

## Portfolio Holder for Housing and Countryside Services

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County Hall  
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12 October 2017

For further information please contact

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### **NOTICE OF INTENDED PORTFOLIO HOLDER DELEGATED DECISION**

The Portfolio Holder has received the following report for a decision to be taken under delegated authority. The decision will be taken on **18 October 2017** (i.e. 3 clear days after the date of this note). The decision will be published on the Council's website but will not be implemented until 5 clear days after the date of publication of the decision) to comply with the call-in process set out in Rule 7.37 of the Constitution.

1.	<b>AMENDMENTS TO THE HOUSING ALLOCATIONS SCHEME FOR POWYS</b>
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**CYNGOR SIR POWYS COUNTY COUNCIL**  
**PORTFOLIO HOLDER DELEGATED DECISION**  
**by**  
**COUNTY COUNCILLOR JONATHAN WILKINSON**  
**(Portfolio Holder for Housing and Countryside Services)**  
**October 2017**

**REPORT AUTHOR:** Housing Policy and Strategy Officer

**SUBJECT:** Amendments to the Housing Allocations Scheme for Powys

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**REPORT FOR:** Decision

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**1. Summary**

- 1.1 This report seeks consent to make changes to the council's allocation scheme, which is used by all of the authorities housing association partners, via the Common Housing Register (CHR) to let social rented housing in Powys.

**2. Background**

- 2.1 Council and housing association homes in Powys are let via a Common Housing Register (CHR). The priority that each applicant for housing is provided with is determined by the council's Housing Allocation Scheme, which is a policy agreed between the council and its 7 housing association partners. Representatives from the Housing Service and each of the partner housing associations meet on a regular basis to review the operation of the CHR and from time to time will make recommendations in respect to changes to policy and procedures. This report sets out the recommended changes to the allocation scheme proposed by the multi-agency working group and approved by each of the participating housing association partners. The report also advises the Portfolio Holder of impending changes to procedures in respect of the administration of the CHR.

- 2.2 A copy of the Allocation Scheme showing tracked changes is attached at Appendix 1 and a copy of the Allocation Scheme Procedure also showing tracked changes is attached at Appendix 2. Reference will be made to the paragraphs within the policy where amendments are proposed.

*Changes to the Banding System*

- 2.3 The Allocation Scheme used by the council and its housing association partners to let social rented homes in Powys, is based on a banding

system where applications are placed in one of five bands, dependent on their circumstances. Applicants in Band 1 are deemed to have the most pressing need to move home. The original premise behind Band 1 was that only exceptional cases should be placed within that band to allow the applicants to be rehoused in as short a time possible. However, following the review it was discovered that too many applicants were being placed in Band 1 (since March 2016 to March 2017, numbers have increased from 6 to 17), leading to applicants not being accommodated quickly. In order to prevent this from happening in the future, the description of who qualifies for band 1 has been tightened and restrictions have been placed upon the officers who can determine which applications are to be placed into the band, to ensure a more consistent approach. (see policy paragraph 6, procedure paragraph 10).

- 2.4 The criteria for Band 2, currently includes social housing tenants who were affected by the DWP bedroom size criteria (bedroom tax) to ensure they had priority and were able to downsize. Whilst there was a high number of allocations made from the band when the policy was first introduced, this has now reduced. Social landlords remain under pressure to make best use of the housing stock and it is therefore proposed to extend the criteria to for Band 2, to include all social tenants who are under-occupying their current homes, regardless of whether they are in receipt of housing benefit (see policy paragraph 6, procedure paragraph 10).
- 2.5 It is proposed to change the local connection criteria in Band 3 to include family association, to bring the policy into line with Welsh Government guidance (see procedure paragraph 10). This has the advantage of mirroring the homelessness definition of local connection thereby providing consistency in its application. In addition a minor amendment is proposed to the support criteria in relation to local connection. At the moment it states that local connection is where a person or persons wish to provide full time care to a resident in the local community who would otherwise be unable to due to the lack of affordable housing. This has been amended to include those that need to receive full time care from a resident in the local community (see procedure paragraph 10).

*Size and type of properties to be let to applicants*

- 2.6 In order to make best use of social housing stock and encourage sustainable tenancies, it is proposed to restrict the size of properties certain households can apply for. Applicants who are in receipt of housing benefit (partial or full) will be allocated properties in the line with the Department of Work and Pension's (DWP) property size criteria. Applicants who are in work and able to afford a larger property will have the option to apply for one bedroom above what is needed. (see policy paragraph 4, procedure paragraph 7). It is also proposed that the same ruling will apply where joint access arrangements are in place. Another advantage of introducing this criteria is that it makes the policy more straight-forward for staff to implement and apply and is easily understood

by applicants. As a consequence a more consistent approach will be achieved in applying the policy across Powys. .

- 2.7 It is proposed that the provision to only allocate houses to families which contain dependent children be removed. Following the review it was discovered that this is not always the best solution especially in cases where we are trying to encourage parents to allow their grown up children to stay with them for as long as possible. Given the challenges of the benefit caps it will become even more important for social landlords to be able to accommodate different household types in their stock and not set any restrictions.
- 2.8 In addition a paragraph on housing children above the ground floor has been added (see procedure paragraph 9), to provide clarity as a significant number of queries were being raised on what the policy was surrounding this issue. In order to make best use of stock, we have taken a flexible approach to this issue with a number of factors to be taken into consideration before deciding the most appropriate course of action.

*Amendments to the Review Process*

- 2.9 With regard to a request to review a decision, this has been streamlined to bring it in line with current legislation and guidance (see policy paragraph 11). This also has the added benefit of reviews and appeals being dealt with more efficiently by officers which will be of benefit to the partner organisations and the applicants.

*Revisions to procedures to address tenancy fraud*

- 2.10 Following advice from the Council's Senior Investigator (Income and Awards), we have made the declarations that are read out to the applicant and which they must consent to at registration stage, more comprehensive and have also introduced a Customer Statement and Declaration form which applicants must sign at point of offer. This is to allow Powys County Council to take more effective enforcement action against those looking to perpetrate tenancy fraud in our properties and sets out our commitment to the prevention, detection and investigation of tenancy fraud. In line with the introduction of signed declarations and following the advice of the Senior Investigator, we have also introduced within the procedure an ID verification process where ID must be provided for all members of the household prior to an offer being made (see procedure paragraph 1).

