

Section	Change Classification	Description of Change	Rationale	Impact
Throughout	Grammar	References to 'you' have been changed to the 'the applicant.'	Uniform mode of address throughout the document.	Nil.
1.0	Clarity and Simplification	Provides an example of an allocation made outside Choice Based Lettings.	Improved clarity of intention.	Nil, no change of practice.
2.0	Clarity and Simplification	Adds the policy aim of preventing homelessness.	Improved clarity of intention.	Nil, no change of practice.
3.2	Efficiency & Flexibility	Applicants now required to provide information upon request, rather than at the time of the application.	To allow for flexibility ahead of a planned move to digital registration of applicants, when it may be more efficient to collect the information after the application has been submitted online.	Nil, the same information will be collected it is only the timing that will potentially change.
3.2	Efficiency & Flexibility	The alteration makes it explicit that applications cannot be processed without the required information, or an explanation for its absence which is accepted by Trent & Dove.	Because the current policy wording is not clear, and there has been a change in the job titles of the decision makers.	Positive: Better understanding for applicants.
3.2	Reasonable Requirement	Trent and Dove may require an applicant to attend a Pre Tenancy Workshop.	Recognition of increasingly wide spread practice amongst registered providers of social housing to assist applicants in successfully sustaining any future tenancies	Positive: Better understanding for applicants.
3.3	Efficiency & Flexibility	Instead of the threshold being that a court would have granted a possession order, this has been altered to a social landlord would have served notice and felt that it was proportionate and that	Response to identified need in managing the Housing Register, it is felt that trying to infer what a court might decide in a particular set of circumstances is problematic for the officers involved in the decision. The	Nil. 40 applicants were excluded from the housing register during 2017. It is not anticipated that there would be any more exclusions than is currently the case under the change.

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		they had sufficient evidence to proceed to court.	proposed change is more closely aligned to the expertise and experience of the officers.	
3.3	Reasonable Requirement	Previously excluded applicants will need to show that their circumstances or behaviour has changed when submitting a new application, as well as mentioning the starter tenancy provisions they will be subject to.	If a considerable period of time has elapsed, then the applicant should have no difficulty demonstrating that their behaviour has changed. Reference to starter tenancies provides additional detail to affected applicants.	Negligible, minor change.
3.4	Reasonable Requirement	Addition of potential consequences should an applicant fail to update their circumstances following a relevant change.	It is vital to the satisfactory operation of the register that housing need is accurately reflected, and that necessitates up to date applicant records.	Positive: Clarity about intention.
3.5	Efficiency & Flexibility	Contact may not be via letter.	Move to digitisation for applicants where appropriate.	Positive: Better understanding for applicants.
3.6	Efficiency & Flexibility	Removal from the Housing register if an applicant fails to provide outstanding required information.	Response to identified need in managing the Housing Register.	Positive: Clarity about intention.
4.2	Clarity and Simplification	Informing applicants that being in receipt of Child Benefit is crucial to recognising those children as part of their household.	Alignment with Housing Benefit requirements, part of wider response to welfare reform.	Positive: Better understanding for applicants.
4.3	Clarity and Simplification, Reasonable Requirement	The current policy permits any applicant with one or more children the option to secure a 3 bed property, and allows applicants with significant access to children the option to	This change improves clarity and affordability for applicants, and reduces the likelihood of tenancy failure for registered providers of social housing. Part	Positive: Ensure affordability and improve long term tenancy sustainment. Negative: Reduce choice. This change will primarily impact two sets of applicants; those with 2 younger children who would need to share a

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		secure an additional bedroom. This change brings the policy in line with Housing Benefit rules on bedroom entitlement, but allows flexibility in exceptional circumstances e.g. specific adaptations, 'hard to let' and rural properties.	of wider response to welfare reform.	bedroom following the change (up to 350 applicants ¹), and applicants with access to children who want a bedroom to have them overnight (70 applicants ²). Therefore a number of applicants will be impacted, however it is believed that the change is a proportionate response to the Housing Benefit under-occupation rules ³ . It should also be noted that the new policy will not be applied retrospectively.
4.4d	Reasonable Requirement	Addition of a specific section concerning transferring social housing tenants. This change provides that transfer applicants will have reduced priority for allocation until poor conduct of their current tenancy has been remedied, unless exceptional circumstances exist.	There are 495 transfer home seekers ⁴ on the Housing Register, suggesting the need for a formal policy framework to manage this activity.	Positive: Applicants will be better informed and reassured that allocation is carried out fairly.
4.4e, Band 1.2	New legislation	Removal of a Banding criteria which was seldom utilised, and replacement with a criteria to recognise the homelessness	The new duties owed to homeless people need to have specific criteria in the policy. The Homelessness Reduction Act (HRA) has elongated the	Nil. The revised Band 1.2 ensures that the group previously served by Band 1.1 under the shorter pre-HRA homeless application process continue to be served. So in practice, once the Council

¹ As at 31 July 2018 there are 350 applicants with 2 children seeking 3 bedroom accommodation via the Housing Register. It is unclear exactly how many of the 350 applicant households will meet the revised age range criteria and therefore still qualify for 3 bedroom accommodation due to data processing issues. However, the best estimate based on careful profiling is that approximately 200 applicants would be entitled to 2 bedroom accommodation rather than 3 bedroom accommodation if they had applied under the new policy.

² As at 31 July 2018. Total applicants on the Housing Register on this date was 2158.

