

Appendix A – list of proposed amendments to the Allocations Scheme

Page	Subject	Current wording	Proposed wording
3	Index (see below)	...	Appendix C: Procedure for assessment of Hardship and Multiple Need
4	<p>Introduction –</p> <p>This was written when the Locata scheme was very new and refers to its “pilot” status and recent set-up. Now that the scheme is established the wording needs amendment to reflect that.</p> <p>Reference also needs to be made in the introduction to Capital Moves.</p>	<p>During 2002 the Council changed the way it lets permanent housing to give people more choice. Harrow together with four other London boroughs and three housing associations, have joined forces to promote a new way of helping people to move or find a new home.</p> <p>A central lettings agency, Locata, has been set up to work with all partners to advertise and match people to homes. Movement between boroughs is now possible because a proportion of vacancies will be available to tenants and homeseekers (including homeless households) living in any of the five local authority areas. Under the new scheme tenants and homeseekers become members of Locata and actively search for a home. Vacant properties are advertised in a regular free magazine and on the Internet and members are able to bid for properties. All members are placed, in date order, into a broad needs band according to their circumstances.</p>	<p>Since 2002 a central lettings agency, Locata Housing Services Ltd, has worked with its partners, including Harrow Council, to advertise and match people to homes. Movement between boroughs is now possible because a proportion of vacancies is available to tenants and homeseekers (including homeless households) living in any of the six partner local authority areas.</p> <p>Under the planned capital Moves scheme housing applicants will be able to move to other parts of London, and a certain proportion of lettings will be made more widely available for this purpose. Additional amendments to this Scheme will be proposed when the Capital Moves scheme is finalised.</p> <p>Under the scheme tenants and homeseekers become members of Locata and actively search for a home. Vacant properties are advertised in a regular free magazine and on the Internet and members are able to bid for properties. All members are placed, in date order, into a broad needs band according to their circumstances.</p>
5	Locata partnership –	<p>1. Locata All homeseekers and transfer applicants on the</p>	<p>1. Locata All homeseekers and transfer applicants on the</p>

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	<p>Several more housing associations have joined and the current wording is misleading.</p>	<p>Housing Register of any Locata partner local authority or housing association automatically become members of Locata. The founding partners are:-</p> <ol style="list-style-type: none"> 1. London Borough of Brent 2. London Borough of Ealing 3. London Borough of Harrow 4. London Borough of Hillingdon 5. London Borough of Hammersmith and Fulham 6. London Borough of Hounslow 7. Acton Housing Association 8. Ealing Family Housing Association 9. Nottinghill Housing Trust 10. Paddington Churches Housing Association 11. Paradigm Housing Group 12. Shepherds Bush Housing Association 13. Stadium Housing Association 14. Thames Valley Housing Association 15. Westway Housing Association <p>and all other organisations that may join the partnership in the future.</p>	<p>housing register of any Locata partner local authority or housing association (listed below or that may join the partnership in the future) automatically become members of Locata.</p> <p>The partners as at the end of 2005 were:-</p> <ol style="list-style-type: none"> 1. London Borough of Brent 2. London Borough of Ealing 3. London Borough of Harrow 4. London Borough of Hillingdon 5. London Borough of Hammersmith and Fulham 6. London Borough of Hounslow 7. Acton Housing Association 8. Ealing Family Housing Association 9. Inquilab Housing Association 10. Notting Hill Housing Trust 11. Octavia Housing Association 12. PCHA Housing Association 13. Paradigm Housing Group 14. Shepherds Bush Housing Association 15. Stadium Housing Association 16. Thames Valley Housing Association 17. Westway Housing Association
5	<p>Eligibility – Although HOMES has ended and MOVE UK did not get off the ground,</p>	<p>The Council maintains a Housing Register, and the following persons are eligible to be put on it (these persons are referred to as eligible persons):-</p> <p>...</p> <p>e) persons accepted by Harrow for re-housing under the MOVE UK Mobility Scheme</p>	<p>The Council maintains a Housing Register, and the following persons are eligible to be put on it (these persons are referred to as eligible persons):-</p> <p>...</p> <p>e) persons accepted by Harrow for re-housing under any agreed national Mobility Scheme</p>