*Payment of a weeks' rent in advance*

- 2.11 The ethos behind the introduction of Universal Credit aims to make tenants take more responsibility for paying their rent and become more independent, it is proposed to introduce an expectation for applicants to pay a week's rent at the commencement of the tenancy (see procedure paragraph 5). During the review Clwyd Alyn reported that they had a 95% success rate in obtaining the first weeks rent at the start of the tenancy and other officers reported they had seen a change in people's

expectations over the last 6 months where it was assumed that this would need to be paid. We are aware that not all applicants will be able to afford this sum of money up front and have put in a caveat that where an affordability check has revealed that it would not be appropriate then an alternative arrangement may be made at the discretion of the individual partner organisation.

*Proposed letting scheme for shared accommodation*

- 2.12 One of the greatest challenges facing social landlords is the application of the Local Housing Allowance cap restricting the amount of housing benefit that can be claimed by single tenants aged under 35, who will only be eligible for the shared accommodation rate. In readiness for this the council and its housing association partners are aiming to carry out a pilot later this year, on how allocations are made to this particular client group. This will be based on the successful pilot carried out by Newydd Housing Association who used a choice based letting (CBL) system to allocate shared accommodation. One of the advantages of a CBL system is that it is based on the idea of choice and if an applicant is allocated the property they have chosen rather than being housed where the local authority or housing association has chosen, then it is more likely that the applicant will be living somewhere they can settle and enjoy.

**3. Proposal**

- 2.1 To approve the amendments to the Common Housing Allocations Policy and Procedure following review meetings with all partner organisations of the Common Housing Partnership in November 2016 and July 2017.

**3. Options Considered / Available**

- 3.1 Alternative options are:
- 3.2 We do not adopt the changes and the existing policy and procedure remains in place. If we select this option, we risk the following:
- under-using stock resulting in higher waiting times
  - increased homeless presentations,
  - longer stays in temporary accommodation,
  - increased misuse of stock due to lack of enforcement options,
  - increased rent arrears
- 3.3 Adopt the changes to the policy and procedure to ensure best use of stock, compliance with legislation and guidance and to enable the Council and its partners to respond to current and future welfare benefit changes in a timely and efficient manner

**4. Preferred Choice and Reasons**

- 4.1 It is proposed that the suggested amendments to the policy and procedure are approved and delegated authority is given to the Head of Housing to allow future amendments to be implemented more efficiently.

**5. Impact Assessment**

- 5.1 Is an impact assessment required?        Yes
- 5.2 If yes is it attached?                    Yes

**6. Corporate Improvement Plan**

- 6.1 The suggested amendments will help us to deliver the priority of delivering Stronger Communities by making best use of our stock and looking to ensure tenants and residents are housed appropriately in accommodation they can afford. By taking a stronger stance on the detection of fraud, this will help to ensure we are maximising appropriate use of our limited stock and contributing to the protection of the public purse.

**7. Local Member(s)**

- 7.1 This is a county wide matter with no local member issues.

**8. Other Front Line Services**

- 8.1 Does the recommendation impact on other services run by the Council or on behalf of the Council?        No

If so please provide their comments

**9. Communications**

- 9.1 Have Communications seen a copy of this report?        Yes

Have they made a comment? Yes

“No proactive press release but a briefing statement to be drafted and approved ready for any enquiries received.”

**10. Support Services (Legal, Finance, Corporate Property, HR, ICT, Business Services)**

- 10.1 Legal - The Professional Lead-Legal agrees that the report falls in line with other Local authorities and confirms the Legal services support.
- 10.2 Finance – The Finance Business partner notes the content of the report which will ensure best use of housing stock, compliance with legislation and guidance and to enable the Council and its partners to respond to current and future welfare benefit changes in a timely and efficient manner.
- 10.3 Corporate Property (if appropriate) – n/a
- 10.4 HR (if appropriate) – n/a
- 10.5 ICT (if appropriate) – n/a

**11. Scrutiny**

- 11.1 Has this report been scrutinised? No

If Yes what version or date of report has been scrutinised?

Please insert the comments.

What changes have been made since the date of Scrutiny and explain why Scrutiny recommendations have been accepted or rejected?

**12. Statutory Officers**

- 12.1 The Strategic Director Resources (S151 Officer) notes the comments made by finance.
- 12.2 The Solicitor to the Council (Monitoring Officer) has commented as follows: “I note the legal comment and have nothing to add to the report”.

**13. Members’ Interests**

- 13.1 The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If the Portfolio Holder has an interest he should declare it, complete the relevant notification form and refer the matter to the cabinet for decision.

<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
<b>1. To approve the suggested amendments to the Common</b>	<b>1. To allow partner organisations of the CHR to make best use of their</b>



<b>Allocations Scheme Policy and Procedure as set out in Appendices 1 and 2 to the Report</b>	<b>social housing stock and provide greater mobility within the social rented sector. To bring the policy in line with legislation and provide robust enforcement procedures when investigating fraud.</b>
<b>2. To approve the pilot local lettings scheme in relation to the allocation of shared properties to the under 35's and subject to the findings, approve its implementation.</b>	<b>2. To allow the Council and its partners to respond to changes in welfare benefit regulations.</b>

<b>Relevant Policy (ies):</b>	<b>Common Allocation Scheme Policy and Procedure</b>		
<b>Within Policy:</b>	<b>Y</b>	<b>Within Budget:</b>	<b>Y</b>

<b>Relevant Local Member(s):</b>	<b>All members</b>
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<b>Person(s) To Implement Decision:</b>	<b>Housing Policy and Strategy Officer</b>
<b>Date By When Decision To Be Implemented:</b>	<b>1<sup>st</sup> November 2017</b>

Contact Officer: Kelly Jones Tel: 07795238631 Email: Kelly.jones@powys.gov.uk
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**Background Papers used to prepare Report:**  
**Code of Guidance for Local Authorities on Allocation of Accommodation and Homelessness**  
**Common Allocations Scheme – Policy Statement**  
**Common Allocations Scheme – Procedure Guide**

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## **Common Allocations Scheme - Policy Statement**

**Applicable from November 2015, revised August 2017**

**This document is available on request in alternative formats (e.g. Large print type/Braille/on tape).**

### **1. Introduction**

To increase housing choice and for ease of access by applicants a Common Allocations Scheme, has been devised by Powys County Council and the following registered social landlords (RSLs):

- Mid-Wales Housing Association
- Newydd Housing Association
- Wales & West Housing
- Clwyd Alyn Housing Association
- Melin Homes
- Grwp Cynefin
- Grwp Gwalia Cyf

This policy applies to a selection of applicants to whom lettings will be made by the partner organisations within Powys. It has been written to comply with the legal requirements of The Housing (Wales) Act 2014, The Housing Act 1996 and the Homelessness Act 2002 together with the Welsh Government's Code of Guidance for Local Authorities on Allocation of Accommodation and Homelessness. It also takes regard of welfare reforms and is consistent with relevant Powys County Council strategic plans, in particular the Housing Strategy.