³ <https://www.gov.uk/government/collections/local-authorities-removal-of-the-spare-room-subsidy>

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		duties created by the Homelessness Reduction Act.	homelessness application process, and as a result decisions giving rise to the unchanged Band 1.1 priority can only be formally issued at a much later stage.	is satisfied that the relevant requirements are met applicants will have Band 1 priority as they did pre-HRA. Therefore we do not expect any differential impact arising from this change.
4.4e, Band 1.9	Clarity and Simplification	Combines and simplifies the criteria formerly listed under Band 1.8i and 1.8ii.	Simplification.	Negligible, any differential impact is likely to be offset by the property that is made available.
4.4e, Band 2.2	Clarity and Simplification	Simplifies the review criteria applying to homeless applicants.	Many homeless applicants will go on to secure accommodation outside the housing register, therefore a review is required to ensure the housing register accurately reflects levels of need.	Negligible, simplification of existing process.
4.4e, Band 2.5	Clarity and Simplification	Removal of more detailed bedroom deficiency criteria.	There are already straight forward bedroom deficiency criteria at Band 2.4 and Band 3.1. This criteria was complicated and cumbersome to administer.	Positive: Simplification. Negative: Some applicants may be awarded lower priority. There are 141 households ⁵ qualifying for the current iteration of Band 2.5, but this impact is mitigated by the potential for these households to access Band 2.4 and Band 3.1 depending on their circumstances.
4.4e, Band 2.5	Pilot scheme	Criteria to enable tenants to port their discount under the voluntary Right to Buy midlands pilot.	To facilitate participation in the government's pilot scheme.	Negligible, any differential impact is likely to be offset by the property that is made available.

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4.4e, Band 2.6	Clarity and Simplification	Removal of an additional band for transfer applicants.	Suitable transfer applicants are to be served by the simplified Band 1.9 and Band 3.4.	Negligible, there other banding criteria to serve this group.
4.4e, Band 2.7	Reasonable Requirement	Removal of criteria giving Band 2 priority to applicants with children living in a flat above the first floor.	This criteria is no longer feasible as 2 bedroom flats at any level need to be occupied by households who require a second bedroom under the Housing Benefit criteria. Thus if applicants with children are awarded high priority to transfer out of such properties it will be difficult to find a suitable replacement tenant without children.	Positive: Ensure best use of stock and improve affordability. Negative: Some applicants may be awarded a lower priority. There are 15 applicants ⁶ with priority for allocation under Band 2.7. Therefore the number of applicants impacted is relatively low, and it is believed that the change is a proportionate response to the Housing Benefit under occupation rules
4.4e, Band 3.1	Reasonable Requirement	Removal of criteria giving Band 3 priority to applicants with children and no enclosable private garden.	This criteria is no longer feasible as 2 bedroom properties need to be occupied by households who require a second bedroom under the Housing Benefit criteria. Thus if applicants with children are awarded priority to transfer out of such properties it will be difficult to find a suitable replacement tenant without children.	Positive: Ensure best use of stock and improve affordability. Negative: Some applicants may be awarded a lower priority. There are currently 44 applicants ⁷ with priority for allocation under Band 3.1. Therefore a number of applicants will be impacted, however it is believed that the change is a proportionate response to the Housing Benefit under occupation rules
4.4e, new Band 3.1	Reasonable Requirement	Only resident children will be counted for the purposes of bedroom deficiency.	This change supports the wider changes made to bedroom entitlement at Section 4.3 and	Positive: Ensure affordability and improve long term tenancy sustainment. Negative: Some applicants may be awarded a lower priority.

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			the alignment with Housing Benefit rules.	It is not possible to break down those qualifying for the new Band 3.1 to the level needed to determine the exact numbers impacted. However, this change is believed to be proportionate for the reasons set out under the wider bedroom entitlement changes at 4.3.
4.4e, new Band 3.2	Clarity and Simplification	Removal of age ranges and other supplementary criteria.	Opportunity to simplify and consolidate banding criteria.	Negligible, Band 3 is further down the match list so if any additional applicants qualify following the removal of the age criteria it will not have a significant impact.
4.4e, Band 3.4	Clarity and Simplification	Removal of band detailing shared facilities as a housing need.	Consolidated into the new Band 3.2.	Nil.
4.4e, Band 3.6	Clarity and Simplification	Removal of band offering priority to other categories of homeless households.	Circumstances such as those set out at Band 3.6 have not arisen, so Band 3.6 has not been utilised.	Nil, there are 0 applicants ⁸ that have been awarded Band 3.6.
4.4e, new Band 4.3	Reasonable Requirement	Addition of band providing reduced priority for transferring social tenants exhibiting poor conduct of their current tenancy.	This band is required to implement the framework concerning transferring social tenants which has been added at 4.4d.	Positive: Applicants will be better informed and reassured that allocation is carried out fairly.
4.6	Transition	Confirmation that applicants to the Housing Register that are registered prior to the new Allocations Policy taking effect will not be impacted retrospectively, they will	Fairness.	Nil.

⁸ As at 31 July 2018.

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		continue on their present terms as a 'legacy' applicant.		
5.2	Efficiency & Flexibility	Partners to this policy will advertise through Choice Based Lettings however if the property is advertised on 2 or more occasions without success properties may be allocated outside of this policy and advertised through alternative methods.	To reduce re let times/rent loss where it has been difficult to find an applicant	Nil.