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	Harrow still prioritises elderly people who need to relocate here.		
6	<p>Dependants –</p> <p>The example given of an alternative option for a dependant relative needs clarification.</p> <p>Reference to use of Medical Adviser needs amending in line with new policy on assessment of composite need (see new Appendix C)</p>	<p>3. Who can be considered part of the household?</p> <p>...</p> <p><u>Dependants</u></p> <p>A dependant relative who has joined the household because they are unable to live independently and there are no other options for the family, e.g. the relative owns a property or occupies a property large enough to accommodate the family. Advice will be sought from the Medical Adviser on whether the relative needs to live with the family. Where this is not considered essential, other options, such as sheltered housing, will be discussed with the family before a decision is made by the Housing Assessment Manager as to whether the relative should be included in the application or advised to make a separate Housing Register application.</p>	<p>3. Who can be considered part of the household?</p> <p>...</p> <p><u>Dependants</u></p> <p>A dependant relative who has joined the household because they are unable to live independently and there are no other options for the family (e.g. the relative may own or occupy a larger property which could accommodate the whole family, rather than the relative moving in to the smaller home).</p> <p>Appropriate professional advice will be sought on whether the relative needs to live with the family. Where this is not considered essential, other options, such as sheltered housing, will be discussed with the family before a decision is made by the Housing Assessment Manager as to whether the relative should be included in the application or advised to make a separate Housing Register application.</p>
7	<p>Exclusions from membership</p> <p>– Must amend in the light of</p>	<p>4. Exclusions from membership</p> <p>The following persons are not eligible for entry on the Housing Register for the allocation of social housing:-</p> <p>...</p> <ul style="list-style-type: none"> ➤ are currently registered with another Locata 	<p>4. Exclusions from membership</p> <p>The following persons are not eligible for entry on the Housing Register for the allocation of social housing:-</p> <p>...</p>

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	<p>legal advice that we cannot prevent a person from registering with more than one Locata partner.</p>	<p style="text-align: center;">partner (subject to Board decision)</p>	
<p>9</p>	<p>Fresh Start –</p> <p>We no longer have a Fresh Start Team, so references to it need to be deleted from the scheme.</p>	<p>6. Registration Process</p> <p>...</p> <p>c) In Harrow more people need housing from the council and housing associations than we have available. Most homeseekers and transferring tenants have to wait many years before they will be successful in bidding for a suitable property. To try to solve this problem Harrow Council works with housing organizations in other parts of the country to help people move to areas where there are available homes. Under Harrow’s Housing Options Scheme information is provided about alternative choices in the housing market, which will include private sector opportunities, shared ownership and out of London moves. More information is available from our Fresh Start Team on 0208 424 1730.</p>	<p>6. Registration Process</p> <p>...</p> <p>c) In Harrow more people need housing from the council and housing associations than we have available. Most homeseekers and transferring tenants have to wait many years before they will be successful in bidding for a suitable property. To try to solve this problem Harrow Council works with housing organizations in other parts of the country to help people move to areas where there are available homes. Under Harrow’s Housing Options Scheme information is provided about alternative choices in the housing market, which will include private sector opportunities, shared ownership and out of London moves.</p>
<p>11</p>	<p>Priority dates</p> <p>–</p> <p>An applicant should not get their band</p>	<p>10. Priority dates</p> <p>The principle of the scheme is that no one should overtake existing members in a band.</p> <p><u>Moving Up a Band</u></p> <p>Moving up a band – the date that the higher priority</p>	<p>10. Priority dates</p> <p>The principle of the scheme is that no one should overtake existing members in a band.</p> <p><u>Moving Up a Band</u></p> <p>Moving up a band – the date that the higher priority</p>