The policy aims to contribute to the prevention of homelessness, minimizing exclusion, improving sustainability and social inclusion, and to ensure reasonable choice to those requiring accommodation.

The policy should be read in conjunction with the Common Allocations Scheme procedure.

### **2. Housing Options**

Following a review of allocation services, the partner organisations identified a need for a change in attitude and approach to delivering housing advice and allocating housing within Powys.

Given the lack of social housing available within Powys, it has been recognised that a wider housing options approach is needed to meet housing need. In order to help find the right solution for a person and to know what the right options may be, it is necessary to find out what matters to a person in relation to their home.

Where social housing is the right option, it is important to find the applicant a home they can afford, in the right place at the right time, ensure they move in prepared and build and maintain a relationship with their landlord.

An applicant will be expected to declare any past or current behavioural issues which may have an impact on any future tenancy from the outset, take responsibility for such behaviour and be willing to engage with partner organisations or a third party to achieve a suitable course of action. Where necessary a “Housing Plan” will be agreed to help ensure the applicant is able to maintain a successful tenancy in the future.

### **3. Eligibility**

There is legislation which governs who can be allocated council and housing association properties. To be eligible an applicant must be:

- Residents of the United Kingdom aged 16 and over – including our existing tenants who wish to transfer.
- British Nationals and European Economic Area Nationals (European Union countries plus Iceland, Norway and Liechtenstein) aged 16 and over who have been habitually resident in the United Kingdom, Channel Islands, Isle of Man or the Republic of Ireland (Common Travel Area). Any period of residence less than two years may have to be tested by us.
- Refugees or other persons granted permission to remain in the United Kingdom.

However, applicants, or members of their household, who have been guilty of unacceptable behaviour serious enough to render them unsuitable to be a tenant of a partner landlord may be classed as ineligible. The only behaviour that can be regarded as unacceptable is behaviour by the person that would have entitled a local authority to an outright possession order, if the person had been a secure tenant of the local authority at the time.

In assessing whether an applicant is ineligible due to unacceptable behaviour, the partner landlord will consider:

1. Where there is evidence of unacceptable behaviour, was it serious enough for a possession order to have been granted (which includes consideration of the statutory discretionary grounds for possession and questions of reasonableness)?
2. Was the behaviour serious enough to render the applicant or household member unsuitable to be a tenant (which involves consideration as to whether an immediate possession order was made or might have been made as opposed to a suspended order)?

### 3. Does the behaviour continue to be unacceptable at the time of application?

Each application will be considered on its merits and the applicant's personal circumstances (and those of the applicant's household) will be taken into account, including any health and medical needs, dependents and any other factors relevant to the application. Previous unacceptable behaviour may not justify a decision to treat the applicant as ineligible where the applicant can show that the behaviour has improved.

Applicants deemed ineligible for housing will be provided with advice and guidance regarding their housing options when they contact the service.

Applicants deemed ineligible for housing will be notified of the decision and grounds of this in writing. They will also be informed of their right to request a review and their further right to appeal any decision upon review.

Proof of eligibility may be required.

### 4. Assessment

Irrespective of eligibility, everybody who makes contact will be interviewed in order to gain an understanding of their circumstances and be in a position to offer the most appropriate advice and assistance.

In order to make best use of housing stock and encourage sustainable tenancies, applicants who are in receipt of housing benefit (partial or full) will be allocated properties in the line with the Department of Work and Pension's (DWP) property size criteria. Applicants who are in work and able to afford a larger property will have the option to apply for one bedroom above what is needed.

In order to have priority on the Scheme all applicants must be:

- Ready to move.
- In housing need

A weeks rent at the commencement of a tenancy will be expected for each letting, however where an affordability check has revealed it would not be appropriate, the individual partner organisation will have the discretion to apply an alternative agreement.

It is a criminal offence which may be punishable by a fine, for anyone to knowingly or recklessly give false information or to knowingly withhold information that is reasonably requested. If an applicant is granted a tenancy based on a false statement, the tenancy may be terminated and prosecution may be considered.

### 5. Criteria

It is the aim to allocate social housing to those in need. The housing need criteria on which applicants are considered are those referred to in legislation and Welsh Government guidance.

For an applicant to be deemed in housing need they must meet one of the reasonable preference categories, as set out in s.167(2) of the Housing Act 1996:

- (i) People who are homeless within the meaning of Part 7 of the 1996 Act.;
- (ii) People who are owed a duty by any local authority under section 190(2),193(2) or 195(2) of the 1996 Act or who are occupying accommodation secured by any local authority under section 192(3).;
- (iii) People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions;
- (iv) People who need to move on medical or welfare grounds, and
- (iv) People who need to move to a particular locality in the area of the local authority, where failure to meet that need would cause hardship (to themselves or to others).

Proof of circumstance and supporting evidence may be required.

Please note: Transfer applicants are not given any additional preference, they are to be treated on the same basis as a general applicant.

## **6. Banding**

Priority will be given to applicants who fall into the following bands. Within each band priority is given to those on the list the longest. In the event of the application date being the same, priority will be given to the application with the lowest application number. If the application is re-banded in a higher band, the date of re-banding will become the new application date.

For further clarification see the Common Allocations Scheme procedure.

### **Band 1**

This band will only be used in exceptional circumstances. **Placement within this band will be decided by senior officers of Powys County Council based on the evidence provided..**

### **Band 2**

Priority is next given to social housing tenants in Powys who are under occupying their homes, have a housing need and are ready to move or Service Personnel who have been seriously injured or disabled in Service and who have an urgent need for social housing.

### **Band 3**

Priority is next given to those who have a housing need, as defined above, are ready to move but who also have a local connection to the area / town / village of their choice. An applicant may have a connection with more than one community.

Serving members of the Armed Forces, and other persons who normally live with them as part of their household, establish a local connection with an area in Powys by virtue of serving, or having served there while in the Forces, irrespective of the length of time spent in that area.

This is in line with the Powys Armed Forces Covenant.

#### **Band 4**

Priority is then given to those who have a housing need, as identified above. If the applicant subsequently qualifies for local connection and/or becomes ready to move, it is the responsibility of the individual to notify Powys County Council of their change in circumstance so that their application can be re-banded.

