

Record of proposed PPP Policy changes January 2025.

Policy ref(s)	Policy Area	Change Description	Change type	Rationale
4.2.3 (19) & Appendix 2 Document 1	Band A	<p>New Band A criteria added as follows: “Those moving on from local authority contracted / grant funded short-term supported housing / hostels which is provided under the local authority homelessness provision, where support is no longer required. Any qualifying young person meeting this criteria who is defined as a child in need as a result of a statutory assessment carried out in accordance with Children Act 1989, section 17 by the local authority, will have their band effective date backdated to the date they moved into the supported accommodation / hostel. All other applicants meeting this criteria will not be awarded a backdate to their band effective date and the usual scheme rules will be applied in this respect.”</p> <p>This new criteria is also reflected in Appendix 2.</p>	Significant	<p>New criteria added to Band A for those moving on from local authority / grant funded short term supported / hostels which is considered local authority homeless provision. These cases are currently in Band B.</p> <p>In addition, those meeting the above criteria who are section 17 looked after children will get a backdate of their date in band to the date they moved into the accommodation. Other applicants meeting this criteria for Band A will not be awarded a backdate as they do now in Band B.</p> <p>These changes are to assist the Local Authority Homelessness Services to efficiently manage the increased demand on their services, including the increased demand for temporary accommodation and associated costs. The backdate for section 17 children in need will enable the local authority homelessness services and children’s services to assist young people into appropriate accommodation at the most appropriate time in their transition to independence.</p>
4.2.4 (4S) & Appendix 2 (2a)	Band B	<p>Amended wording to split the provision currently in Band B for move on from short term supported / hostel provision. New wording: “Moving on from short-term supported housing and hostel provision including specialist accommodation for those with</p>	Significant	<p>Some applicants who were previously included in this criteria in Band B are to be moved to Band A per the previous change listed above.</p>

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		<p>mental health issues, where support is no longer required, being:</p> <p>i. local authority contracted / grant funded accommodation which is not considered local authority homeless provision. For applicants meeting this criteria the date of entry to the band will be the date the applicant moved into the supported accommodation provision. This is to enable a swift move-on from the accommodation so releasing a bed space which can be used by another person. The date of registration will not be backdated.</p> <p>ii. Other short-term supported housing and hostel provision which is not local authority contracted.”</p>		
4.3.0 & 4.3.1	Cross Boundary Moves	<p>New section added:</p> <p>“Cross Boundary Moves</p> <p>4.3.1 Each local authority will monitor the proportion of all their properties advertised through the scheme which are allocated to applicants living outside that local authority area. This will include all applicants who are not living in the allocating local authority area, regardless of whether they can demonstrate a local connection to that local authority area as detailed in section 3.2.8.</p>	Significant	To ensure residents of any of the scheme local authority areas receive reasonable opportunity to secure accommodation in their area of residence by setting a 5% cap.

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		<p>If the number of allocations to non-resident applicants exceeds 5% net in any 12-month period, then that local authority may choose to implement an allocations approach whereby properties will be advertised giving preference to residents in that local authority area. Where this is implemented, it will be monitored on a quarterly basis and either removed / or continued as required, to maintain a maximum of 5% net inward migration. Where properties are advertised giving preference to local authority residents under this provision, exemptions will be afforded to the following:</p> <ul style="list-style-type: none"> <li data-bbox="696 991 1122 1161">i. Members of the Armed Forces Community who are exempt from local connection criteria as defined in section 3.2.14. <li data-bbox="696 1171 1122 1380">ii. Persons who are victims of domestic abuse or threats of domestic abuse, or escaping domestic abuse or harm, will be exempt from local connection requirements, as 		

