## **Template Scoping Document**

| Community Select Committee  |  |  |  |  |
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| Scrutiny Review Title:  | Application of the Housing Allocations Policy (linked to Lettings)   |  |  |  |
| Background issues to review – rationale for scrutinising this issue:  | Members raised the issue of reviewing the application of the Council's Allocations Policy when the committee agreed items for the work programme in March 2017. Members were keen to link any work on allocations with allocations into sheltered housing schemes and to see how it is working in practise. Members were also interested with the workings of the flexi care scheme. It was also commented that regarding Lettings, Members could comment on the work of the newly appointed Reconnection Key Worker at the end of the six month pilot.  |  |  |  |
| Is this issue covered by the Future Town Future Council Programme?  | (i) Housing Development - Excellent Council Homes for Life - Increase the number of social & affordable homes in Stevenage & (ii) The provision of high quality, efficient and effective Housing services for our tenants and leaseholders (develop a better Housing Service to our older people)  |  |  |  |
| Is this issue one that raises interest with the public via <b>complaints</b> or Members' surgeries or with Officers?: | This issue is of interest to local people who are on the Housing register. This issue is raised by residents in Members' Surgeries.  |  |  |  |
| Focus of the review: (State what the review focus will be)  | To be identified by the Committee at the scoping meeting. Members have previously identified the first two bullet points and officers have suggested the following possible Options: Suggested areas to cover:   |  |  |  |
|   | <ul> <li>How are allocations into sheltered housing schemes working in practise?</li> <li>Changes to the local connection rules - People on the allocations lists who currently lose 'local residency' points if they take a Private Rented Sector accommodation let outside of the Borough. Could look at introducing a change like a 'five in seven year rule', so residents who had lived for between 5 out of 7 years would still keep their points if they came back to the area in the allotted time period</li> <li>Review the criteria on sheltered housing to re-introduce home owners. This could include</li> </ul> |  |  |  |

| Timing issues: Are there any timing constraints to when the review can be carried out? The Committee will meet on (provide dates if known): | <ul> <li>home owners wishing to let their property and be rehoused in, more appropriate for their needs, sheltered accommodation. There could be scope for the Council to manage these arrangements.</li> <li>Introduce priority categories for under-occupiers, together with incentives for tenants to bid through the choice based lettings scheme.</li> <li>What has been the impact of the newly appointed Reconnection Key Worker at the end of the six month pilot (any links to lettings into sheltered accommodation?)</li> <li>Some questions that Members may wish to ask:         (This depends on which of the above issues Members wish to include in the agreed scope)     </li> <li>Officers will advise at the meeting if there are any timing issues to consider. The review will have to fit in with the timing of the other Select Committee review work programme items.</li> <li>Dates: Day/Month/Time/Venue</li> <li>From June 2017 – Discuss scoping with lead officers for Housing Allocations review</li> <li>July 2017 – agree draft scope &amp; receive presentation from officers</li> <li>Interview witnesses - possible dates? (likely to be quarter 2 and quarter 3, July 2017 – Dec</li> </ul> |
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|   | 2017) Agree recommendations & final report - Date to be agreed  |
| SBC Leads (list the Executive Portfolio Holders and SD's Heads of Service who should appear as witnesses):                                  | <ul> <li>Officers have suggested the following people:</li> <li>Executive Portfolio Holder(s) for Housing, Health and Older People, Cllr Jeannette Thomas</li> <li>Strategic Director Community, Matt Partridge</li> <li>Assistant Director Housing &amp; Investment, Jaine Cresser</li> <li>(Draw from other Officers as necessary – Housing Operations Manager, Peta Caine, Empty Homes Manager, Walter Oglina, Housing &amp; Homeless Manager, Theo Addae, and officers from Reconnections Key Worker, Sheltered Housing and Flexicare Scheme)</li> </ul>  |
| Any other witnesses (external   | To be identified by the Committee at the scoping meeting. Possible options identified by officers:  |

| persons/critical friend)?:  | <ul> <li>Critical Friend – Would it be appropriate for this review to invite an officer from another local authority or social housing provider to speak as a "critical friend".</li> <li>Members of the public who are on the waiting list (officers to advise suitability)</li> </ul> |
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| Allocation of lead Members on specific individual issues/questions:   | To be identified by the Committee at the scoping meeting.  Members will ask questions on the following areas (list the issues to address during the   |
|   | Members will ask questions on the following areas (list the issues to address during the interviews):   |
|   | Equalities & Diversity Issues – Are there any E&D issues to consider in this review? – The effect   |
| Any other Questions Members wish to cover:  | of damp and mould on E&D characteristic groups compared with other community groups?  |
| Site visits and evidence gathering in   | It is not considered that this review would lend itself to a site visit.  |
| the Community   | To be identified by the lead Mamber Clir  |
| Equalities and Diversity issues: The review will consider what the relevant equalities and diversity issues are regarding the Scrutiny subject that | To be identified by the lead Member – Cllr  |
| is being scrutinised  | T 1 11 11 11 00 111 11 11 11 11 11 11 11  |
| Constraints (Issues that have been highlighted at the scoping stage but are too broad/detailed to be covered by the                                 | To be identified by the Committee at the scoping meeting 13 July 2017 (These issues can be captured and dealt with via other means – Briefings/email/officer action etc)  |
| review):  | Any other matters that are not directly linked to the review into allocations should be directed to officers.   |
| Background Documents/data that can be provided to the review  | As identified by the Committee at the draft scoping meeting 13 July 2017:  •  |

| Agreed Milestones and review sign | Agreed | Milestones | and | review | sign |
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off -To be agreed by Members and officers

Formal response from Executive Portfolio Holder (Executives have a Statutory requirement to respond to Scrutiny review recommendations two months after receiving a final report and recommendations of a review: **Date Executive Portfolio responses are expected** (dependent on the final report & executive portfolio response template publishing date): DD MM YY

Date for monitoring implementation of recommendations – final sign off (typically one year from completion of the review): DD MM YY (Close to this date the Select Committee will receive a report at a Committee meeting to agree the final sign off of the review recommendations)