#### **Band 5**

Priority is then given to those who have no housing need, as defined above.

### **7. Formal Offers**

Applicants may receive two offers of accommodation; however refusal of the second offer will result in the application being reviewed. If no reasonable explanation is given for the refusal, the application will be removed from the Scheme.

Applicants removed from the Scheme can reapply but their housing need will be re-assessed and, if eligible, they will be accepted onto the Scheme as at that date.

### **Homeless Duty**

If an applicant is owed a duty under the Housing (Wales) Act 2014, a first and final offer will be made in writing.

### **8. Reviews**

Reviews of applicants' circumstances will be carried out on a rolling basis at least every 6 months.

### **9. Disabled Person's Accommodation**

The partner organisations will aim to allocate properties which have been adapted to be suitable for disabled persons, wherever possible, to persons requiring those adaptations. This will supersede any other banding.

Where partner organisations are unable to allocate adapted properties to those requiring the adaptations, consideration may be given to applicants aged 60 plus and then applicants who do not have a disability.

### **10. Older Persons' Accommodation**

For older persons' accommodation, we will aim to allocate to applicants or their partners who are over 55 years of age for housing association properties and 60

years and over for Powys County Council properties, however consideration may also be given to those of a younger age with health issues.

## **11. Grounds to Request a Review of a Decision**

Applicants have the right to request a review of a decision regarding their:

- \* Eligibility to join the register
- \* Any facts on which have been relied upon to reach a decision in respect of the band the applicant has been placed in

Requests for review should be made in writing, within 28 days of notification of the decision.

Applicants' circumstances at the time of the review will be considered, particularly if they have changed from when the decision was first made.

A member of the partner organisation's Management Team will consider the review, unless they were involved in the original decision. In this event another Manager will consider the review. Applicants will be informed of the outcome of the review within 7 days of the hearing or receipt of the written statements.

If the applicant remains dissatisfied with the review decision they may apply for a judicial review

## **12. Equal Opportunities**

The partner organisations are committed to equal opportunities and do not discriminate either directly or indirectly on grounds of gender, sexual orientation, religion, colour, race, nationality, disability, age or ethnic origin.

In order for equal opportunities to be monitored, applicants will be asked to answer monitoring questions. In addition to assessing housing need the information provided by applicants will be used to refer the applicant, where necessary, to the relevant support services and agencies.

## **13. Amending Existing Tenancies**

Current tenants may wish to add / remove a name/s to an existing sole / joint tenancy. Such requests will be considered in accordance with the appropriate current guidance. Where this request is agreed by all parties, but current legislation does not allow for a transfer, assignment or succession to the tenancy, a new tenancy must be allocated and the existing tenancy terminated.

## **14. Local Lettings Policy**



The partner organisations may wish to consider and implement local lettings policies in particular communities or areas within the County. Such policies will only be introduced in consultation with the local communities, areas, partners and agencies affected. These policies will supersede this common allocation policy.

## **15. Declaration**

It is a criminal offence to knowingly or recklessly provide false or misleading information, or knowingly withhold information reasonably requested. Powys County Council will seek to take further action including prosecution action against anyone who commits these offences.

Any false or misleading statement will disqualify the applicant from further consideration for housing; and if as a result of such a statement they become a tenant of one of the partners of the CHR, they may have the tenancy terminated and further action including criminal proceedings taken against them.

It is the applicants responsibility to notify PCC of any changes in circumstances immediately in writing as failing to do so may be considered a criminal offence and action may be taken.

The applicant gives their permission for partner agencies to contact any third party (e.g. Landlords, doctors, Housing Benefits, Council Tax, DWP, other agencies including credit reference agencies) for information in relation to this application.

PCC and its partners process the personal information supplied to assess the applicants housing needs as part of the CHR. This information will be shared so that suitable housing solutions can be found more effectively, and for the prevention and detection of crime.

As part of assessing applicants' needs permission is required for enquiries to be made, if necessary, to any third party (i.e. landlords, doctor/consultant, and other agencies, including credit reference agencies) for information regarding the applicant's circumstances.

The partner organisations are also committed to the prevention and detection of fraud and therefore advise applicants that the data held by partner organisations may be used for cross-system and cross-partner comparison purposes, for the prevention and detection of fraud.

All organisations are also committed to the Powys-wide Unified Assessment. Any information provided for re-housing will be placed on the Housing Register computer system and any participating organisation of the Common Allocations Scheme may have access to it.

It is a criminal offence punishable by a fine of up to £5000 for anyone to knowingly or recklessly give false information or to knowingly withhold information that is reasonably required.

Any false statements will disqualify the applicant from any further consideration for housing accommodation and if as a result of such a statement, an applicant becomes a tenant of one of the partners to the scheme, the partner will take action to terminate their tenancy and consider prosecution.

## **Common Allocations Scheme – Procedure Guide**

**This document is available on request in alternative formats (e.g. Large print type/Braille/on tape).**

### **1. Introduction**

Applicants will be advised how to access the Common Allocation Scheme Policy and given guidance on why it should be read when making contact with Powys County Council to apply for housing.

An application form is not completed - all information is gathered at the interview, usually over the telephone, and is recorded onto a Person Record form. This form must be verified and signed by each applicant at point of offer together with the requisite proof of ID as detailed in the ID verification leaflet.

It must be made clear to the applicants at registration stage which ID will be required if they are to be allocated a property to allow them time to obtain the necessary documents.

Failure to provide the required documents may result in the offer being withdrawn.

An initial interview will be conducted and if there is an indication that the applicant may be eligible for the Common Allocation Scheme, the case will be referred to a caseworker who will take ownership of the case and pull in the necessary resources to ensure all options are considered.

The Housing (Wales) Act 2014 can be found at <http://www.legislation.gov.uk/anaw/2014/7/contents> The Housing Act 1996 can be found at <http://www.legislation.gov.uk/ukpga/1996/52/contents>

The Homelessness Act 2002 can be found at <http://www.legislation.gov.uk/ukpga/2002/7/contents>

The Welsh Government's Code of Guidance for Local Authorities on Allocation of Accommodation and Homelessness can be found on their website at <http://gov.wales/topics/housing-and-regeneration/services-and-support/managing-social-housing/allocate/?lang=en>

Powys County Councils Housing Options website can be found at <https://www.powyshousing.co.uk/>

Powys Housing Services website can be found at <http://www.powys.gov.uk/en/housing-and-land/>

### **2. Housing Options**

Social housing is just one of many housing options, all of which should be considered to increase applicants' chances of finding the right solution to their housing requirements.

