

Housing Allocations Scheme Review 2022 – List of Changes 18.02.22

Below is a summary of the changes made to the Housing Allocations Scheme 2020 following consultation with service users, Registered Providers and the Home Point Team in December 2021.

Issue	Detail	Action Taken
Band E	Band E is for people with a housing want, rather than need. Very few homes being allocated through this band, but over 250 applicants.	All reference to Band E has been removed from the scheme documentation.
4.1 Equality Statement	Updated to refer to council's current Equality Policy 2020 - 2023. (referred to previous 2017 – 19 policy).	
7.5 Local Connection – c) Needs re-wording to be clearer.	From 'Be employed and have working the county for at least 12 months and the has been, and is, for more than 6 hours, or has had an offer of permanent employment for more than 16 hours a week with a confirmed start date and the applicant continues to work in that job while the applicant is on the register'.	Changed to: Be employed and have worked in the county for at least 12 months in a job that is for more than 16 hours per week, or, or has an offer of permanent employment for more than 16 hours a week with a confirmed start date. Home Point do not monitor if the applicants continues to work in the job whilst they are on the register, so this has been removed.
7.5 Local Connection – e)	From Exceptional circumstances, at the discretion of the Housing Services Manager (HSM) in consultation with statutory agencies e.g. the police, Children's services, Adults and Communities.	Changed in line with the wording in Band A, which is to clarify who will have the discretion to make decisions on exceptional circumstances Changed to: Exceptional circumstances, at the discretion of the Home Point Team Leader together with the Housing Services Manager (HSM), in consultation with statutory agencies e.g. the police, Children's services, Adults and Communities.

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7.6 Qualification for properties with a Section 106 agreement	From Not previously included.	<p>Changed to:</p> <p>The Council have reviewed the local connection criteria in relation to family association for properties with a Section 106 agreement. Registered Providers can now include associations with a wider group of family members such as step-parents, grandparents, grandchildren, aunts or uncles provided there are sufficiently close links in the form of frequent contact, commitment or dependency.</p> <p>For properties with a Section 106 agreement, Local Connection means having a connection to one of the parishes specified because that person:</p> <ul style="list-style-type: none"> • is or in the past was normally resident there (having resided in one of the parishes in the County of Herefordshire for 6 out of the last 12 months or 3 out of the last 5 years); or • is employed there (in the employ of another (or a formal offer of such employment) not being of a casual nature but shall not exclude part-time employment of 16 hours or more per week or self-employment); or • has a family association there (where a person or a member of their household has parents, adult children, brothers or sisters, step-parents, grandparents, grandchildren, aunts or uncles or such other person as defined in the Housing Act 1996 or such other successor legislation as amended currently residing in one of the parishes of the County of Herefordshire and who have been

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		<p data-bbox="1379 201 2038 268">resident for a period of at least 12 months and that person indicates a wish to be near them); or</p> <ul data-bbox="1332 309 2047 715" style="list-style-type: none"> <li data-bbox="1332 309 2047 571">• a proven need to give support to or receive support from family members (need to provide or receive personal and physical care to enable a person or a family member to live independently in the community and includes people who are in need of such support but are not normally resident but have long standing links with the local community); or <li data-bbox="1332 608 2047 715">• because of special circumstances (shall not normally apply but amount to circumstances which in the view of the Council may give rise to a Local Connection) <p data-bbox="1283 751 2047 911">Please note that family associations is determined with regard to the fact-specific circumstances of each individuals / households case. Applicants may need to provide written evidence from the family member to the Registered Provider.</p> <p data-bbox="1283 954 2063 1018">Applicants with a local connection will be given priority in the following order:</p> <ul data-bbox="1332 1059 2047 1331" style="list-style-type: none"> <li data-bbox="1332 1059 1659 1086">• People who live there <li data-bbox="1332 1126 1675 1153">• People who work there <li data-bbox="1332 1193 2047 1262">• People with a family connection there (as defined as above) <li data-bbox="1332 1302 2002 1331">• People who give/receive care and support there