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	<p>priority date backdated if they have been adequately housed since their original priority band was given.</p> <p>Example 5 already shows this, so does not need to be amended, but the accompanying text needs to state this explicitly.</p>	<p>has been given.</p> <p><u>Moving Down a Band</u> Moving down a band – new priority date reverts to the date that applied when the member was previously in that band or any earlier date when they were in a higher band. The principle is that when moving down they should be awarded the earliest date that they were in the new lower band, or in a higher band.</p> <p>...</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">Example 5</th> <th style="width: 50%;">Priority Date</th> </tr> </thead> <tbody> <tr> <td>Member applies to register for sheltered accommodation in January and is awarded band C</td> <td>January</td> </tr> <tr> <td>In February member changes his mind and wants one bed non- sheltered and is down graded to band D</td> <td>January</td> </tr> <tr> <td>In April member is awarded medical priority - band C</td> <td>April</td> </tr> <tr> <td>In May member is awarded urgent medical priority – band B</td> <td>May</td> </tr> <tr> <td>In June medical priority reduced again – band C</td> <td>April</td> </tr> <tr> <td>In June member is awarded</td> <td>June</td> </tr> </tbody> </table>	Example 5	Priority Date	Member applies to register for sheltered accommodation in January and is awarded band C	January	In February member changes his mind and wants one bed non- sheltered and is down graded to band D	January	In April member is awarded medical priority - band C	April	In May member is awarded urgent medical priority – band B	May	In June medical priority reduced again – band C	April	In June member is awarded	June	<p>has been given.</p> <p><u>Moving Down a Band</u> Moving down a band – new priority date reverts to the date that applied when the member was previously in that band or any earlier date when they were in a higher band. The principle is that when moving down they should be awarded the earliest date that they were in the new lower band, or in a higher band.</p> <p>If they have been adequately housed (i.e. band D) for any of the intervening time, the new band date cannot be any earlier than the date they were subsequently awarded A, B or C band.</p> <p>...</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">Example 5</th> <th style="width: 50%;">Priority Date</th> </tr> </thead> <tbody> <tr> <td>Member applies to register for sheltered accommodation in January and is awarded band C</td> <td>January</td> </tr> <tr> <td>In February member changes his mind and wants one bed non- sheltered and is down graded to band D</td> <td>January</td> </tr> <tr> <td>In April member is awarded medical priority - band C</td> <td>April</td> </tr> <tr> <td>In May member is awarded urgent medical priority – band B</td> <td>May</td> </tr> <tr> <td>In June medical priority reduced again – band C</td> <td>April</td> </tr> </tbody> </table>	Example 5	Priority Date	Member applies to register for sheltered accommodation in January and is awarded band C	January	In February member changes his mind and wants one bed non- sheltered and is down graded to band D	January	In April member is awarded medical priority - band C	April	In May member is awarded urgent medical priority – band B	May	In June medical priority reduced again – band C	April
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13	<p>Priority dates for bands B and C homeless applicants – We need to be specific about the relevant date (homeless date not decision date, as per recent Russell et. al. Ombudsman decision, Hounslow Council).</p> <p>Sheltered assessments and care plans are confused in the existing wording.</p>	<p>10. Priority dates The relevant dates ... are as follows:- ... Band B ... Homeless – date of homelessness acceptance ... Band C ... Registration date unless moving from band D to C because of newly unsatisfactory housing conditions, new medical needs, becoming eligible for sheltered accommodation or new Care Plan when the date of the new assessment is used.</p>	<p>10. Priority dates The relevant dates ... are as follows:- ... Band B ... Homeless – date the applicant became homeless (which cannot precede the date that the applicant actually made a homeless application). ... Band C ... Registration date unless moving from band D to C because of:</p> <ul style="list-style-type: none"> • newly unsatisfactory housing conditions, • new medical needs, • new Care Plan • becoming eligible for sheltered accommodation, when the date of the new assessment is used. <p>If moving from band D to C because of homelessness this will be the date the applicant became roofless and was placed in non-self-contained accommodation or made own temporary arrangements.</p>												