Although not exhaustive, the following options are alternative solutions to social housing that may fulfil applicants' requirements.

- Maintaining existing accommodation:

Children's Services, Flying Start or Team Around the Family involvement  
Mediation with parents or family  
Mediation with landlord/lender  
Spend to Save  
Discretionary Housing Payments  
Provision of support to maintain accommodation  
Independent advice e.g. Shelter, CAB  
Money Advice e.g. Money Advice Service, Credit Union  
Mortgage Rescue  
Adaptations/Home Improvement Scheme  
Environmental Health

- Alternative Accommodation

Discussion with family/friends  
Spend to Save  
Discretionary Housing Payments  
Gwalia Bond Scheme  
Exploring private options  
Low cost home ownership  
Homeswapper/Mutual Exchange  
Social Lettings Agency  
Powys CHR  
Other Local Authority/Housing Association  
Shared Lives  
Supported lodgings  
Sharing accommodation  
Supported Accommodation

Depending on the applicant's circumstances, a variety of housing options will be explored, some of which may mean the applicant remaining in their home or referring them to other landlords and/or agencies.

Affordability will be discussed as it will be very important to establish an applicant's ability to cover all costs; eligibility for welfare benefits will also be considered.

Aspects to be considered include the following:

- Being able to afford moving expenses
  - Removal expenses if necessary
  - Essential furniture required for the new home
  - First weeks' rent in advance (may be necessary, even if in receipt of housing benefit)
  - Redecoration expenses
  - Any rental overlaps

- Being able to manage a tenancy
  - Budgeting
  - Applying for benefits/grants
  - Paying bills
  - Ability to compare prices for utilities, mobiles etc

### **3. Unacceptable behaviour**

Any past or current behaviour which may have a bearing on an applicant's tenancy, should be disclosed at the interview and will be taken into account when considering their housing options.

Applicants, or members of their household, who have been guilty of unacceptable behaviour serious enough to render them unsuitable to be a tenant of a partner landlord will be deemed to be ineligible for the allocation of housing accommodation.

The only behaviour that can be regarded as unacceptable is behaviour by the person that would have entitled a local authority to an outright possession order, if the person had been a secure tenant of the local authority at the time.

In assessing whether an applicant is ineligible due to unacceptable behaviour, the partner landlord will consider:

1. Where there is evidence of unacceptable behaviour, was it serious enough for a possession order to have been granted (which includes consideration of the statutory discretionary grounds for possession and questions of reasonableness)?
2. Was the behaviour serious enough to render the applicant or household member unsuitable to be a tenant (which involves consideration as to whether an immediate possession order was made or might have been made as opposed to a suspended order)?
3. Does the behaviour continue to be unacceptable at the time of application?

Each application will be considered on its merits and the applicant's personal circumstances (and those of the applicant's household) will be taken into account, including any health and medical needs, dependents and any other factors relevant to the application. Previous unacceptable behaviour may not justify a decision to treat the applicant as ineligible where the applicant can show that the behaviour has improved. As a guideline only, where the unacceptable behaviour relates to rent arrears, for single persons a possession order would be granted if there were arrears of approx. £1000 and for families £2000.

Applicants deemed ineligible for housing will be provided with advice and guidance regarding their housing options when they contact the service.

Applicants deemed ineligible for housing will be notified of the decision and grounds of this in writing. They will also be informed of their right to request a review and their further right to appeal any decision upon review.

For further guidance, please refer to the Code of Guidance to Local Authorities on the Allocation of Accommodation and Homelessness 2015

#### **4. Eligibility**

Proof of eligibility includes:

- Passport
- Birth Certificate (full)
- Marriage Certificate
- Driving License
- Immigration Documents
  - Immigration Status (if applicable)
  - Most recent letter from Home Office
  - S.A.L.1 (Standard Acknowledgement Letter)
  - S.A.L.2
  - LS 96 forms for everyone on the application
- Applicants from the A8 countries must provide workers registration card. (Further information can be found on the Welsh Governments code of guidance)

## Assessment

### 5. Ready to move

Ready to move means we will take the following into consideration and offer advice and assistance to help the applicant achieve these steps:

- Being able to afford moving expenses
  - Removal expenses if necessary
  - Essential furniture required for the new home
  - First weeks' rent in advance (may be necessary, even if in receipt of housing benefit)
  - Redecoration expenses
  - Any rental overlaps
  
- Being able to manage a tenancy
  - Budgeting
  - Paying bills
  - Complying with tenancy agreements
  - Being emotionally ready to move
  
- Being packed and boxed up within a week or two

We will endeavour to carry out an affordability check with each applicant, prior to the letting of a property. A weeks rent at the commencement of a tenancy will be expected for each letting and the importance of this will be stressed to the applicant at registration stage to enable them to budget accordingly. Where the affordability check has revealed it would not be appropriate to charge the tenant a week's rent in advance, an alternative arrangement may be made at the discretion of the individual partner organisation.

For applicants who are current tenants of social landlords a report may be requested from their current landlord in respect of the conduct of the tenancy to assess whether they are ready to move.

For those who are not ready to move yet but who may be anxious about the future, the necessary advice and options will be provided to ensure peace of mind.

### 6. Housing Need Criteria

Proof of circumstance may be required. This might include

- Medical Circumstances
  - Proof of pregnancy (letter from GP or Anti-natal file) stating EDD (Expected date of Delivery)
  - Letter from GP or Specialist concerning any serious health problems and details of any treatment received
  - Disabled Badge

- Proof of Homelessness

- Possession order
- Bailiff's warrant
- Notice requiring / Seeking Possession i.e. Section 21 and Section 8
- Letter from employer terminating employment (if accommodation is provided with job) accompanied by employment contract
- Letter from relative/friend, asking applicant to leave (this letter should be signed, addressed and dated, providing a phone number and, ordinarily, giving at least 28 days' notice to vacate the premises)
- Letter from solicitor/police/other organization referring to the Housing Needs Section
- Divorce papers (including property settlement and/custody matters)

## 7. How many Bedrooms can an Applicant Apply for?

In order to make best use of housing stock and encourage sustainable tenancies, applicants in receipt of partial or full housing benefit may only apply for housing in line with the Department of Work and Pension's (DWP) property size criteria. This rule may be relaxed in exceptional circumstances following approval from a Housing Management and Options Team Leader.