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		<p>will those who have sought a place of safety in a refuge or other form of temporary accommodation in the local authority area.</p> <p>iii. Care leavers – persons aged up to age 25, who are owed a duty under Children Act 1989, section 23C, by one of the scheme partner local authorities.”</p>		
4.6.0 & Appendix 3	Discretion	<p>This section of the policy has been significantly amended to include:</p> <ul style="list-style-type: none"> • Reordering of the wording to move the section detailing considerations in applying discretion to the beginning. • Broadening the scope in which discretion can be applied to individual cases, including by adding a point about exceptional welfare need. Also, that the list of situations where discretion can be applied is not limited to those listed. • Making clear that discretion can be exercised via decisions on qualification, level of priority, making a direct offer. • Adding a point about keeping a discretion register. 	Significant	<p>The additional scope to apply discretion to individual cases including by direct match will enable local authorities to resolve extreme housing need cases in a timelier manner, resolving extreme welfare cases, removing risk, making best use of properties such as those that are adapted or suitable for adaptation, and potentially producing cost savings in accommodation, social care etc.</p> <p>The proposed changes relating to deploying a period of direct matches will give the partner local authorities more flexibility to respond and manage the extreme demand on homelessness services, temporary accommodation, and their associated costs. This flexibility will also enable a swift response to other emergency situations such as experienced during Covid.</p> <p>The added ability to be able to implement pilot trials of new ways of working will enable local authorities to potentially devise more innovative and efficient ways of working to improve efficiency in resolving housing need.</p>

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		<ul style="list-style-type: none"> • Adding a new point allowing the local authority to vary the scheme to provide for a period of direct lets to particular categories of people, where it is considered necessary to meet local housing need and taking into consideration the local authorities homelessness and tenancy strategies. Any variation will need to be approved via a separate delegated decision by the individual LA with full details of the variation published on the PPP website. • Adding a point to allow local authorities the flexibility to implement pilot trials of new ways of working to inform future service delivery and potential scheme improvements, to meet local housing need. This can only be implemented where there will be no perceived negative impact on the other partner LAs. Any variation will need to be approved via a separate delegated decision by the individual LA with full details of the variation published on the PPP website. 		

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3.2.4 (2)	Qualification	Added wording “and / or those who are defined as a child in need” to wording around having regard to any protocol agreed between the local authority and children’s services in respect of qualification.	Minor	This expands the point which previously referenced having regard to protocols for care leavers. This will allow local authority Housing Services greater flexibility to work more closely with colleagues in Children’s Services to agree and incorporate protocols for rehousing those defined as a child in need as a result of a statutory assessment under the Children’s Act 1989 Section 17.
3.2.5(7) & Appendix 1 (5d)	Qualification	Expanded point in respect of disqualification for unacceptable behaviour to include: “This will include situations where either the main or joint applicant or any household member has displayed abusive or threatening behaviour toward members of staff involved in the administration of the Property Pool Plus scheme;”	Minor	The wording was previously restricted the disqualification criteria in respect of employees to those carrying out housing management functions. This change broadens the scope to include staff administering the PPP scheme.
3.2.8(1b)	Qualification	Added new point covering exemptions to residence conditions: “Homeless households who have been newly granted refugee status and are owed a Homelessness Duty by one of the scheme local authorities. This will include those applicants who do not have a ‘priority need’ under homelessness legislation and whose homelessness has not been resolved within the 56 day ‘Homelessness Relief Duty’ period. “	Minor	To reflect duties placed on Local Authority Homelessness Services in respect of sourcing suitable accommodation for newly granted refugees who would otherwise fail to meet the PPP qualification criteria.
3.2.8(1c)	Qualification	Added new point covering exemptions for to residence conditions:	Minor	To enable Local Authorities to assist households placed in the area under the Homes for Ukraine scheme, who would otherwise fail to meet the PPP qualification criteria.

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		"Households placed in one of the scheme local authority areas under the 'Homes for Ukraine Scheme."		
3.2.8 (5)	Qualification	Addition of word "up to age", and removal of words "18-21" and "if they are pursuing a programme of education agreed in their pathway plan", in local connection section covering Care Leavers.	Minor	To reflect corporate parenting responsibility to Care Leavers up to age 25.
3.2.9(7) & Appendix 2	Qualification	Additional disregard added to the homeownership criteria, as follows: "Where an applicant or a member of their household is severely disabled and requires rehousing to a substantially adapted property, and where adaptations to the owned property have been assessed by the LA's department responsible for adaptations but deemed unfeasible, and where the equity available in the owned property together with any savings are insufficient to source a suitable adapted / adaptable property in the area."	Minor	To enable assistance to be provided to those who would otherwise be at a disadvantage in their ability to resolve their own housing need due to the specialist nature and scarcity of substantially adapted accommodation.
3.2.10 & Appendix 2	Qualification	Additional disregard added to the savings criteria, as follows: "Applicants who need rehousing to a substantially adapted property due to a severe disability, where adaptations to the current home have been assessed by the	Minor	To enable assistance to be provided to those who would be at a disadvantage in their ability to resolve their own housing need due to the specialist nature and scarcity of substantially adapted accommodation.