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14	<p>Assessments and Banding Decisions –</p> <p>This section needs to include a reference to our new policy on assessment of composite need (see new Appendix C)</p>	<p>11. Assessments and Banding Decisions</p> <p>Following the registration a decision will be made on what, if any, follow up action is appropriate, e.g. referral to the Medical Adviser; Disability Services, Environmental Health Officer (EHO), Homelessness Assessment Team if there is a threat of homelessness, or Social Services. The Housing Assessment Team makes decisions about banding in the light of appropriate advice and the following guidelines. They will carry out a composite assessment of the needs of all members of households with multiple needs.* The assessment will determine whether such households will be accorded an additional preference by being placed in band A or B, as appropriate to their needs.</p>	<p>11. Assessments and Banding Decisions</p> <p>Following the registration a decision will be made on what, if any, follow up action is appropriate, e.g. referral to the Medical Adviser; Disability Services, Environmental Health Officer (EHO), Homelessness Assessment Team if there is a threat of homelessness, or Social Services. The Housing Assessment Team makes decisions about banding in the light of appropriate advice and the following guidelines. They will carry out a composite assessment of the needs of all members of households presenting hardship or multiple needs. The assessment will determine whether such households will be accorded an additional preference by being placed in band A or B, as appropriate to their needs. Appendix C sets out the council’s policy and procedure for assessing hardship and multiple need.</p>
14	<p>Medical needs –</p> <p>The policy needs to be amended so that the advice of a suitably qualified medical professional</p>	<p>a) Medical Needs (applicable to both Homeseekers and Transfers)</p> <p>Members who indicate that they or anyone in their household have an illness or disability, which is affected by their current home, or who may be vulnerable on physical or mental health grounds and in need of settled accommodation are requested to complete a Medical Self-Assessment form. The Housing Assessment Team considers this form, together with any relevant information from the General Practitioner, hospital consultant, or</p>	<p>a) Medical Needs (applicable to both Homeseekers and Transfers)</p> <p>Members who indicate that they or anyone in their household have an illness or disability, which is affected by their current home, or who may be vulnerable on physical or mental health grounds and in need of settled accommodation are requested to complete a Medical Self-Assessment form. The Housing Assessment Team considers this form, together with any relevant information from the general practitioner, hospital consultant, or</p>

* Households with multiple needs are households entitled to a reasonable preference in the allocation of housing on more than one of the statutory grounds as defined in Section 167 of the Housing Act 1996 as amended by the Homelessness Act 2002.

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	<p>advises us on all claims for medical priority (as per the recent Chinery Ombudsman decision against Harrow council)</p>	<p>Occupational Therapist as appropriate. Where appropriate the Team also seeks advice from the Council's medical advisor.</p>	<p>occupational therapist as appropriate. The Team also seeks advice from the Council's medical advisor, except where the member sends in the same information repeatedly, or the medical condition is clearly not of such a nature as to be adversely affected by the type of accommodation occupied. Staff will also attempt to contact consultants directly if they or the Medical Adviser are unclear on the nature of the evidence provided.</p>
<p>20 and 21</p>	<p>Rent Arrears Policy</p> <p>The policy currently omits mention of applicants who owe the council money. Someone who has not paid their council tax can be offered a council tenancy, which is not right.</p> <p>The new</p>	<p>12 Rent Arrears Policy – Accepted Homeless Households in temporary accommodation</p> <p>Applications will be suspended when a homeseeker either</p> <ul style="list-style-type: none"> a) refuses to pay the rent b) fails to make a commitment to repay arrears or c) fails to provide supporting information for a Housing Benefit claim. <p>– Homeseekers in the private sector</p> <p>Where a homeseeker is in the private sector then any arrears will not be taken into account. However,</p>	<p>12 Rent Arrears Policy – Accepted Homeless Households in temporary accommodation</p> <p>Applications will be suspended when a homeseeker either:-</p> <ul style="list-style-type: none"> a) refuses to pay the rent, or b) fails to make a commitment to repay arrears, or c) fails to provide supporting information for a Housing Benefit claim, or d) owes the council money and has refused to make, or has failed to keep to, a repayment arrangement. <p>– Homeseekers in the private sector</p> <p>Where a homeseeker is in the private sector then any arrears will not be taken into account. However, the homeseeker's application will be suspended if</p>