Applicants who are in work and able to afford a larger property will have the option to apply for one additional bedroom. Where joint access arrangements are in place, the same rulings apply.

The Department of Work and Pension (DWP) property size criteria is explained below,

What is a Spare Room?

Under the new rules if a household has more bedrooms than the Government says is needed, housing benefit will be reduced. One bedroom is allocated for:

- each adult couple
- any other person aged 16 or over
- two children of the same sex under the age of 16
- two children under the age of 10 regardless of their sex
- any other child
- a carer (who does not normally live with the family) if a family member needs overnight care.

It does not matter how the 'spare' bedroom is used, the new rules will apply even if:

- the tenant and their partner need to sleep apart because of a medical condition



□ the main residence of any children is another address, but there is a spare room for when they stay over.

## **8. Proof of Income / Affordability**

Affordability is a key component of a successful tenancy. For all lettings the applicant must demonstrate they can / could afford a property by completing an affordability assessment. All applicants will be asked for proof of income and evidence that they have a bank account. Applicants of working age will be asked to provide an active e-mail address. Should an applicant not provide this information within two weeks of their date of application their application will be cancelled.

Some applicants may be requested to seek financial advice.

Proof of income includes:

- Completed income and expenditure sheet
- Last 5 weeks' payslips or last 3 months payslips
- Income Support award letter
- Jobseekers Allowance Booklet / award letter
- Child Benefit award letter confirming entitlement
- Proof of any other Benefits such as Disability Living Allowance, Child Tax Credits, Pension Credits, Carers and Attendance Allowance, War Disablement
- Pension and War Widow's Pension

Certified copy of business accounts if self employed

## **9. Children above ground floor**

In order to make best use of property, the policy takes a flexible approach with regard to allocating flats to households with children. Where it is deemed the property is inappropriate then use may be made of local lettings policies to restrict the allocation of these properties to households with children.

Aspects to bear in mind may include the type of entrance – communal or private, the

type of flooring and how soundproof the property is, number of steps, age of children etc.

Similar consideration will be given when assessing whether a family with children living in a property above ground floor is in housing need.

## **10. Banding**

### **Band 1**

With Band 1 cases, each will be considered individually and on its own merit. A decision will be made by at least two senior officers including Housing Management and Options Team Leaders, Homelessness Prevention and Housing Options Lead, Housing Policy and Strategy Officer, Service Manager Landlord Services, Service Manager Housing Solutions.

This band will only be used in exceptional circumstances.

Examples of situations that may be considered include: :

- Management moves
- Where the applicant, or member of the applicants' family, may suffer significant harm if they are not re-housed.
- Witness protection
- To prevent adaptations needing to be done in the current home

### **Band 2**

The under-occupation of social properties in Powys applies to both those in receipt of housing benefit and those who are not. Please see the allocations policy regarding Armed Service personnel.

### **Band 3**

This is for all applicants who are not eligible for bands 1 or 2, but do fulfil the housing need criteria listed in section 5 of the Policy document, are ready to move and have a local connection.

Local Connection is when a person or persons

- have lived in, volunteered in or studied in the local Community for a period of at least 12 months at the time of application OR
- have previously lived in the local Community for a period of at least 3 consecutive years and wish to live there; OR
- have a firm offer of employment in the local Community or be currently employed in the local Community; OR

- wish to provide full time care to a resident/or need to receive full time care from a resident in the local Community who would otherwise be unable to because the lack of affordable housing; OR
- have close relatives who have lived in the area for the last 5 years continuously, and both the person and the locally residing relative indicate a wish for them to be near them. Close relatives are usually defined as parents or children, however, consideration may also be given to other family members in certain circumstances; OR
- satisfy any of the above criteria, in relation to an adjoining local community if the supply of affordable housing is insufficient.

The definitions of terms e.g. “local” correspond to those contained in the current planning policies of the Council. In the unlikely event of the type and size of property not being available in the adjoining local community we would apply the cascade defined in planning policy.

Serving members of the Armed Forces, and other persons who normally live with them as part of their household, do establish a local connection with an area in Powys by virtue of serving, or having served, there while in the Forces irrespective of the length of time spent in that area.

This is in line with the Powys Armed Forces Covenant.

#### **Band 4**

This is for all applicants who are not eligible for bands 1, 2 or 3, but do fulfil the housing need criteria listed in section 5 of the Policy document.

#### **Band 5**

This is for all applicants who have no housing need.

### **11. Change of Circumstances**

If an applicant has a change of address this generally means a change in their housing need and so they must be re-assessed with a new date. If an applicant wishes to add new areas, change size of accommodation required etc. then the same date will be used. It remains the responsibility of the applicant to inform Powys County Council immediately of any changes in circumstances.

### **12. Difficult to let properties**

Occasionally, there may be a property for which there are no eligible applicants. In these instances the size criteria may be relaxed. For example applicants who can afford it may be allocated a property with two bedrooms above what is needed. If still no suitable applicants the property will be advertised by way of e-mail, posters, websites etc.

### **13. Formal Offers**

Formal offers will usually be made by telephone (if no reply followed up by a text message), or email and applicants will be given 48 hours to respond. If no response is received to this offer within 48 hours it will count as an unreasonable refusal and a review letter will be sent to the applicant giving them 7 days to make contact. If there is still no response the applicant will be removed from the Scheme.

Examples of unreasonable refusals may include:

- Not liking the area (if not previously discounted by the applicant)
- Not liking the décor / property condition
- Not liking the neighbours
- Stating the property is too small (a single person refusing a bedsit)

### **14. Homeless Duty**

If an applicant is owed a duty under the Housing (Wales) Act 2014, a first and final offer will be made in writing.

### **15. Reviews**

This will initially be done by telephone, text or email. If no response within 48 hours a review letter will be sent. Failure to respond to this within 7 days will result in the application being removed from the Scheme.

**16. Older Persons' Accommodation** If the partner organisations are unable to allocate a property designated as suitable for occupation by older persons (over 55 for Housing Association and 60 years and over for Council), consideration may also be given to those of a younger age with health issues.

### **17. Amending Existing Tenancies**

Where the request to amend a tenancy is agreed by all parties (existing tenants, applicants and the Council/RSL) as stated in the Policy document a new tenancy may be allocated and the existing tenancy terminated.

Tenants may be asked to sign an agreement with regard to any issues relating to the existing (previous) tenancy e.g. Rent arrears.

Tenants and applicants should contact their local area housing office regarding the current procedure and guidance.