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		<p>LA's Department responsible for adaptations but deemed unfeasible, and where the level of savings are insufficient to source a suitable adapted / adaptable property in the area."</p> <p>Also added to Appendix 2 Financial resources section.</p>		
3.2.10 & Appendix 2	Qualification	<p>Addition of a new category for disregards to the savings threshold qualification criteria: "Applicants whose savings are above this limit will qualify for an allocation of social rented housing where an applicant is ready to be discharged from hospital or residential care, but is unable to do so as their current home is unsuitable for their needs to the extent that they would be at risk in the property, and where other potential short term and long term solutions such as adaptations, have been considered but deemed unfeasible."</p> <p>Also added to Appendix 2 Financial resources section.</p>	Minor	To provide an equitable approach to the disregard criteria in relation to savings and homeownership, to assist those who cannot be discharged from hospital who meet the criteria.
3.2.13	Qualification	Added wording "and outstanding tenancy related liability" to the disregard criteria for domestic abuse victims in relation to qualification.	Minor	This is an extension of the qualification disregards for domestic abuse victims. Currently the policy refers to disregards for domestic abuse victims in relation to local connection and property ownership. This change is in line with the Domestic Abuse Act 2021.

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3.2.14 (1) & (3)	Qualification	Armed Forces section updated to: <ul style="list-style-type: none"> Remove “five preceding years of their application” from point 1. Remove “Regular Armed Forces or” from point 3 	Minor	To incorporate the December 2024 amendment to the Allocation of Housing Statutory Guidance for the new qualification criteria for Armed Forces. This removes the five-year time limit on the disregard to local connection criteria for those who have served in the Regular Armed Forces.
4.2.2(4) & 4.2.6	Band D	Criteria for Band D has been amended to remove reference to failure to bid. Criteria for those who have refused a specified number of reasonable property offers is unchanged.	Minor	This element of the policy has never been implemented due to practicalities and complexities of administration. It is therefore considered necessary to remove this element from the Band D criteria.
4.2.3 (7) & Appendix 2 (Document 1)	Band A	The words “suitably qualified” have been added, and the word “or social care” have been removed from the evidence requirements for the award of Band A for those who are terminally ill and require rehousing due to detrimental effects caused by the present accommodation.	Minor	To ensure the evidence for the award of Band A under these circumstances must be provided by a suitably qualified health professional.
4.2.3 (8) & Appendix 2 (Document 1)	Band A	First part of the wording of this section which deals with life threatening medical conditions amended to: “Medical condition is life threatening due to detrimental effects caused by the present accommodation, either due to the location of the present accommodation and/or due to the physical conditions of that accommodation and rehousing is	Minor	To provide clarity in that the award of Band A under these circumstances is only in situations where the rehousing issue must be of a significant level of urgency which is causing a medical condition to become life threatening. Also to ensure that the evidence for the award of Band A under these circumstances must be provided by a suitable qualified health professional.

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		<p>required to remove or alleviate the risk. A suitably qualified health / mental health professional with direct knowledge of the applicant's condition will be contacted by the local authority for an opinion of the applicant's health and the impact on their housing needs, when evidence submitted by an applicant requires clarification on a point of accuracy or clarification of the prevailing circumstances of their condition."</p>		
4.2.3(10)	Band A	<p>The following wording has been added to the Care Leaver criteria in Band A: "one of" the "scheme" and "for the first time" and "The date of registration will not be backdated. In situations where a former Care Leaver aged up to 25 needs to be rehoused again following their initial move to independent living, Band A may be awarded in the circumstances set out in the following points, however a backdate to the applicant's 16th birthday will not be applied in these circumstances:</p>	Minor	<p>This to make clear the intention of the current policy wording in respect of:</p> <ul style="list-style-type: none"> • This priority is intended for young people leaving the care of one of the scheme local authority areas. • The backdate of the Band A for Care Leavers would only be awarded on their initial move to independence. Currently this is not explicit in the policy. Band A can be awarded subsequently based on the new wording, but there will be no backdate.