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7.10 Those who do not qualify	<p>From</p> <p>Gross household income includes any benefits received excluding DLA/PIP or carer's allowance</p>	<p>Changed to:</p> <p>Gross household income includes any benefits received excluding Housing Benefit, Disability Living Allowance, Personal Independence Payments, Child Benefit, Attendance or carer's allowance. Gross household income will exclude overtime payments for applicants who are current social housing tenants within Herefordshire and wish to move due to downsizing or due to no longer requiring major adaptations within their property.</p>
7.10.1.1 Unacceptable behaviour	<p>From</p> <p>Where Home Point is satisfied that the applicant (or a member of their household) has carried out acts of unacceptable behaviour serious enough to make them unsuitable to be a tenant the applicant <u>will</u> be suspended from bidding, unless statutory duties in respect of the applicant and their household apply.</p> <p>Behaviour that is considered to be unacceptable will include instances where the landlord has commenced legal proceedings in respect of the tenancy due to unacceptable behaviour or where the landlord would have been entitled to possession of the property, due to the applicant's, or a member of her/his household's, unacceptable behaviour had the applicant been a social tenant at the time. This may include instances where legal proceedings had been undertaken e.g. Possession Order, Tenancy demotion, Noise Abatement Notice or where the provider has applied for an anti-social behaviour injunction whether or not the applicant has given an undertaking to desist from such conduct. There is no need for the applicant to have been a social tenant. Unacceptable behaviour will include significant rent arrears or other housing debt and serious anti-social behaviour, for example, violence or conviction for the supply of drugs. This list is not exhaustive</p>	<p>Changed to:</p> <p>Where Home Point is satisfied that the applicant (or a member of their household) has carried out acts of unacceptable behaviour serious enough to make them unsuitable to be a tenant the applicant <u>will</u> be suspended from bidding, unless statutory duties in respect of the applicant and their household apply. This may include instances where legal proceedings had been undertaken e.g. Possession Order, Tenancy demotion, Noise Abatement Notice or where the provider has applied for an anti-social behaviour injunction whether or not the applicant has given an undertaking to desist from such conduct. There is no need for the applicant to have been a social tenant. Unacceptable behaviour will include significant rent arrears or other housing debt and serious anti-social behaviour, for example, violence or conviction for the supply of drugs. This list is not exhaustive</p>

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7.10.1.2 Unacceptable Behaviour	<p>From:</p> <p>Examples of the type of debt include: outstanding arrears from a current or previous tenancy to a social landlord; outstanding arrears of rent and other charges from stays in temporary accommodation; rechargeable repair charges / debt, 'use and occupation' charges (mesne profits); arrears on repayments due to deposits, loans etc. provided through previous interventions by the council's housing service.</p>	<p>Changed to:</p> <p>Examples of the type of debt include: outstanding arrears from a current or previous tenancy to a social landlord or local authority; outstanding arrears of rent and other charges from stays in temporary accommodation; rechargeable repair debts; 'use and occupation' charges (mesne profits); arrears on repayments due to deposits, loans etc. provided through previous interventions by the council's housing service.</p>
7.10.2 An applicant may be suspended if	<p>From:</p> <p>An applicant suspended because of their behaviour or that of a member of the household, will remain suspended until such times as they can demonstrate that their behaviour has improved. A suspension from the register is not intended to be permanent. Reinstatement will be sooner if the applicant takes personal responsibility and addresses the reason for suspension. Applicants have the right to request a review of the decision to suspend their application due to anti-social behaviour. Details of the review procedure are contained in Appendix D of this scheme.</p>	<p>Changed to:</p> <p>An applicant suspended because of their behaviour or that of a member of the household, will remain suspended until such times as they can demonstrate that their behaviour has improved. A suspension from the register is not intended to be permanent. Reinstatement will be sooner if the applicant takes personal responsibility and addresses the reason for suspension. Applicants have the right to request a review of the decision to suspend their application due to anti-social behaviour. Details of the review procedure are contained in Appendix D G (p52) of this scheme.</p>
7.11.2 Young people aged 16- 18 years old	<p>From:</p> <p>Applicants may be accepted on to the register where one or more of the following apply:</p> <ul style="list-style-type: none"> • where a referral for assistance has been made by Social Services authorities under Section 27 of the Children Act 1989; 	<p>Changed to:</p> <p>Applicants may be accepted on to the register where one or more of the following apply:</p> <ul style="list-style-type: none"> • Where a referral for assistance has been made by Social Services; referrals from Head of Service, Senior Practitioner or Social Worker in the Children and Young People Directorate for children who are defined as a 'Child in Need' (CIN), 'Looked After Child' (LAC) and

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	<ul style="list-style-type: none"> a young person who is deemed a relevant or eligible child or a former relevant or qualifying care leaver under the Children (Leaving Care) Act 2000 as amended. <p>In each case, an assessment of the applicant's housing, care and support needs will be undertaken by the council's Children's and Families directorate to ensure that adequate support is available to support the applicant to maintain a tenancy.</p>	<p>Care Leavers who are defined as 'Former Relevant'. (CIN – s 17 Children Act 1989, LAC – s20,21,25 & 31 Children's Act 1989, Former Relevant – s23C (4) Children Act 1989 as amended).</p> <ul style="list-style-type: none"> A young person who is deemed a relevant or eligible child, a former relevant or qualifying care leaver under the Children's (leaving Care) Act 2000, as amended <p>In each case, an assessment of the applicant's housing, care and support needs will be undertaken by the Council's Children's and Families directorate to ensure that adequate support is available to support the applicant to maintain a tenancy</p>
8.2 Time Limited Banding	<p>It has been agreed with Legal that HST can immediately start the bidding process for applicants who have been assessed with an urgent need with time limited banding of 12 weeks.</p> <p>From: Band A awards for homeless households are subject to time-limited banding – 12 weeks.</p> <p>Applicants awarded time limited bands are given a period of time before their application is reviewed. The timescales given reflect the urgency of their situation, both for the applicant and for the council.</p> <p>Applicants are expected to bid for any suitable properties advertised by the Registered Providers.</p> <p>Towards the end of the stated time limit an application will be reviewed and a decision will be made as to whether:</p>	<p>Band A awards for homeless households are subject to time-limited banding – 12 weeks.</p> <p>Applicants awarded time limited bands are given a period of time before their application is reviewed. A Housing Solutions Officer will immediately take on the bidding for any suitable properties advertised by the Registered Providers for the applicant. Due to the urgency of their situation, the applicant will normally be given one direct offer of accommodation, with urgent status removed if the offer is refused without good reason.</p> <p>Towards the end of the stated time limit an application will be reviewed and a decision will be made as to whether:</p> <ul style="list-style-type: none"> The applicant should remain in the band until a further review; The applicant needs more support to obtain the appropriate housing; The applicant's banding should be amended, as the circumstances under which they were placed in the band no longer apply.