## **18. Local Lettings Policy**

Examples of circumstances when a landlord may wish to introduce a local lettings policy are:

- Age restrictions applied to general needs allocations if in the vicinity of older persons' accommodation.
- Allocating properties to a specific household type (couples with no children) to ensure a mixed community.

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# Cyngor Sir Powys County Council

## Impact Assessment (IA)

*The integrated approach to support effective decision making*



This **Impact Assessment (IA)** toolkit incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management supporting effective decision making and ensuring compliance with respective legislation.

**Please read the accompanying guidance before completing the form.**

**Draft versions of the assessment should be watermarked as "Draft" and retained for completeness, however only the final version will be publically available. Draft versions may be provided to regulators if appropriate. In line with Council policy IAs should be retained for 6 years.**

<b>Service Area</b>	Housing	<b>Head of Service</b>	Simon Inkson	<b>Strategic Director</b>	Paul Griffiths	<b>Portfolio Holder</b>	Jonathan Wilkinson
<b>Proposal</b>	Common Allocation Scheme Policy and Procedure						
<b>Outline Summary</b>							
This Common Housing Register (CHR) policy and procedure looks to update the current CHR policy and procedure which was last reviewed in 2015. The overall aim is to increase housing options and provide easier access for applicants to find the right housing solution by having one register and one allocation policy across Powys. Following a review in December 2016, which took into account operational findings, amendments have been made which look to make better use of social housing stock and resources, bring the policy in line with current legislation and guidance and address the challenges posed by changes to the benefit system.							

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Version Control (services should consider the impact assessment early in the development process and continually evaluate)

Version	Author	Job Title	Date
V1	Kelly Jones	Housing Policy and Strategy Officer	20/6/17
V2	Kelly Jones	Housing Policy and Strategy Officer	03/7/17
V3	Kelly Jones	Housing Policy and Strategy Officer	31/7/17

### 2. Impact on Other Service Areas

**Does Proposal have potential to impact on another service area? (Including implication for Health and Safety and corporate parenting)**

**PLEASE ENSURE YOU INFORM / ENGAGE ANY AFFECTED SERVICE AREAS AT THE EARLIEST OPPORTUNITY**

It will promote greater collaborative working between the Housing service and other services such as Income and Awards regarding our ability to tackle fraud and deal with the welfare benefit changes.

# Cyngor Sir Powys County Council

## Impact Assessment (IA)

The integrated approach to support effective decision making



3. How does your proposal impact on the council's strategic vision?

Council Priority	How does the proposal impact on this priority?	IMPACT Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	IMPACT AFTER MITIGATION Please select from drop down box below
Services delivered for less	A number of changes to the policy including the amendment of Band 2 to prioritise all social tenants who are wanting to downsize and allocations being based on the need of the size of house rather than the want, all look to promote the best use of our housing stock and encourage mobility within the stock to ensure that applicants are housed in the right home and able to sustain their tenancy.	Good	No impact	Choose an item.
Supporting people in the community	In order to make best use of social housing stock and encourage greater mobility within the social rented sector, it is also proposed to restrict the size of properties households can apply for. This will also ensure applicants are in a home they are able to afford for the long term. By removing the restriction on only allowing households with dependent children to apply for a house, this encourages families to stay together and provides an alternative housing option for older children who may not be able to afford to move out on their own.	Good	No impact	Choose an item.
Developing the economy	No impact	Choose an item.	No impact	Choose an item.
Learning	No impact	Choose an item.	No impact	Choose an item.
<b>Source of Outline Evidence to support judgements</b>				
Code of Guidance for Local Authorities on Allocation of Accommodation and Homelessness Feedback from CHR review				

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## Impact Assessment (IA)

*The integrated approach to support effective decision making*



### 4. How does your proposal impact on the Welsh Assembly's well-being goals?

Well-being Goal	How does proposal contribute to this goal?	<b>IMPACT</b> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<b>IMPACT AFTER MITIGATION</b> Please select from drop down box below
<b>A prosperous Wales:</b> An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.	No impact	Choose an item.	No impact	Choose an item.
<b>A resilient Wales:</b> A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).	No impact	Choose an item.	No impact	Choose an item.
<b>A healthier Wales:</b> A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.	No impact	Choose an item.	No impact	Choose an item.
<b>A Wales of cohesive communities:</b> Attractive, viable, safe and well-connected Communities.	No impact	Choose an item.	No impact	Choose an item.
<b>A globally responsible Wales:</b> A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.	No impact	Choose an item.	No impact	Choose an item.
<b>A Wales of vibrant culture and thriving Welsh language:</b> A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.				

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## Impact Assessment (IA)

The integrated approach to support effective decision making



<i>Opportunities for persons to use the Welsh language, and treating the Welsh language no less favourable than the English language</i>	No impact	Choose an item.	No impact	Choose an item.
<i>Opportunities to promote the Welsh language</i>	No impact	Choose an item.	No impact	Choose an item.
<i>Welsh Language impact on staff</i>	No impact	Choose an item.	No impact	Choose an item.
<i>People are encouraged to do sport, art and recreation.</i>	No impact	Choose an item.	No impact	Choose an item.
<b>A more equal Wales:</b> A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).				
<i>Age</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	The Housing service needs to capture better quantitative data regarding the 9 protected characteristics to reduce the number of unknowns and improve on the reporting aspect of these characteristics. In turn the right measures need to be put in place so we can better evidence the impact of the policy.	Good
<i>Disability</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good
<i>Gender reassignment</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good
<i>Marriage or civil partnership</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good
<i>Race</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good
<i>Religion or belief</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good
<i>Sex</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good
<i>Sexual Orientation</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good
<i>Pregnancy and Maternity</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good
<b>Source of Outline Evidence to support judgements</b>				
<p>Census 2011 figures show that “a larger proportion Council tenants indicate their day to day activities are limited a little or a lot, compared with all tenures” – 31% compared to 21%.  <a href="https://statswales.gov.wales/Catalogue/Health-and-Social-Care/Social-Services/Disability-Registers">https://statswales.gov.wales/Catalogue/Health-and-Social-Care/Social-Services/Disability-Registers</a></p> <p>We are currently in the process of gathering the equality statistics on applicants currently registered on the waiting list but are aware that the recording of this information needs to be improved.</p>				

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## Impact Assessment (IA)