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		a. there is a recognised housing need, and; b. the applicant is actively engaging with the Local Authority Leaving Care Team, and; c. the Leaving Care Team are supportive of a move to resolve the housing need. “		
4.2.3 (11)	Band A	The following wording has been added to the provision for Foster Carers, adoption, Special Guardianship, and Child Arrangement Orders in Band A: “This also covers long term arrangements of kinship guardianship where the Local Authority or Family Court have not been involved.”	Minor	To incorporate the requirements within the Kinship Care Statutory Guidance published in October 2024.
1.2.2	Purpose of scheme.	Added word “scheme” to sentence explaining scheme purpose.	Clarification	To assist with clarity in respect of the ‘scheme’ as an area incorporating 5 local authorities.
1.3.1(14a)	Principles of Scheme	Amended reference to Allocation of Accommodation guidance for local authorities from September 2021 to December 2024.	Update	To reference the latest version of the guidance.
2.1.3 (6)	Information.	Added wording “a home”. To end of sentence regarding information on the cost of running a home.	Correction	To make policy in line with the information that can be provided on the PPP website i.e. general information can be provided on the costs of running a home, but not specific cost for individual properties advertised.
2.2.2	Applications	Correction to information on where a paper form can be obtained.	Correction	Forms can be requested from scheme administrator, policy previously said can be obtained from the PPP website.
2.2.2	Applications	Changed word ‘acquiescence’ to ‘agreement’	Clarification	To improve readability of policy.

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2.2.3 (1)	Applications	Added word “current” in front of passport, added reference to the need to provide immigration documentation where applicable.	Clarification	Expanded wording to reflect application procedures in practice.
2.2.3 (5)	Applications	Added new point in respect of the requirement for a landlord reference at application stage.	Clarification	To fully reflect application procedures in practice.
2.2.3 (6) & (7)	Applications	Added words, “may be requested” in respect of financial records and property ownership legal records.	Clarification	To fully reflect application procedures in practice.
2.2.3 (8)	Applications	Added words “proof of local connection” to point about other evidence that may be requested.	Clarification	To fully reflect application procedures in practice.
2.2.10	Applications	Added word “be” into first sentence.	Correction	Wording correction.
2.2.13	Applications	Added refence to the senior officer who can exercise discretion being a local authority senior officer.	Clarification	To fully reflect application procedures in practice.
2.2.15 (3i1)	Applications	Changed word ‘acquiescence’ to ‘agreement’	Clarification	To improve readability of policy.
2.2.15 (3ii)	Applications	Amended reference to overcrowded procedure from 2.1.0 to 1.1.0.	Correction	Incorrect policy reference corrected.
2.2.15 (8i)	Applications	Removed point referencing affordability criteria elsewhere in the policy.	Correction	There is no affordability criteria included in the policy.
2.2.15 (8ii)	Applications	Changed point from ii to i. Also removed “Appendix 2” wording and changed section reference from 2.2.0 to 5.2.3	Correction	Incorrect policy reference corrected.
2.2.16	Applications	Changed reference to another part of the policy from 2.214 to 2.2.15	Correction	Incorrect policy reference corrected.
3.1.1	Eligibility	Existing text removed and replaced with:	Clarification	Changed wording to reference relevant legislation and statutory guidance to ensure the information included in the policy doesn’t become outdated.