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	<ul style="list-style-type: none"> • The applicant should remain in the band until a further review; • Bidding will be taken on by Housing Solutions Team Officer, if not already being done. A direct offer of accommodation should be made; • The applicant needs more support to obtain the appropriate housing; • The applicant's banding should be amended, as the circumstances under which they were placed in the band no longer apply. <p>This is not an exhaustive list of potential outcomes</p> <p>In conducting the review the following will be taken into consideration, where appropriate:</p> <ul style="list-style-type: none"> • Have there been any properties advertised that would have met the applicant's need? • If so, have they bid for them? • Why have they been unsuccessful? • Have the applicant's circumstances remained the same? <p>If the applicants require help with bidding Home Point or the Registered Provider may be able to help.</p> <p>Applicants must consider bidding for all suitable property types for their household size and composition. This means that applicants may need to compromise on their ideal choice of housing in order to achieve the urgent move they need. It will not always be possible to meet all aspirations.</p>	<p>This is not an exhaustive list of potential outcomes</p> <p>In conducting the review the following will be taken into consideration, where appropriate:</p> <ul style="list-style-type: none"> • Have there been any properties advertised that would have met the applicant's need? • If so, have bids been placed for them? • Why have they been unsuccessful? • Have the applicant's circumstances remained the same? <p>Applicants must consider bids for all suitable property types for their household size and composition. This means that applicants may need to compromise on their ideal choice of housing in order to achieve the urgent move they need. It will not always be possible to meet all aspirations.</p> <p>Applicants will be advised of the outcome of the review in writing. If there has been a change to the banding applicants have the right to review. See Appendix D.</p>

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	<p>Applicants will be advised of the outcome of the review in writing. If there has been a change to the banding applicants have the right to review. See Appendix D.</p>	
<p>8.4 Additional Preference</p>	<p>From:</p> <p>For example, a qualifying applicant awarded priority within one of the reasonable preference categories on 1st December 2019 will have their effective date backdated to 1st June 2019.</p> <p>Additional preference may be awarded to 2 new categories: Care Leavers and Looked after Children reaching 17 ½ years old and ready for independent living and those in supported accommodation ready to move on.</p>	<p>Changed to:</p> <p>For example, a qualifying applicant awarded priority additional waiting time within one of the reasonable preference categories on 1st December 2019 will have their effective date backdated to 1st June 2019.</p> <p>Added:</p> <p>8.4.3 Applicants who are defined as a ‘Child in Need’ (CIN), ‘Looked After Child’ (LAC) and Care Leavers who are defined as ‘Former Relevant’. (CIN – s 17 Children Act 1989, LAC – s20,21,25 & 31 Children’s Act 1989, Former Relevant – s23C (4) Children Act 1989 as amended) or a young person who is deemed a relevant or eligible child, a former relevant or qualifying care leaver under the Children’s (Leaving Care) Act 2000 as stated in 7.11.2 and who are reaching the age of 17 ½ and who have been placed in supported accommodation or a Supported Living Placement by Herefordshire Council, or placed with family members/guardians in a supported arrangement through Herefordshire Council and who are ready for independent living may be awarded additional preference. Evidence that the young person is ready for independent living will need to be provided through a completed Young Person Leaving Care Referral Form and an up to date Care Plan/Pathway Plan must be in place. The additional preference will allow the applicant to build up waiting time, as they will not be eligible to actively participate in bidding on Home Point until they become 18 years old.</p>