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	<p>policy also needs to apply to non homeless homeseekers and tenants.</p>	<p>where they have lost their previous accommodation...</p> <p>– Tenants</p> <p>Tenants are allowed to be members of Locata even if they have rent arrears. However, at the time that they bid for a property they must have a clear rent account.</p>	<p>they owe the council money and have refused to make, or have failed to keep to, a repayment arrangement. Where they have lost their previous accommodation...</p> <p>– Tenants</p> <p>Tenants, like homeseekers, are allowed to be members of Locata even if they have rent arrears. However, at the time that they bid for a property they must have a clear rent account. Their application may be suspended if they owe the council money (either rent, council tax or any other debt) and have refused to make, or have failed to keep to, a repayment arrangement. .</p>
26	<p>Mobility nominations</p> <p>–</p> <p>MOVE UK did not get off the ground, but Harrow still prioritises elderly people who need to relocate here.</p> <p>The subsequent</p>	<p>15 e) Move UK (inward mobility) nominations</p> <p>Move UK is a voluntary scheme designed to provide housing mobility opportunities and assistance with housing problems for people in London and throughout the British Isles. Because of the shortage of accommodation in Harrow we only accept incoming Move UK nominations for sheltered and designated elderly accommodation.</p> <p>Nominations from other housing organisations can be considered from homeseekers who have a local connection (usually a family connection). Incoming Move UK applicants must register with the authority where they have the most connection but they can bid for cross-borough properties.</p>	<p>15 e) Inward mobility nominations</p> <p>Because of the shortage of accommodation in Harrow we only accept incoming nominations on behalf of out of borough residents for sheltered and designated elderly accommodation.</p> <p>Such nominations from other housing organisations can be considered from homeseekers who have a local connection (usually a family connection). Applicants must register with the authority where they have the most connection but they can bid for cross-borough properties.</p> <p>Applications are referred to the Housing Assessment</p>

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	<p>paragraph had a duplicate letter, so needs to be renumbered.</p>	<p>Applications are referred to the Housing Assessment Team who will check that:-</p> <ul style="list-style-type: none"> ➤ the list is open for new Move UK applicants, ➤ they meet the above criteria, and ➤ that their referring organisation completes a sheltered assessment form. <p>The Housing Assessment Team will place accepted nominees on the Housing Register, in band C.</p> <p>15 e) People not currently resident within the borough...</p>	<p>Team who will check that:-</p> <ul style="list-style-type: none"> ➤ the list is open for new mobility scheme applicants, ➤ they meet the above criteria, and ➤ that their referring organisation completes a sheltered assessment form. <p>The Housing Assessment Team will place accepted nominees on the Housing Register, in band C.</p> <p>15 f) People not currently resident within the borough...</p>
27	<p>Other groups on the register –</p> <p>We need to add another group to Para 15: homeless people resident in Harrow to whom a homelessness duty is owed by another borough.</p>		<p>15 g) People resident in Harrow to whom a homelessness duty is owed by another borough</p> <p>If a person wishes to register for housing with Harrow, in addition to their registration with their “home” borough, they will be given band C. They will be given less preference than other band C members to whom Harrow owes a homelessness duty, but more preference than non-residents referred to in (f) above, to whom no homelessness duty is owed.</p> <p>However, the individual merits of the case will be considered, so that higher priority may be given where Harrow is satisfied that the authority that owes the duty is unable to provide suitable accommodation.</p>
27 and	<p>Housing for the elderly –</p>	<p>16. Housing for the elderly</p> <p>Harrow has three types of accommodation</p>	<p>16. Housing for older people</p> <p>Harrow has three types of accommodation</p>