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		“The Housing Act 1996 s.160ZA states that a local authority shall not allocate housing to a person from abroad who is ineligible. As a rule, persons subject to immigration control are ineligible, there are however exceptions to this. Full details of all eligibility rules including which persons from abroad are eligible or ineligible for an allocation of social housing can be found in the Government’s ‘Allocation of Accommodation: guidance for local housing authorities in England’.”		
3.1.2 & 3.1.7	Eligibility	Existing point 3.1.2 & 3.1.7 removed	Clarification	Policy now references the relevant legislation and guidance in 3.1.1, to ensure the policy doesn’t become outdated.
3.2.3	Qualification	Added wording “where their circumstances have not materially changed” to section about disqualification for those rehoused through the scheme in the previous 12 months.	Clarification	To make clear that that applicants can reapply if they have had a material change in circumstances, and if that change has resulted in the property becoming unsuitable.
3.2.4 (1)	Qualification	Removed word “of” from final sentence.	Correction	Wording correction.
3.2.5 (1)	Qualification	Changed “or” to “the”.	Correction	Wording correction.
3.2.8	Qualification	Opening paragraph wording amended slightly to remove reference to two years residence in the area for local connection to more general opening paragraph with reference to the list of local connection criteria.	Clarification	The first point in the list of local connection criteria refers to two years residence in the scheme area. The way this paragraph was worded previously was considered confusing.

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3.2.8 (1) & Appendix 2	Qualification	In respect of local connection by residence, added word “currently”, changed “local authority” to scheme”, and added word “continuous”. Also, amended Appendix 2 local connection criteria to reflect main policy.	Clarification	Existing wording lacks clarity in that the two-year residence period needs to be current and continuous. Also, the two years can be across the whole scheme area rather than in a single local authority area.
3.2.8 (1)	Qualification	Addition of words “that”, “for”, “local authority” and “they” to the closing paragraph	Clarification	Improve readability regarding the link between local connection to a local authority are and band awarded.
3.2.8 (2) & Appendix 2	Qualification	Addition of the words “in one of the scheme local authority areas” to the section covering local connection by employment. Also, amended Appendix 2 local connection criteria to reflect main policy	Clarification	To clarify that employment needs to be in one of the local authority areas to count as a local connection.
3.2.8 (3)	Qualification & Appendix 2.	Addition of the words “current place of”, “one of”, “scheme”, “areas”, “continuous” “one of” and “scheme”, in the local connection criteria covering family association. Also, amended Appendix 2 local connection criteria to reflect main policy	Clarification	Reword for clarity to explicitly state the family member must be currently resident in one of the scheme local authority areas and have continuously lived there for at least 5 years.
3.2.8 (4)	Qualification	Addition of the word “one of” and “scheme” to the local connection section covering other special reasons.	Clarification	Reword to clarify that the local connection criteria relating to the need to be near a specialist medical or support service, that the service must be in one of the scheme LA areas.
4.2.3 (5) & 4.2.4 (3d)	Band A Band B	Reference to Appendix 5 which deals with the assessment process for overcrowding	Clarification	Added for clarity and completeness.

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		has been added into the overcrowding criteria under Band A and Band B.		
4.2.3 (5) & 4.2.3 (3D) & 5.2.3 & Appendix 5	Band A Band B Other general points	<p>The following new points have been added to the overcrowding criteria in Band A and Band B:</p> <ul style="list-style-type: none"> • “An unborn child will be included in the bedroom calculation from the point the MATB1 certificate is provided to confirm the pregnancy. The gender of the unborn child will not be taken into consideration until the birth of the child i.e. the child will be paired with another unpaired child regardless of gender until the birth. • An adult or child who cannot share due to a disability or medical condition, or due to fostering arrangements being facilitated by the local authority. • An overnight carer for any usual household member, if the carer isn’t a usual household member.” • Households assessed as needing one bedroom who are resident in either a bedsit or HMO (House of Multiple Occupation) will not meet the criteria for a priority on overcrowding grounds.” 	Clarification	<p>New points added stipulating that:</p> <ul style="list-style-type: none"> • an unborn child being is counted in the household on provision of MATB1 certificate. • 1 Bed need households in either a bedsit or HMO will not be considered to be overcrowded. <p>Both above points are already applied but not explicitly stated in the existing policy.</p> <p>The other two point regarding those who cannot share a bedroom and a bedroom for an overnight carer are already included in Appendix 5 which details the process for assessing overcrowding, but these points had been omitted from this section. Added to this section for additional clarification and transparency.</p>