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		<p>8.4.4 Applicants who have been formally assessed as ready to move on from supported or specialised housing into settled or alternative accommodation may be awarded additional preference. A formal assessment and confirmation will be required from their support provider. This could include move on from any form of supported accommodation. Supported housing does NOT include crash pad type accommodation.</p>
<p>9. How to Apply to the Housing Register</p>	<p>References made to only applying to Band A to D.</p>	<p>As there are now only Band A to D, references removed in opening paragraph.</p> <p>Deleted sentence: Applicants should note that this section primarily applies to those applicants with a housing need identified in Bands A to D (See Appendix D).</p>
<p>9.1.2</p>	<p>As above</p>	<p>As above: removed 'for Bands A – D'</p>
<p>9.1.3 Registration Process</p>	<p>Information on how to complete the form is available online as is the list of the evidence that needs to be supplied in support of the application. There is guidance to help complete the form as you follow it through online.</p>	<p>Information on how to complete the housing application is available online as is the list of the evidence that needs to be supplied in support of the application. There is guidance to help complete the form as you follow it through online.</p> <p>Please note that applicants will not be able to bid until their application has been assessed as eligible and qualifying by the Home Point team.</p>
<p>9.4 Applicants currently serving a custodial sentence</p>	<p>From: Applicants can request and complete a paper application form and can do so up to 2 months before their scheduled release.</p> <p>Probation services will provide the completed form to Home Point and the application is then assessed and set as suspended until supporting documents are supplied.</p>	<p>Changed to: Applicants can request and complete an application form from 2 months before their scheduled release date.</p> <p>The completed form needs to be sent to Home Point and the application is then assessed and set as suspended until supporting documents are supplied.</p> <p>Supporting documents must be supplied within two weeks of release to retain the original registration date as the effective date for the application. Applications will not be activated until the release date.</p>

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	<p>Supporting documents must be supplied within two weeks of release to retain the original registration date as the effective date for the application.</p> <p>Applicants may be required to provide additional evidence to support the assessment process.</p>	<p>Applicants may be required to provide additional evidence to support the assessment process. For example, evidence of their date of release.</p>
<p>9.8.3 Medical Assessment</p>	<p>From</p> <p>Where conditions in a property or the behaviour of neighbours are causing a problem the most likely action will be to refer the matter to the landlord for resolution.</p>	<p>Changed to:</p> <p>Where conditions in a property or the behaviour of neighbours or others in the area are impacting on the health of the applicant, the applicant will be sign-posted to their landlord or the police (whatever is most appropriate), and subsequently Environmental Health Services, if the landlord or police are unable to remedy the issues.</p>
<p>9.10 Giving false information or deliberately withholding information</p>	<p>The council takes its responsibility to make proper use of public resources very seriously. The council takes its responsibility to make proper use of public resources very seriously. Applications wishing to join the register are investigated to ensure assessments and decisions are accurate. The council will therefore be required to verify the information you have provided in your application.</p> <p><u>We are required to participate with other councils in the National Fraud Initiative.</u></p> <p>This policy falls within the provisions of Part 6 of the Housing Act 1996. Section 171 of the Act states:</p> <p>(1) A person commits an offence if, in connection with the exercise by a local housing authority of their functions under this Part –</p> <ul style="list-style-type: none"> • s/he knowingly or recklessly makes a statement which is false in material particular, or 	<p>This policy falls within the provisions of Part 6 of the Housing Act 1996 and as such Section 171 of the Act states:</p> <p><i>(1) A person commits an offence if, in connection with the exercise by a local housing authority of their functions under this Part –</i></p> <p><i>(a) he knowingly or recklessly makes a statement which is false in material particular, or</i></p> <p><i>(b) he knowingly withholds information which the authority has reasonably required him to give in connection with the exercise of those functions.</i></p> <p>Home Point Herefordshire is one of the local authority's mechanisms for discharging its functions under Part 7 of the Housing Act 1996 (as amended). Consequently where section 171 applies, Herefordshire Council may bring a prosecution.</p>

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	<ul style="list-style-type: none"> s/he knowingly withholds information which the authority has reasonably required him to give in connection with the exercise of those functions <p>Where section 171 applies, Herefordshire Council may consider bringing a prosecution in accordance with its prosecution policy.</p> <p>Ground 17 in Schedule 2 to the Housing Act 1988 enables a housing association to seek possession of a tenancy granted as a result of a false statement by the tenant or a person acting at the tenant's encouragement.</p>	<p>Where false information is found to have been given, the applicant may also be excluded from registration with Home Point, and where false information has resulted in the applicant obtaining accommodation, the relevant Registered Provider may bring possession proceedings for recovery of the property.</p> <p><u>We are required to participate with other councils in the National Fraud Initiative.</u></p>
9.13.1 Annual Review	References made to only Band A to D	As there are now only Band A to D, references removed in opening paragraph. Removed: 'in Bands A – D'.
9.14 Closure of Applications	<p>Top bullet point from:</p> <ul style="list-style-type: none"> an applicant is classed as housed on the register <p>Should an applicant subsequently wish to re-join the scheme then they will be required to complete a new application using the original registration number previously provided which will be processed accordingly based on their current circumstances and with a new registration date, effective from the date of the second application.</p>	<p>Changed to:</p> <ul style="list-style-type: none"> an applicant is housed in suitable accommodation, including into supported accommodation; <p>Should an applicant subsequently wish to re-join the scheme then they will be required to complete a new application using the original registration number previously provided which will be processed accordingly based on their current circumstances and with a new registration date, effective from the date of the second application. However, an applicant who is in supported accommodation and wishing to re-join the scheme may be given additional preference by backdating the effective date by six calendar months, see 8.4 Additional Preference.</p>
9.14 Closure of Applications	<p>From:</p> <p>Should an applicant subsequently wish to re-join the scheme then they will be required to complete a new application using</p>	<p>Changed to:</p> <p>Should an applicant subsequently wish to re-join the scheme then they will be required to complete a new application using</p>

