that the allocation of all housing is in compliance with the council's Housing Allocations Policy
Lettings: Previous household tenure	
Lettings: Rehousing reason	
All bidders: Household size & composition	
All bidders: Previous household tenure	
No. of tenancies terminated as % of properties managed	
No. of tenancies let by location, property type, property size	