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28	<p>The wording should be changed to reflect the way the council currently discusses older people, as per the “Older People’s Housing Review”.</p>	<p>specifically for the elderly. These are:-</p> <ul style="list-style-type: none"> ➤ Elderly Persons Dwellings <p>These are specifically designated for elderly people who can live independently. To be eligible the member must be meet the advertised age criteria, which may be 45+, 50+ or 55+. For some flats fairly good mobility is necessary, as many are on the first or second floor without a lift.</p> <p>...</p> <p>17. Processing applications from the elderly</p> <p>...</p>	<p>specifically for older people. These are:-</p> <ul style="list-style-type: none"> ➤ Older Peoples Dwellings <p>These are specifically designated for older people who can live independently. To be eligible the member must be meet the advertised age criteria, which may be 45+, 50+ or 55+. For some flats fairly good mobility is necessary, as many are on the first or second floor without a lift.</p> <p>...</p> <p>17. Processing applications from people over 60 years of age</p> <p>...</p>
28	<p>Sheltered housing –</p> <p>The paragraph needs to give more clarity on what “needing” sheltered housing entails.</p>	<ul style="list-style-type: none"> ➤ Sheltered Housing <p>This type of accommodation is for members aged sixty or over who can live independently and are able to manage alone, but who prefer the added security of a resident warden and an alarm cord system should it be necessary to seek help in an emergency. This includes people who can manage alone with the aid of a social services care package. Members who are disabled may be considered for sheltered from 55 years.</p> <ul style="list-style-type: none"> ➤ Very Sheltered Housing <p>Harrow has one sheltered scheme with an extra element of care. The scheme is staffed by residential social workers that work on a rotational basis to provide cover 24 hours per day. Access to</p>	<ul style="list-style-type: none"> ➤ Sheltered Housing <p>This type of accommodation is for members aged sixty or over (although age limits for schemes do vary) who can live independently and are able to manage alone, but who prefer the added security of a resident warden and an alarm cord system should it be necessary to seek help in an emergency. This includes people who can manage alone with the aid of a social services care package. Members who are disabled may be considered for sheltered from 55 years. Members who are already living in a sheltered scheme may apply to transfer to another, but will only get band D for this unless there is a demonstrated need (as opposed to a preference) for the transfer.</p> <ul style="list-style-type: none"> ➤ Very Sheltered/ Extra Care Housing











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		the scheme is by Social Services nomination and people age 55+ are eligible.	Harrow has one sheltered scheme with an extra element of care, and other schemes are planned. The scheme is staffed by residential social workers that work on a rotational basis to provide cover 24 hours per day. Access to the scheme is by Social Services nomination and people age 55+ are eligible.
28	<p>Watkins House –</p> <p>Reference needs to be made more generic in light of council's plans for more extra care housing.</p>	(iv) The Visiting Officer evaluates the Sheltered Assessment, taking into account the advice of the Council's Medical Advisor if applicable, and recommends that the applicant is either suitable or not for Sheltered Accommodation. Those who appear to need a higher level of support and or care are referred to the Social Services Elderly Care Management Team for an assessment of their suitability for Watkins House or Residential Care.	(iv) The Visiting Officer evaluates the Sheltered Assessment, taking into account the advice of the Council's Medical Advisor if applicable, and recommends that the applicant is either suitable or not for Sheltered Accommodation. Those who appear to need a higher level of support and or care are referred to the Social Services Elderly Care Management Team for an assessment of their suitability for extra care sheltered housing or Residential Care.
29	<p>Applications Officer – This mistake in the title needs correcting, and reference to assisted bidding would be appropriate here.</p>	(vii) The Applications Officer will advise members which, if any, partners are able to assist and explain how to bid.	(vii) The Housing Options Officer will advise members which, if any, partners are able to assist, explain how to bid and, if the person needs it, bid for properties on their behalf.
31	<p>Eligibility of bids –</p>	<p>22. Eligibility of Bids Members on Harrow's Housing Register may bid for</p>	<p>22. Eligibility of Bids Members on Harrow's Housing Register may bid for</p>





