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	the original registration number previously provided which will be processed accordingly based on their current circumstances and with a new registration date.	the original registration number previously provided which will be processed accordingly based on their current circumstances and with a new registration date, effective from the date of the second application.
11.2 Property Adverts	<p>Remove reference to daily advertising.</p> <p>From: All properties that are advertised through the Home Point website may be made live and available for 'bidding' on any given weekday.</p> <p>The first day of advertising will be the day on which an advert goes live, provided it goes live before midday; and will otherwise be the day afterwards. The advert will then remain live for a minimum of seven days, closing at one minute to midnight on the final day.</p>	<p>Changed to:</p> <p>All properties that are advertised through the Home Point website will be made live and available for 'bidding' on a seven day cycle. Properties will be advertised each Wednesday morning and will remain live for seven days, closing at one minute to midnight on the following Tuesday.</p>
11.6 Shortlisting	<p>From:</p> <p>A property may not always be offered to the applicant at the top of the shortlist if there are reasons to 'skip' the applicant. Skipping bids can be done in certain circumstances, such as no local connection, or where the household does not meet age requirements.</p>	<p>Changed to:</p> <p>A property may not always be offered to the applicant at the top of the shortlist if there are reasons to 'skip' the applicant. Skipping bids can be done in certain circumstances, such as no local connection, or where the household does not meet age requirements. Where properties are advertised with a section 106 agreement, shortlists are determined by local connection first. This means that an applicant with a local connection will be prioritized over an applicant with no local connection. For example, a bidder from Band B or C with a local connection will be in a higher position on the shortlist to that of a bidder in Band A with no local connection.</p>
Reference to Housing Associations		Reference to housing associations replaced with Registered Provider throughout document.
BAND A Statutory or severe overcrowding	The description needs to be amended as it gives the option to use the room standard of part X of the Housing Act 1985 or HHSRS.	<p>Name changed to: Severe Overcrowding</p> <p>First paragraph changed to:</p>

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(reasonable preference)	EH refer to HHSRS in the supplementary environmental health housing enforcement policy . These two documents need to align. Description therefore changed to reflect the guidance in the housing enforcement policy.	<p>Housing Health and Safety Rating System (HHSRS) provisions of the Housing Act 2004 includes 'crowding and space' and these will be used to determine overcrowding in line with Herefordshire Council's supplementary environmental health housing enforcement policy.</p> <p>The HHSRS operating guide outlines the ideal conditions for space depending on age and gender mix, and the size and number of the rooms available for sleeping; these generally mirrors the bedroom standard.</p>
BAND A Statutory or severe overcrowding (reasonable preference)	Addition to end of section	<p>Changed to additional sentence:</p> <p>Applicants will need to provide evidence to support this.</p>
BAND A Serious state of disrepair / lacking facilities (reasonable preference)	<p>From:</p> <p>With regard to serious state of repair, there is a process for the assessment of hazards under the HHSRS and applicants will be expected to work with the Council and landlords in complying with, and follow, the actions that are required.</p>	<p>With regard to serious state of repair, there is a process for the assessment of hazards under the Housing Health and Safety Rating System (HHSRS) and applicants will be expected to work with the Council and landlords in complying with, and follow, the actions that are required.</p> <p>The HHSRS assesses 29 housing hazards and the effect that each may have on the health and safety of current or future occupants of the property. The HHSRS provides a way that hazards can be assessed and the best way of dealing with them identified. If a hazard is a serious and immediate risk to a person's health and safety, this is known as a Category 1 hazard.</p>
BAND A	Remove timescales on all categories except homelessness.	Not monitored.
BAND A Addition of exceptional circumstances category	<p>Addition of an exceptional circumstances category in line with the Allocation of accommodation: guidance for local housing authorities in England (publishing.service.gov.uk) section 3.31</p> <p>Whatever general criteria housing authorities use to define the classes of persons who do not qualify for social housing,</p>	<p>New category added with the following wording:</p> <p>Exceptional circumstances apply in the case of individual applicants that do not otherwise qualify for social housing. Section 189(1)(c) of the Housing Act 1996 (as amended), provides that a person has a priority need for accommodation if they are vulnerable for any 'other special reason.' Each</p>

