

AGENDA ITEM 7

Lettings Policy

Scrutiny Panel Review: Action Plan @ 8.12.06

No	Action	Target Date	Lead Officer	Status	Comment
01	Establish an Action Plan to report on progress implementing the new Lettings Policy and to report on the Scrutiny Panel recommendations made to the Executive Committee.	01.10.06	NL	Complete	The Action Plan was produced reflecting decisions in the minutes of the 12 September Executive Committee. (Minute EX70)
02	Equality Impact Assessment Issues. Produce Action Plan.	01.10.06	NL	Complete	This Action Plan was produced for the Executive Committee but is available to the Scrutiny panel.
03	Produce draft of Leaflet on the Lettings Policy and a Points ' <i>Ready Reckoner</i> '.	19.10.06	NL/TW	Complete	Draft 1 produced. Liaison with Corporate Comm. Commenced.
3.1	Provide Post Comm. Team version to Scrutiny Review Panel	19.10.06	NL	Complete	Draft of Lettings Points leaflet provided to Scrutiny members.
04	Produce final version of Leaflet on the Lettings Policy and a Points ' <i>Ready beckoner</i> '.	01.11.07	NL		Awaiting final design and production.
05	Arrange staff training/Briefing on Lettings Policy and include Legal services element.	01.11.07	AT/JN/NL/ MW	Complete	A range of training activities has taken place for staff, partners.

No	Action	Target Date	Lead Officer	Status	Progress
06	Arrange regular 'refresher' briefings on the Lettings Policy developments	May 2007	NL/ MW	Complete	These briefings have been agreed in principal. First one not due until May 2007
07	Confirm position on Housing Benefit (HB)		NL/AT	Complete	When new tenants are signed up by Homes for Haringey they are required to complete HB forms.
08	Subject to modelling and legal advice consider awarding a greater weighting to local connections aspects of the New Lettings Policy, with a view to increasing the (75) points currently proposed..	08.10.06	NL/AT	Complete	The points element of the Lettings policy has been agreed by the Executive Member/Chief Officer.
09	Local Connection points be awarded only to applicants who have lived in Haringey for the two years immediately proceeding their application.	01.10.06	NL	Complete	Agreed. The Lettings Policy has been revised and agreed by the Executive Member/Chief Officer.
10	That the policy makes clear, that where applicants are placed in Temporary accommodation outside the borough, they will be awarded points, as long as they fulfil the residential qualification.	01.10.06	NL	Complete	Agreed. The Lettings Policy has been revised and agreed by the Executive Member/Chief Officer.
11	That the policy states that Local Connection points will not be given to the following: <ul style="list-style-type: none"> - Those placed in Haringey in temporary accommodation by another Council. - Those placed in residential accommodation by another Council - Secure tenants of another Council unless reciprocal arrangements have been agreed. 	01.10.06	NL	Complete	Agreed. The Lettings Policy has been revised and agreed by the Executive Member/Chief Officer.

No	Action	Target Date	Lead Officer	Status	Progress
12	Subject to the modelling and Legal advice, consider awarding a greater weighting than the 50 points currently proposed, as a way of rewarding 'good neighbour' transfers, thereby increasing the points for those applicants who have abided by the terms of their tenancy conditions and have no rent arrears.	04.10.06	NL/JH	Complete	This matter was consider by Officers and the Executive Member/Chief Officer were advised that the 'good neighbour' scheme was not appropriate. This was accepted by the Executive Member/Chief Officer.
13	Greater incentive to achieve an increase in under-occupation transfers; consideration to be given to increasing the financial reward and introducing other forms of assistance to tenants.		AT	In Progress	SMT is to receive a paper on the incentives package.
14	The under-occupation scheme to be re-launched with an enhanced publicity campaign to ensure greater public awareness of the scheme.		AT	In Progress	SMT to receive a paper on the proposed re-launch of the incentives package.
15	An overall publicity and education campaign is to be undertaken with staff and residents to launch the policy. A leaflet is produced and made available in major community languages.		AT	In Progress	SMT to receive a paper on publicity and education proposals for decision and sign off.
16	The Scrutiny Review Panel to be given the opportunity to comment on the draft leaflet produced.		NL	Complete	Consultation has been completed on draft leaflet and it is being finalised
17	The leaflet to be produced at the same time as the Home Connections Scheme is launched.		NL	In progress	The leaflet will be available shortly after Home Connections goes live.

No	Action	Target Date	Lead Officer	Status	Progress
18	The re-housing service, IT Department and the Legal service, in collaboration, to develop a protocol that achieves a balance between the needs of the Council to alleviate homelessness and the rights of the applicants under the Data Protection Act	08.10.06	NL	In progress	Proposed wording on sharing data is with Legal and with Rehousing Manager. There is hundreds of existing HR Application form. Any change would be longer term.
19	An Action Plan, including the operating instructions (procedures) and progress report to be presented to the Overview and Scrutiny Committee in December 2006.	01.11.06	NL	Complete	Procedures still being written. Not proposed to share drafts with panel. Final versions will be provided.
20	The Action Plan for the Housing Scrutiny to include feedback from <i>Connexions Direct</i> .	18.12.06	NL	Complete	Council has duty to 16/17 year olds and will respond to them through P&O service.
21	The review of the Housing Register be undertaken as a matter of urgency and the Rehousing Service to ensure that the register is reviewed on a regular basis.	08.10.06	PH	Complete	The review of the Housing Register has been completed and a new register successfully established. Problems with vulnerable applicants addressed and checks undertaken.
22	A modelling impact assessment of the applicants on the Housing Register be carried out before the implementation of the policy, ensuring that applicants are re-pointed using the new Lettings Policy, to ascertain whether the aims of the new policy have been achieved.	03.10.06	NL/AT/PH/JN	Complete	A large amount of modelling has taken place. Evidence strongly points to the proposed pointing scheme being appropriate to meet the Allocations Quota. This will be reviewed every 3 months.

No	Action	Target Date	Lead Officer	Status	Progress
23	An explanation regarding Homes for Haringey be included in the new Lettings Policy, to enable applicants to distinguish clearly between the Council's strategic housing services and Homes for Haringey.	01.10.06	NL	Complete	The Lettings Policy has been updated to include the amendments approved by the Executive Committee on the 12/09/06.
24	Equalities Impact Assessment	01.10.06	NL	Complete	The EIA was signed off by Head of Housing on 28.09.06. It has been circulated to Housing Scrutiny review members.
25	Prevention and Options. Member visits to observe service	01.11.06	NL/MB	Complete	A number of Scrutiny Members visited and spent time looking at the new service in operation.
26	Changes to the Lettings Policy	07.12.06	NL	Complete	A number of minor changes have taken place. A final changes list will be available to the meeting. The changes do not effect the policy.

No	Action	Target Date	Lead Officer	Status	Progress
24	The new Lettings Policy document be produced incorporating amendments agreed by the Executive Committee.	02.10.06	NL	Complete	The Lettings Policy has been updated to include the amendments approved by the Executive Committee on the 12/09/06.
25	That agreement on the final points scheme be delegated to the Director of Social Services in consultation with the Executive Member for Housing and that the final version be reported to the Executive		JH	Complete	The pointing scheme to be submitted to Director of Social Services and Executive Member for Housing.
26	That the new pointing scheme be reviewed, and amended, as appropriate by the Director of Social Services, in consultation with the Executive Member for Housing as required to meet the Council's objectives.		JH	Complete	The pointing scheme and the Allocations Quota will be reviewed every three months to ensure it is meeting the objectives of the new policy.

Action Plan Management

The Action Plan was produced on the 08.12.06 by Nigel Long.