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4.2.3 (17) & Appendix 2 Document 1	Band A	The wording reference to “a compulsory purchase order” has been removed from the Band A criteria relating to local authority approved regeneration or decant schemes.	Correction	Homeowners do not qualify to join the scheme and therefore a Band A priority could not be awarded to people whose homes are subject to a CPO.
4.2.5	Band C	Wording added “a local authority” and “where they have a local connection, but who will be awarded Band C for local authority scheme areas where they have no local connection.”	Clarification	Wording updated and added to clarify the impact of local connection on the band awarded for each local authority area.
4.2.6	Band D	<p>Wording added to the Band D criteria to set out how the band award date will be determined:</p> <p>“The band acceptance date in the new band will be determined as follows:</p> <ul style="list-style-type: none"> • If this is the same Band the applicant was in prior to moving to Band D then the original band acceptance date will be applied. • If the applicant moves to a higher band than they were in prior to moving to Band D then a new band acceptance date will be applied to reflect the date the last piece of evidence was provided to confirm the higher band criteria is satisfied. • If the applicant was in Band A prior to moving to Band D and following a period in Band D moves to Band B, the original acceptance date in Band A will be applied to the Band B. 	Clarification	This is applied currently but is not explicitly set out in the policy.

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		<ul style="list-style-type: none"> • If the applicant moves to Band C after the period in Band D, then the acceptance date in Band C will be the date they were originally accepted onto the housing register. • If an applicant has a change in circumstances during the 12 month period they are in Band D, that will place them in a higher priority band than they were in prior to moving to Band D, then on receipt of satisfactory evidence the application can be moved out of Band D to the appropriate band. The acceptance date in the new band will be the date the evidence was received.” 		
4.2.9	Determining Priority	<p>The section which sets out how band acceptance dates are determined where there has been a change in circumstances has been amended, new wording as follows:</p> <p>“If as a result of a change in circumstances:</p> <ul style="list-style-type: none"> • An applicant gains a higher banding preference for re-housing (e.g. they move from Band B up to Band A), their acceptance date will be amended to reflect the date that satisfactory evidence of the change was provided. • An applicant is assessed as having the same banding preference (e.g. they 	Clarification	This is applied currently but the current policy wording lacks clarity.

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		<p>remain in Band B), the original acceptance date will remain in force.</p> <ul style="list-style-type: none"> • An applicant is assessed as having less banding preference and they move from Band A down to Band B, the original acceptance date in Band A will remain in force. • An applicant moves down from Band A or Band B to Band C, their original acceptance date onto the housing register will be applied. • An applicant is moved from Band A, B or C down to Band D, their acceptance date will be amended to reflect the date of the change. For further information on applicants moving out of Band D see section 4.2.5. • If as a result of a change in circumstances an applicant becomes ineligible or disqualified, then they shall cease to be registered on Property Pool Plus.” 		
5.1.3	Choice	<p>Added wording to the section covering contact that will be made to alert customers to particular properties “message to their online PPP account” and removal of word “text”</p>	Clarification	<p>This change reflects recent changes to operational procedures whereby texting customers is no longer used, however online messages via the PPP online account is used.</p>
5.2.4 & Appendix 5	Other general points	<p>The wording regarding child access bedrooms has been expanded:</p> <ul style="list-style-type: none"> • To include further detail regarding the need to provide 	Clarification	<p>These changes have been added to provide further detail and clarity regarding the assessment process and considerations when determining the need for a child access bedroom.</p>

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		<p>evidence and the types of evidence, the following wording has been added:</p> <ul style="list-style-type: none"> ○ “and evidence provided” ○ “written statement provided by the other parent” ○ “Evidence of birth certificates will be required for each child being considered under these arrangements. Additional checks maybe undertaken to verify child access arrangements and therefore protect against fraudulent claims.” <ul style="list-style-type: none"> ● To provide further detail about the number of additional bedrooms that can be awarded for access arrangements: <ul style="list-style-type: none"> ○ “However, where the applicant has permanently resident children, consideration will first be given to establishing whether the child(ren) staying under access arrangements could share with the permanently resident 		<p>The point regarding affordability has been added in light of some difficulties in resolving housing need for some cases being assisted by the Homelessness Services. In some cases, a child access bedroom has been awarded by PPP however this is not affordable to the applicant which hinders the homelessness team’s ability to resolve the housing need and discharge the Homelessness Duty. This will enable PPP to withdraw or refuse the award of a child access bedroom on advice that it is not affordable to the applicant thereby allowing the housing need to be resolved.</p>