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	<p>there may be exceptional circumstances where it is necessary to disapply these criteria in the case of individual applicants. An example might be an intimidated witness ⁶ who needs to move quickly to another local authority district. Authorities are encouraged to make explicit provision for dealing with exceptional cases within their qualification rules.</p> <p>Also see section 189 (1)(c) Housing Act 1996 (as amended) Housing Act 1996 (legislation.gov.uk)</p>	<p>application must be considered in the light of the facts and circumstances of the case.</p> <p>Placement in this banding will require approval of the Home Point Team Leader together with the Housing Service Manager, who will have the discretion to accept applications under Band A in exceptional circumstances, where they are satisfied that although the applicant does not fall within the qualification rules, their needs are sufficient to justify the band.</p>
<p>BAND A Care Leavers (Reasonable Preference) – title changed to Children in Need (CIN), Looked after Children (LAC) and Care Leavers (Reasonable Preference)</p>	<p>From:</p> <p>Referrals from Head of Service or Senior Practitioner in Children’s and Families Directorate under s.27 Children Act 1989 or where the young person is deemed to be a relevant or eligible child or a former relevant or qualifying care leaver under the Children (Leaving Care) Act 2000, as amended.</p> <p>The applicant will need to be ready for independent living and have an appropriate pathway plan and support package in place, as agreed between relevant organisations.</p>	<p>Moved from Band B to Band A: Changed to:</p> <p>Referrals from Head of Service, Senior Practitioner or Social Worker in the Children and Young people directorate for children who are defined as a ‘Child in Need’ (CIN), ‘Looked after Child’ (LAC), and Care Leavers who are defined as ‘Former Relevant’ or qualifying. (CIN – s17 Children’s Act 1989, LAC – s20, 21, 25 & 31 Children’s Act 1989, Former Relevant – s23C (4) Children’s Act 1989, as amended).</p> <p>The young person will need to be at least 17 ½ years of age and have been placed in supported accommodation or a Supported Living Placement by Herefordshire Council, or placed with family members/guardians in a supported arrangement through Herefordshire Council. Evidence that the young person is ready for independent living will need to be provided through a completed Young Person Leaving Care Referral Form and an up to date Care Plan/Pathway Plan must be in place. Whilst the young person can make an application for ‘Social Housing’ at 17 ½ years of age and have this application assessed, they will not be eligible to actively participate in bidding on Home Point until they become 18 years old. They will however build up waiting time on the scheme prior to their 18th birthday.</p>

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BAND B – Move on	<p>e.g.CCP, Mind, Connexus and the supported housing framework.</p> <p>Removed the reference to six months, as some supported accommodation is for less than this. This was agreed by Home Point and Legal to remove this reference.</p> <p>From: Tenants/licensees of supported or specialised housing who have been there for a period of at least six months normally and have been assessed by their support provider as being ready to move into settled or alternative accommodation. Formal assessment and confirmation of that assessment will be required.</p>	<p>Deleted support providers due as will become out of date</p> <p>Changed to: Tenants/licensees of supported or specialised housing who have been assessed by their support provider as being ready to move into settled or alternative accommodation. Formal assessment and confirmation of that assessment will be required.</p>
BAND B Under-occupation by a social housing tenant	Move to Band A in order to free up family size accommodation	Moved to BAND A
BAND B Overcrowding	<p>The category is unchanged but the description needs to be amended as it gives the option to use the room standard of part X of the Housing Act 1985 or HHSRS.</p> <p>EH refer to HHSRS in the supplementary environmental health housing enforcement policy. These two documents need to align. Description therefore changed to reflect the guidance in the housing enforcement policy.</p>	<p>First paragraph changed to:</p> <p>Housing Health and Safety Rating System (HHSRS) provisions of the Housing Act 2004 includes 'crowding and space' and these will be used to determine overcrowding in line with Herefordshire Councils supplementary environmental health housing enforcement policy.</p> <p>The HHSRS operating guide outlines the ideal conditions for space depending on age and gender mix, and the size and number of the rooms available for sleeping; these generally mirrors the bedroom standard.</p> <p>Additional sentence added at end of section Applicants will need to provide evidence to support this.</p>

Issue	Detail	Action Taken
<p>BAND B Prevention and Relief of homelessness (Band B) and Relief of homelessness (Band C).</p>	<p>Amend this to become Prevention and relief of homelessness (reasonable preference), 'Making own arrangements' and remove relief from Band C.</p>	<p>Relief of homelessness added to BAND B.</p> <p>Combined category called Relief and Prevention of Homelessness.</p> <p>Changed to add: This banding criteria is applicable to those who are requesting housing assistance due to being homeless or threatened with homeless and on this basis Herefordshire Council has accepted either a Prevention Duty or a Relief Duty. It is also applicable to those who have previously been owed either a Prevention Duty or a Relief Duty and have subsequently received a 'No Main Duty Owed' decision following an assessment under Part VII of the Housing Act 1996 (homelessness law).</p> <p>Where an applicant can evidence that they are threatened with homelessness or are homeless, but choose to make their own arrangements, the maximum banding they will be able to achieve is Band B.</p> <p>If the applicant believes that they would be owed a Full Duty (Main Duty) as a homeless person with the possibility of being assessed as Band A on Home Point then they will be referred to the Triage Team, who will make an assessment under Part VII of the Housing Act 1996. Home Point officers can advise applicants on this referral process and how they can request assessment under Part VII of the Housing Act 1996.</p> <p>Band B status for those who are threatened with homelessness or who are homeless is dependent on the validity of any evidence of homelessness or impending</p>