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	The list of housing associations needs updating	properties advertised in the following sections of Locata HOME:- <ul style="list-style-type: none"> ➤ Harrow ➤ Cross-Borough ➤ PCHA Housing Association ➤ Ealing Family Housing Association 	properties advertised in the following sections of Locata Home:- <ul style="list-style-type: none"> ➤ Harrow ➤ Cross-Borough ➤ Any of the individual housing association pages 																																										
32	Bidding rules – These need clarification that members registered with a partner housing association but resident in Harrow are eligible to bid on Harrow’s page.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;">22 Member is on Harrow’s Housing Register</td> <td style="padding: 5px;">If a property is a Harrow property and not advertised cross-borough, the member must be on Harrow’s register.</td> </tr> </table>	22 Member is on Harrow’s Housing Register	If a property is a Harrow property and not advertised cross-borough, the member must be on Harrow’s register.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;">22 Member is on Harrow’s Housing Register, or on the register of a partner housing association and resident in Harrow.</td> <td style="padding: 5px;">If a property is a Harrow property and not advertised cross-borough, the member must be on Harrow’s register, or on the register of a partner housing association and resident in Harrow.</td> </tr> </table>	22 Member is on Harrow’s Housing Register, or on the register of a partner housing association and resident in Harrow.	If a property is a Harrow property and not advertised cross-borough, the member must be on Harrow’s register, or on the register of a partner housing association and resident in Harrow.																																						
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34 and 38	Maximum Bedroom Eligibility – This will change when Locata partners agree to adopt the bedroom standard.	Maximum bedroom eligibility is determined using the following guidelines:- <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 10%;">1</th> <th style="width: 10%;">2</th> <th style="width: 10%;">3</th> <th style="width: 10%;">4</th> <th style="width: 10%;">5</th> <th style="width: 10%;">6</th> </tr> </thead> <tbody> <tr> <td>Single person</td> <td style="text-align: center;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cohabiting or Married Couple or same sex adult siblings</td> <td style="text-align: center;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		1	2	3	4	5	6	Single person							Cohabiting or Married Couple or same sex adult siblings							Maximum bedroom eligibility is determined using the following guidelines:- <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 10%;">1</th> <th style="width: 10%;">2</th> <th style="width: 10%;">3</th> <th style="width: 10%;">4</th> <th style="width: 10%;">5</th> <th style="width: 10%;">6</th> </tr> </thead> <tbody> <tr> <td>Single person</td> <td style="text-align: center;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cohabiting or Married Couple or same sex adult siblings</td> <td style="text-align: center;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		1	2	3	4	5	6	Single person							Cohabiting or Married Couple or same sex adult siblings						
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Appendix A – list of proposed amendments to the Allocations Scheme

Page	Subject	Current wording						Proposed wording						
	<p><i>Needs to be checked – also to give consideration to the criteria for direct lettings – page 38.</i></p>	wishing to live together						wishing to live together						
		Pregnant Woman (with or without partner) with no other children						Pregnant Woman (with or without partner) with no other children						
		Parent(s) with one child						Parent(s) with one child						
		Parent(s) with one girl and one boy both under 7.						Parent(s) with one girl and one boy both under 10.						
		Parent(s) with two same sex children less than 5 years age difference						Parent(s) with two same sex children both under 20.						
		Parent(s) with one girl and one boy where one						Parent(s) with one girl and one boy where one is age 10 or over						

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35	<p>Ineligibility for an offer because of sufficient financial resources –</p> <p>Mustn't have a blanket policy of no allocations to o-occupiers – risk of adverse judicial review. Suggested wording has been borrowed from Croydon B.C.</p>	<p>25. Ineligibility for an Offer</p> <p>Members will not be made an offer of accommodation if, at the time they bid for a property, any of the following circumstances exist:-</p> <p>(i) Financial resources available to meet own housing costs</p> <p>Homesekers who are found to have sufficient financial resources to obtain accommodation for themselves in the private sector...</p>	<p>25. Ineligibility for an Offer</p> <p>Members will not be made an offer of accommodation if, at the time they bid for a property, any of the following circumstances exist:-</p> <p>(i) Financial resources available to meet own housing costs</p> <p>Homesekers who are found to have sufficient financial resources (income/ capital/ freehold, leasehold or joint interest held in a home) to obtain accommodation for themselves in the private sector or through a low cost home ownership scheme, taking into account the size and type of property needed. In exceptional circumstances there is discretion to make offers to those with negative equity and those who would be unable to manage a mortgage because of age, infirmity, disability, etc.</p>																								