*The integrated approach to support effective decision making*



5. How does your proposal impact on the council's other key guiding principles?

Principle	How does the proposal impact on this principle?	<b>IMPACT</b> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<b>IMPACT AFTER MITIGATION</b> Please select from drop down box below
<b>Sustainable Development Principle (5 ways of working)</b>				
<b>Long Term:</b> Looking to the long term so that we do not compromise the ability of future generations to meet their own needs.	A number of changes to the policy including the amendment of Band 2 to prioritise all social tenants who are wanting to downsize and allocations being based on the need of the size of house rather than the want, all look to promote the best use of our housing stock and encourage mobility within the stock to ensure that applicants are housed in the right home and able to sustain their tenancy. The changes also aim to meet the challenges introduced by the benefit caps and the introduction of the first weeks rent at the commencement of the tenancy reflects the ethos of universal credit.	Good	It is important that the right measures are put in place to evidence the positive and negative impact our policy and procedures are having. Frontline officers meet on a quarterly basis to review how the policy is working and to ensure it is being consistently applied across Powys.	Good
<b>Collaboration:</b> Working with others in a collaborative way to find shared sustainable solutions.	Although not a change to the policy, the whole ethos behind the CHR is for Powys CC to work together with the Housing Associations to provide a better housing service for the citizens of Powys. The aim of the CHR is to make it easier for people to apply for housing but also to increase their housing options. This may involve working with other services within the Council such as Environmental Health, social services etc. but also third partner agencies such as estate agents, support agencies, CAB, Shelter etc.	Good	No impact	Choose an item.
<b>Involvement (including Communication and Engagement):</b> Involving a diversity of the population in the decisions that affect them.	The changes have been introduced following a review carried out by frontline officers of each partner organisation of the CHR	Good	No impact	Choose an item.

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Principle	How does the proposal impact on this principle?	<u>IMPACT</u> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<u>IMPACT AFTER MITIGATION</u> Please select from drop down box below
<b>Prevention:</b> Understanding the root causes of issues to prevent them from occurring.	Early intervention and prevention is key to this policy to try and find out what the real issue is as housing is often a side effect of a separate issue. A key part of the policy is understanding the applicant's full story and finding a way forward which may involve pulling in other agencies. Due to high workload, Housing Management and Options Officers are struggling to spend that quality time at the start of the application process with individuals which is key to the early intervention process.	Poor	The CHR is continually under review and quarterly meetings with frontline staff have been set up to ensure the aims are being met. The right measures need to be put in place to be able to evidence the impact of the work being done. A pilot is currently being carried out in Welshpool to see if demand can be reduced and supply increased. There has also been a new post introduced of a Housing Options Support Officer to work in the North of the county to help alleviate workload.	Good
<b>Integration:</b> Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their well-being objectives.	The policy encourages the housing service to work alongside a host of partner agencies to achieve its aims. Key to partnership working succeeding is communication, trust and openness.	Neutral	Sharing of information where appropriate is key to integration and in some areas this is better than others. There is a plan in place for Housing to use the same IT system as social services in Winter 2017 which will help with the sharing of information to ensure the best outcome for the client. The partner Housing Associations also now have access to PCC housing IT system so are able which facilitates that sharing of information where appropriate.	Neutral
<b>Preventing Poverty:</b> Prevention, including helping people into work and mitigating the impact of poverty.	As part of the housing options approach, a full understanding of the issues facing the applicant needs to be gained and this may involve pulling in other support agencies and support to ensure that the different types of poverty are met. By introducing ID verification and revising our procedures to address fraud we are able to take more effective enforcement action to ensure properties and benefits are being used in the appropriate way.	Good	No impact	Choose an item.

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Principle	How does the proposal impact on this principle?	<b>IMPACT</b> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<b>IMPACT AFTER MITIGATION</b> Please select from drop down box below
<b>Unpaid Carers:</b> Ensuring that unpaid carers views are sought and taken into account	No impact	Choose an item.		Choose an item.
<b>Safeguarding:</b> Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves.	No impact	Choose an item.		Choose an item.
<b>Impact on Powys County C Workforce</b>	The changes to the policy were made in response to the views of staff at PCC to ensure allocations are made in a fair, effective and consistent way across Powys therefore the changes will have a positive impact on the workforce.	Good	Continuation of regular review meetings by frontline staff will aim to mitigate any negative impacts.	Good
<b>Source of Outline Evidence to support judgements</b>				
Review of CHR Feedback from Senior Investigator Income and Awards				

6. Achievability of proposal?

Impact on Service / Council	Risk to delivery of the proposal	Inherent Risk
Low	Medium	Low

7. What are the risks to service delivery or the council following implementation of this proposal?

Description of risks			
Risk Identified	Inherent Risk Rating	Mitigation	Residual Risk Rating

**Cyngor Sir Powys County Council**  
**Impact Assessment (IA)**

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To implement the changes, all current applications on the waiting list will need to be reviewed which means there will be a period where no allocations will be able to be made by Powys CC and the partner organisations	Medium	A set period will be put aside and a dedicated team will be put in place to deal with the reviews to ensure a new clean waiting list can be built in as short a time as possible to limit the disruption to all partners	Low
	Choose an item.		Choose an item.
	Choose an item.		Choose an item.
<b>Overall judgement (to be included in project risk register)</b>			
<b>Very High Risk</b>	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
			x

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# Cyngor Sir Powys County Council

## Impact Assessment (IA)

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### 8. Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
This CHR policy and procedure looks to update the current CHR policy and procedure which was last reviewed in 2015. The impact of this policy is low due to it being reviewed with minimal changes. The main amendments have been made to make best use of housing stock and resources, meet the challenges faced by benefit caps and bring it in line with current legislation and guidance.	

### 9. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?
The amendments to the policy were made in response to a review carried out by frontline staff whose day to day job involves implementing the policy and procedure and statistics on waiting list info, offers and refusals and lettings.

### 10. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?
This policy will be reviewed by the Council every three years unless there are circumstances that require a review, for example a change in legislation or regulation or in response to feedback from the quarterly review meetings. Where there has been a change in legislation which has an impact on the policy, the policy will be reviewed within 3 months of the legislation or regulation coming into effect. The mitigating actions will need to be put in place including the procedures and measures to ensure monitoring can take place.
Please state when this Impact Assessment will be reviewed.
The IA will be reviewed in line with the policy i.e. every 3 years unless there are circumstances that require a review, for example a change in legislation or regulation.

### 11. Sign Off

Position	Name	Signature	Date
Service Manager:	David Roffey		
Head of Service:	Simon Inkson		
Strategic Director:	Paul Griffiths		
Portfolio Holder:	Jonathan Wilkinson		

**FORM ENDS**

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