Issue	Detail	Action Taken
		homelessness, and will be subject to review. This may result in a change of banding.
BAND B Lacking facilities (reasonable preference)	From: Households who do not have access to a bathroom, kitchen or inside WC or whose accommodation lacks hot or cold water supplies, electricity supply or provision of sources of, or for, heating. Checks will be made with the landlord and through other resources to confirm the housing circumstances of the applicant.	Combined with Serious state of disrepair in BAND A
Band B Sharing facilities : three generations (reasonable preference)		Moved to Band C as already housed. Further changes to move back to Band B, where it was originally
Band B Sharing facilities with non-family members (reasonable preference)		Moved to Band C as already housed.
Band B Right to move for social housing tenants who need to move to take up a job or live closer to work	From Right to move for social housing tenants	Text amended for clarity: Right to move for social housing tenants who need to move to take up a job or live closer to work

Issue	Detail	Action Taken
<p>Band B</p> <p>Verified urgent need to move to a particular area to avoid hardship (reasonable preference)</p>	<p>From</p> <p>Households who need to move due to employment, education or training, or for another verified reason where the household has no access to a private vehicle OR the use of public transport is not available AND the journey, either by private or public transport, would take over 1.5 hours in each direction.</p> <p>Applicants who need to move urgently to give or receive support, such as in the case of elderly parents wishing to move closer to family, will need to provide confirmation of the support provision available, and a health and well-being assessment may be required to determine the most appropriate type of housing for the person's needs. The assessment may include typical travel time.</p>	<p>Changed to:</p> <p>Households who need to move due to a verified need, where the journey, either by public or private transport, would take over 1.5 hours in each direction (with appropriate consideration given for traffic). This would also include applicants who need to move urgently to give/ receive support, such as in the case of elderly parents wishing to move closer to family; evidence of the support required would need to be provided, and a health and well-being assessment may be required to determine the most appropriate type if housing for the person's needs. The assessment may include typical travel time.</p>
<p>BAND C Relationship Breakdown</p> <p>Not always possible to get financial information from separated partners especially when RBD is acrimonious.</p>	<p>Current category states:</p> <p>This applies to the single partner who is leaving the family home where there are dependent children involved and insufficient financial resources to meet the housing needs of the person who will <u>not</u> be living with the children on a daily basis. Appropriate documentation must be submitted to confirm the arrangements for any children of the relationship and, where appropriate, that divorce or legal separation has been applied for, whether or not the sale or transfer of ownership of the property has been agreed and/ or completed. Any property that is to be sold must be put on sale prior to acceptance on to the register.</p> <p>Both partners will be required to submit financial information for the assessment of their resources and the partner applying to be rehoused will only be eligible for a property</p>	<p>Remains in Band C, but wording changed to:</p> <p>This applies to a sole person leaving the family home, who has insufficient financial resources to meet their housing needs (where there is a right to occupy the accommodation). The person applying will only be eligible for a property meeting their specific needs i.e. bedroom eligibility will normally not include provision for children. Court orders where shared custody is given does not override this decision.</p> <p>Appropriate documentation must be submitted to confirm the arrangements for any children of the relationship and, where appropriate, that divorce or legal separation has been applied for, whether or not the sale or transfer of ownership of the property has been agreed and/ or completed. Any property that is to be sold must be put on sale prior to acceptance on to the register.</p>

Issue	Detail	Action Taken
	<p>meeting their specific needs i.e. bedroom eligibility will normally not include provision for children.</p> <p>When the relationship breakdown is not amicable getting details from both parties can be impossible. Need to state that where it is clear that a relationship has broken down the assessing officer will award this banding.</p>	<p>The partner applying to be rehoused will only be eligible for a property meeting their specific need. Bedroom eligibility will normally not include provision for children, as they will already have a primary residence.</p>
<p>BAND C Affordability Criteria</p> <p>Ability to pay rent</p>	<p>Request to change the wording for the Affordability criteria in Band C, to exclude Housing Benefit as what we are doing at the moment is saying that Housing Benefit is provided to help meet housing costs for rented accommodation and is for this purpose only. It is a benefit payment provided directly for rent.</p> <p>The banding for affordability (Band C) states that this applies to households where 30% or more of gross income is spent on rent. The calculation is therefore made by deducting the amount of Housing Benefit received from the rent that the household is required to pay and any remaining top up payments are then assessed to see if they are at 30% or more of the gross income exclusive of Child Benefit.</p>	<p>Amended so that housing benefit is on the list of exclusions.</p>
<p>BAND C</p> <p>Verified need to move to avoid hardship (reasonable preference)</p>	<p>From:</p> <p>Households who need to move due to employment, education or training, where the household has no access to a private vehicle OR the use of public transport is not available AND the journey would take over 1 hour in each direction.</p> <p>Applicants who need to move to give or receive support will need to provide confirmation of the support provision available, and a health and well-being assessment may be required to determine the most appropriate type of property for the person's needs. The assessment will include typical travel time and individual circumstances.</p>	<p>Changed to:</p> <p>Households who need to move due to a verified need, where the journey, either by public or private transport, would take over 1 hour, but under 1.5 hours in each direction (with appropriate consideration given for traffic). This would also include applicants who need to move urgently to give/ receive support, such as in the case of elderly parents wishing to move closer to family; evidence of the support required would need to be provided, and a health and well-being assessment may be required to determine the most appropriate type if housing for the</p>

