

Service area	Lead officer	Action required	Start date
HousingIT	Alex	Scoping of changes needed and timescales for consultancy work	Jan-23
HousingIT		Details of effected applicants list for comms	May-24
HousingIT		Test system	Jun-24
HousingIT		Close applications	13.05.24
HousingIT		Close bidding	13.05.24
HousingIT	IT Team	Provide list of applicants, report on not in TA	
Lettings		Work with HousingIT on changes to NEC	
Lettings	Chloe Young	notifying applicants	10.05.24
Lettings	CY/SB	Direct lets only to TA / downsizing	1st June 2024
Lettings	Lettings Team	matching remaining applicants with new band	1st June 2024
Lettings	Tracy/Chloe	Communicate to customers – including changes to their application	25/04/24
Lettings	Chloe plus HBST	Cleansing	22-Apr
Lettings	Chloe		
Lettings		No more update forms/no more banding updates	09-May
HBST	HBST/CSC/Lettings	Provide support to Lettings for 4 weeks in June to input new apps. Resource 1.5 FTE	29/04/24
Tracy/Chloe	Tracy	Make final tweaks to policy	06/03/24
Tracy/Chloe	Tracy	New policy to be sent to all Registered Providers with which SBC has nomination arrangements – note any feedback	06/05/24
Tracy/Chloe	Tracy	Training for colleagues & cllrs - 15 May. Update AG, send out invites to officers and cllrs	06/03/24
Tracy/Chloe	Tracy/Chloe	Prep letters to go to applicants	01/04/24
Tracy/Chloe	Chloe	Review Easy Guide	11/04/24

Tracy/Chloe	Tracy	Create a doc for Options to confirm hml duty for Lettings following applicant ticking Are you currently engaging with Housing Options.	29/05/24
Tracy/Chloe	Tracy	Policy needs to go on new template.	18/04/24
Tracy/Chloe	Tracy	Update website with new policy	Jun-23
Tracy/Chloe	Tracy	Publicise new policy	Jun-23
BIM	Administrator of Panel	Changes to Housing Panel - Training, Protocol and paperwork to reflect	Jun-23
Housing Options	Tracy/Zania	Lettings to work with Housing Options to create a process for applying and taking off reasonable preference for homelessness duties	

Completion date required	Completed Y or N	Comments
13.05.24	y	NEC Consultancy 22 May
20.06.24		Alex - when can a test system go in? Can you add question to current applications for admin purposes?
13.05.24	y	Paper apps for TA during this period
13.05.24	y	Notice on the bidding page
		test system
13.05.24	y	1500 staying on 2500 off
		No ads / shortlisting
		Letters out / annual review form
		To go out w/c 13th
01.05.24	Y	180 applicants nominated to HA's cancelled and out of date TA applications cancelled
20.06.24		Meeting to arrange resource w/c 29/4 TJ/CY/GM/KP
		Add Gender changes and new appendix from Andy
		Invites done to officers and existing cllrs. New members need to be invited after elections on 2 May
May-23		
10.05.24	Y	Sent to Lucy Walsham. Keith Boon graphic designed completing

05.05.24	y	completed and added to website
by implementation date 1 July		Contact Jenny Body to organise new policy from implementation date
by implementation date 1 July		Where? Website, via Co-operative Neighbourhood Team to groups, HCC, Housing Associations. Use of Stevenage Day (9 June). Update website mentioning Band B. Place in Chronicle Summer 2024
by implementation date 1 July		Decision on Eligibility/Banding of previous panel awards. Will management sign off be monitored in similar way to ensure auditability. Update external comms.
		Discretion has been applied to the statutory homeless duties meaning that those owed a prevention or relief duty are required to meet the Allocations Policy eligibility criteria including local connection. The council are not permitted to make the whole group ineligible. The local connection criteria has not been applied to those owed the main housing duty as this would inhibit move on from temporary accommodation. Those applicants owed a relief duty and likely to be owed a main duty and meet the eligibility criteria for the Housing Register will have the same priority as applicants owed a main duty. This will reduce the strain on Temporary Accommodation.