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		<p>child(ren) under the usual bedroom standard. If this is the case, then an additional bedroom for child access arrangements will not be awarded. Any additional bedroom awarded for child access arrangements”</p> <ul style="list-style-type: none"> • To include the wording “and advice in relation to affordability”, in relation to the factors that will be considered in the decision. • To include the award for a main applicant “and / or joint applicant / partner”. 		
Appendix (1)	Application Administration Arrangements	The following wording has been added: “To enable continuity and consistency of administration, the applicant may not subsequently select a different administering organisation to manage their application except in circumstances of safeguarding concern, or other special reason and then only by the agreement of Liverpool City Council.”	Clarification	To ensure consistency of housing application administration.
Appendix 1 Point 4	Local connection	Local connection criteria wording amended to improve clarity in line with the main section of the policy covering local connection as detailed above.	Clarification	Improve clarity of the policy wording and added two special circumstance criteria which are included in the relevant section of the main policy but had been omitted from the appendix information.

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		<p>Also, addition of the following two point in the special circumstances section:</p> <ol style="list-style-type: none"> 4. is required to move out of accommodation provided by the Ministry of Defence following the divorce or separation from a spouse or civil partner who is Service Personnel. 5. is an adult child of service personnel who can no longer remain in the family home due to the impact of their family moving from base to base. 		
Appendix 1 (6ai) & Appendix 2 (Document 1)	Financial resources	Removal of wording relating to disregards to homeownership for “those with pressing health needs that mean sheltered housing is required”, and addition of reference to 3.2.9 of the policy which lists the homeownership disregard criteria.	Correction	The reference to disregards to homeownership for those with pressing health need and needing sheltered housing is an error in this Appendix and not reflected in the main policy. This has therefore been removed with the reference to the disregard section being added for clarity.
Appendix 1 (6aii)	Financial resources	Addition of wording to reference the basis of the policy and the relevant section “in accordance with the UK Government’s upper limit for savings set out in the common rules of the DWP Benefit and Pension Rates. Some disregards apply as set out in 3.2.10”	Clarification	Addition to reflect main policy wording and reference to that section of the main policy.

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Appendix 1 Document 1.	Disqualification / Not Eligible Letter	"21 days" replaced with "15 working days"	Correction	To reflect wording in main policy.
Appendix 1 Document 2.	Qualification Assessment	Amendment of word "including" to "being" when referencing local connection disregards for Armed Forces personnel and survivors of domestic abuse.	Correction	To reflect wording in main policy.
Appendix 1 Document 2.	Qualification Assessment	Addition of wording "subject to disregard criteria set out in 3.2.9" in the homeowner qualification section.	Clarification	To reference relevant section in the main policy.
Appendix 1 Document 2.	Qualification Assessment	Addition of wording "and in certain circumstances those awaiting discharge from hospital or residential care, section 3.2.10" in the section financial resources disregards.	Clarification	To reference relevant section in the main policy.
Appendix 2 (1c)	Determining housing need	Replaced word "signposted" with "referred" to reference the agreement to refer applicants advising they are threatened with homelessness direct to the relevant homeless team.	Correction	To bring policy in line with current procedure.
Appendix 2 (5a)	Verify applicant's eligibility.	Added reference to "allocations" officer.	Clarification	In line with wording used elsewhere in the policy.
Appendix 2	Process flowchart	Added "Following the successful bid for a property" in process flowchart diagram.	Clarification	To provide context.
Appendix 2	Additional requirements	Wording amended to: "Confirmation that there is a third party to be a trustee of the tenancy (evidence is not required at application stage),satisfactory evidence that the applicant can pay the rent, such as proof	Clarification	Wording clarified to make clear that for under 18s evidence of a trustee being in place will not be requested until tenancy offer stage subject to the offering landlord's own procedures.

Policy ref(s)	Policy Area	Change Description	Change type	Rationale
		of earnings, or an adult guarantor will be required at offer subject to the offering landlord's own procedures."		
Appendix 2	Local Connection	Added following wording to the section which explains how local connection affects the priority band: "have been resident within the previous two years or where they"	Correction	Previous wording stated that priority based on residence only applies to the current area of residence and not all those areas within the two-year local connection period, which is what is applied in practice.