Issue	Detail	Action Taken
<p>BAND C</p> <p>Rural localities /s.106 local connection schemes</p>	<p>Text amended to give greater clarity and to reflect section 7.6 of the amended allocations scheme.</p>	<p>person's needs. The assessment may include typical travel time.</p> <p>In order to promote sustainable communities, households that do not have a housing need under other criteria in this allocation scheme but have a local connection to a specific parish or ward may qualify for section 106 affordable housing developments in the parish or ward to which they have a local connection.</p> <p>For a property with a section 106 agreement, Local Connection means having a connection to one of the parishes specified because that person:</p> <ul style="list-style-type: none"> • is or in the past was normally resident there (having resided in one of the parishes in the County of Herefordshire for 6 out of the last 12 months or 3 out of the last 5 years); or • is employed there (in the employ of another (or a formal offer of such employment) not being of a casual nature but shall not exclude part-time employment of 16 hours or more per week or self-employment); or • has a family association there (where a person or a member of his household has parents, adult children, brothers or sisters, step-parents, grandparents, grandchildren, aunts or uncles or such other person as defined in the Housing Act 1996 or such other successor legislation as amended currently residing in one of the parishes of the County of Herefordshire and who have been resident for a period of at least 12 months and that person indicates a wish to be near them); or

Issue	Detail	Action Taken
		<ul style="list-style-type: none"> • a proven need to give support to or receive support from family members (need to provide or receive personal and physical care to enable a person or a family member to live independently in the community and includes people who are in need of such support but are not normally resident but have long standing links with the local community); or <p>because of special circumstances (shall not normally apply but amount to circumstances which in the view of the Council may give rise to a Local Connection) Applicants will be required to provide evidence of their local connection to specific settlements and will only qualify for housing in the settlements to which they have the local connection as specified in the relevant s106 agreement.</p> <p>Applicants with a local connection will be given priority in the following order:</p> <ul style="list-style-type: none"> • People who live there • People who work there • People with a family connection there (as defined as above) • People who give/receive care and support there <p>Bids to properties in places to which these applicants have no local connection will be skipped.</p>
BAND D: Ending s.193 Duty	Additional category added under ending s.193 duty	<p>Added:</p> <p>An Applicant who has refused a reasonable offer of accommodation, which the Council are satisfied is suitable.</p> <p>s.193 - Housing Act 1996: The Council shall cease to be subject to the duty under this section if the applicant, having been informed of the possible consequence of refusal and of their right to request a review of the suitability of the accommodation, refuses an offer of accommodation, which</p>

Issue	Detail	Action Taken
		the council are satisfied is suitable and the Council notifies them that they regard themselves as having discharged their duty under this section.
BAND E	Removed	
Appendix C: Property size	Added in additional flexibility for rural properties to allow the under occupation of 3 bed houses too in line with the consultation.	<p>Changed to:</p> <p>In rural areas, where one bedroom general needs housing is very limited, under-occupation may be permitted in two and three bedroom properties, if the Registered Provider is satisfied that the household can afford the rent. In cases such as this, the Registered Provider will advise of such consideration in the marketing information section of the advert.</p>
Appendix D Stage 1	<p>From</p> <p>The appeal will be considered and a decision will normally be given within 21 calendar days.</p>	<p>Changed to:</p> <p>The appeal will be considered and a decision will normally be given within 21 calendar days of the appeal being received by Home Point.</p>
Appendix D Stage 2	<p>From:</p> <p>A decision will normally be given in 21 calendar days, subject to extension where necessary.</p>	<p>Changed to:</p> <p>A decision will normally be given in 21 calendar days of the request being received by Home Point, subject to extension where necessary.</p>
Appendix G:	<p>From:</p> <p>For further information visit the Council make a complaint page.</p>	<p>Changed to:</p> <p>For further information, visit the Herefordshire Council's make a complaint page.</p>
Appendix H:	Added section relating to supporting documentation that applicants will need to provide when applying to Home Point.	
Glossary	Removal of Housing Associations	Amended and clarified Registered Providers.

