

Tonbridge and Malling Borough Council
 Communities and Housing Advisory Board – Tuesday 12 November 2019
 Housing Allocation Scheme – Review
 Annex 2 - Project Plan

Part 1 - Project Definition and Scope

Project Name	Review of Tonbridge and Malling Councils Housing Allocations Scheme
Statement of Purpose	To review Tonbridge and Malling Borough Councils existing Housing Allocations Scheme in light of the recent legislative changes and the introduction of the Homelessness Reduction Act
Background	<p>All Councils face the issue of having a shortage of affordable social housing with demand far outstripping the supply. Ensuring people can access decent affordable accommodation is a key priority in the West Kent Housing and Homelessness Strategy 2016 – 2021.</p> <p>Social Housing is a key tool for tackling this issue. The Council currently has around 1200 applicants on its housing register with approximately 300 lettings per year.</p> <p>To ensure that this scarce resource is allocated fairly, all Councils are required to have an allocation scheme for determining priorities and procedures for the allocation of Social Housing in its area.</p> <p>Operation of Tonbridge and Mallings Councils current Allocations Scheme began in 2013 in response to the changes in the Localism Act 2011, and it has now been operational for 6 years.</p> <p>Whilst the Housing Allocation scheme has been reviewed since these changes, and it generally operates satisfactorily, it is essential that an Allocations Scheme is reviewed periodically and particularly when there are changes in legislation, statutory guidance and case law. Therefore given the introduction of the Homelessness Reduction Act 2017 there is now a need to review the Allocations Scheme and ensure that it delivers the requirements of this and is sufficiently supportive of the prevention and relief of homelessness, alongside considerations needing to be given to the UK leaving the European Union and a requirement to review the eligibility criteria</p>
Key Outcomes	<p>The Council will have in place a current, fit for purpose Allocations Scheme which is in line with current legislation and guidance.</p> <p>The Allocations Scheme will be supported by a full equalities impact assessment and risk assessment</p> <p>Assurance that the Council is fulfilling its statutory duties in relation to those who may have a housing need</p>

Key Outputs	<p>Working Group set up to steer the project</p> <p>Impact assessment of the current Allocation Scheme</p> <p>Workshops with key stakeholders</p> <p>Suggested amendments to Members</p> <p>Draft revised Allocation Scheme</p> <p>Consultation on the amended scheme</p> <p>Agreement of final draft</p>
Project Team	<p>Head of Housing and Health (Chair of Project Team meetings)</p> <p>Housing Options and Support Manager</p> <p>Housing Improvement Manager</p> <p>Housing Options and Support Service</p> <p>Housing Strategy Manager</p> <p>Development Control Manager</p> <p>Key consultees may include;</p> <p>Registered Providers in the area</p> <p>Other key voluntary and statutory agencies who would have an interest</p> <p>Those who have utilised the Allocations Scheme</p>
Progress Reporting to	<p>Director of Planning, Housing & Environmental Health Management Team</p> <p>Cabinet Member for Housing</p>

Part 2 - Delivery

Milestone	Timescale	Lead	Progress
Preparation of project plan and agreement of the project plan by members at Communities and Housing Advisory Board (CHAB)	November 2019	Claire Keeling	Project Plan in draft format for consideration by CHAB on 12.11.19
Project Group Members identified and first meeting scheduled and meetings monthly or as required throughout the project	December 2019 and then ongoing monthly	Claire Keeling	
Develop a communications Plan for the project	December 2019	Claire Keeling	
Desktop review of relevant documentation –	December 2019	Claire Keeling	

statutory guidance, legislation and issues log developed by staff			
Impact Assessment of the current Housing Allocation Scheme completed	January 2020	Claire Keeling	
Develop an evidence of need including an analysis of the current register	March 2020	Claire Keeling	
Stakeholder Workshops including staff, key partners and service users	March 2020	Claire Keeling	
Draft revised Allocations Scheme produced along with Supporting information – EqIA, Risk Assessment, staff guide	August 2020	Claire Keeling	
CHAB to approve Draft allocations Scheme	November 2020	Claire Keeling	
Consultation on the revised scheme	February 2021	Claire Keeling	
Consideration of the consultation	March 2021	Claire Keeling	
Staff Training on the changes and the implementation of these	April 2021	Claire Keeling	
Final scheme produced, agreed and implemented	May 2021	Claire Keeling	

Part 3 – Review

Date for project review: May 2021

Key Questions to be completed

To what extent were the outputs delivered?

Were there any other outputs delivered in addition to or instead of the above?

To what extent were the key outcomes met? What evidence is there to support this?

Were there any unanticipated outcomes?

What went best in the project?

What could have been done differently?