

Report to: Portfolio Holder for Housing

Decision Date: 8 April 2025

Portfolio Holder: Councillor Lee Brazier

Director Lead: Suzanne Shead, Director of Housing, Health and Well Being

Lead Officer: Nicola Priest, Housing Regulatory Compliance Manager, 01636 655526

Report Summary	
Type of Report	Open report Non key decision
Report Title	Allocation Scheme
Purpose of Report	To approve the draft Allocation Scheme which was presented to Cabinet on 23 rd July 2024 along with a request for approval for external Consultation. It was agreed for a delegated decision for the Portfolio Holder for Housing, Health and Wellbeing if the outcome of the consultation was that no or only minor amendments were required.
Recommendations	That the Portfolio Holder approved the Allocation Scheme as attached To approve the policy at Appendix 1
Alternative Options Considered	None
Reason for Recommendation	This approved consultation was a legal requirement set out in the Housing Act 1996. There is a legal requirement for the housing authority to have an allocation scheme, that is fit for purpose and reviewed on a regular basis.
Decision Taken	As per the recommendations.

1.0 Background

- 1.1 Throughout 2023 the project team have been working on a review of the housing register and replacement allocation scheme. As part of this work consultations have been held with members, staff, service users and involved tenants.
- 1.2 As part of the project, in May 2023 a review of the housing register was undertaken and having processed all of the returns it saw the housing register reduce from just over 6,000 applicants down to 2,700 applicants as of June 2024.
- 1.3 In addition to this reduction, in March 2024 the government released a consultation – Reform of Social Housing and as part of our response to this consultation workshops were held with Members to contribute to the response.
- 1.4 The response was submitted to DLUHC and the project team were awaiting the outcome of this prior to finalising the draft Allocation Scheme as elements of the proposal would make some significant changes to the policy. However, there has been a delay in the release and therefore the team have progressed on with the draft policy to ensure it conforms with the projects timetable.
- 1.5 In addition to this, there is a requirement when making major changes to the allocation scheme to consult with registered providers for a period of 12 weeks and the draft scheme has had its timelines matched with the Housing Management System project to enable system build meaning the draft scheme cannot wait for the outcomes from the consultation.

2.0 Proposal/Options Considered and Reasons for Recommendation

- 2.1 There is a legal requirement for the housing authority to have an allocation scheme, that is fit for purpose and reviewed on a regular basis. There is also a requirement that when making changes to the scheme where these constitute major amendments the housing authority must consult with the registered providers in their locality. Historically, we have always considered wider consultation including other providers, tenants and residents and it is anticipated we will do the same of this review too.
- 2.2 The consultation has completed and there are only minor amendments to the Allocation Scheme.

3.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

3.1 Financial Implications – FIN25-26/6890

There are no direct financial implications arising from this report that can be quantified, but any changes in Appendix 1 that have a financial impact can be funded from existing budgets in the HRA for housing allocations.

3.2 Equalities Implications

An equalities impact assessment has been completed and updated for impacts on those with protected characteristics.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Current Allocation Scheme v4

[Draft Allocation Scheme and Consultation Report - Cabinet 23 July 2024](#)