Appendix A – list of proposed amendments to the Allocations Scheme

Page	Subject	Current wording	Proposed wording
39	<p>Outgoing Mobility nominations</p> <p>–</p> <p>Paragraphs to be amended in light of demise of Move UK</p>	<p>31. Outgoing MOVE UK and FRESH START Mobility Nominations</p> <p>(i) Members requesting re-housing in another borough which is not in the partners’ areas will be considered for nomination to another local authority or housing association either via the FRESH START or HOMES Mobility Schemes, if they are eligible persons. The nominee will also have to meet the criteria of the receiving authority, which sometimes includes needing to have a local connection with the borough they wish to move to.</p> <p>(ii) Members meeting these criteria may have to complete a MOVE UK application form. The Housing Options Officer will telephone the receiving organisation to find out if they will accept the nomination. If the member is not accepted the Options Officer will inform them in writing.</p> <p>(iii) If the receiving organisation is willing to consider the nomination, the Options or Fresh Start Officer will make a nomination. Details are noted on the computer so that if they bid and are eligible for an offer via Locata a check is made with MOVE UK, in order to avoid duplicate offers. If the nomination is rejected, this information is removed from the computer.</p> <p>(iv) Members will be informed by letter of the progress of their nomination at each stage, i.e. nomination, rejection.</p>	<p>31. Outgoing Mobility Nominations</p> <p>(i) Members requesting re-housing in another borough which is not in the partners’ areas will be considered for nomination to another local authority or housing association, if they are eligible. The nominee will have to meet the criteria of the receiving authority, which sometimes includes needing to have a local connection with the borough they wish to move to.</p> <p>(ii) Members meeting these criteria may have to complete an additional application form. The Housing Options Officer will telephone the receiving organisation to find out if they will accept the nomination. If the member is not accepted the Options Officer will inform them in writing.</p> <p>(iii) If the receiving organisation is willing to consider the nomination, the Options Officer will make a nomination. Details are noted on the computer so that if they bid and are eligible for an offer via Locata a check is made, in order to avoid duplicate offers. If the nomination is rejected, this information is removed from the computer.</p> <p>(iv) Members will be informed by letter of the progress of their nomination at each stage, i.e. nomination, rejection.</p>

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3 and 42	Banding Scheme – this is no longer a “pilot”.	Appendix A: LOCATA WEST LONDON CHOICE-BASED LETTINGS PILOT SCHEME	Appendix A: LOCATA WEST LONDON CHOICE-BASED LETTINGS PRIORITY BANDING SCHEME
42 to 45	Banding Scheme overcrowding rules	<i>NB WLALG will be considering giving higher priority to “severely overcrowded” applicants. This and the Capital Moves accommodation may have the effect of requiring “substantial” amendments to the Allocations Scheme.</i>	
48	Banding Scheme footnote – Mention needs to be made here of our new policy on assessment of composite need.	<p>Factors determining priorities Priorities within bands will be on a date order basis, according to the date the member was placed into that band.</p> <p>There is a residual discretion for households whose defining features (including their cumulative needs) are deemed to be so exceptional that a higher priority band is deemed to be necessary.</p> <p>Where the defining features (including the cumulative needs) of a member in band A are considered to be so exceptionally severe as to warrant immediate/imminent rehousing, there is a discretion to enable the household to be made a direct offer outside the scheme.</p>	<p>Factors determining priorities Priorities within bands will be on a date order basis, according to the date the member was placed into that band.</p> <p>There is a residual discretion for households whose defining features (including their cumulative needs) are deemed to be so exceptional that a higher priority band is deemed to be necessary. Appendix C describes the assessment process for applicants with multiple needs.</p> <p>Where the defining features (including the cumulative needs) of a member in band A are considered to be so exceptionally severe as to warrant immediate/imminent re-housing, there is a discretion to enable the household to be made a direct offer outside the scheme.</p>