

Committee:	Dated:
Housing Management and Almshouses Sub-Committee	12 February 2018
Subject: Mutual Exchange Policy	Public
Report of: Director of Community and Children's Services	For Decision
Report author: Amy Carter, Community and Children's Services	

Summary

This report is presented to outline the purpose of the Mutual Exchange Policy.

The Mutual Exchange Policy has been developed, in line with current legislation, as a public-facing document to support the decisions made and enacted by the City's teams in relation to our social housing tenancies.

The document confirms our commitment to processing mutual exchange requests lawfully, fairly and in a timely manner.

Recommendation

Members are asked to:

- Approve the Mutual Exchange Policy for use by the Housing & Neighbourhoods department as part of our Estate Management practice.

Main Report

Background

1. This policy has been developed to sit alongside the Tenancy Policy, providing more operational detail. It is good practice to have a policy to set a framework for the actions that may be taken by officers, this policy assists in demonstrating fairness and transparency of decision making.
2. Our work is supported by a full range of Estate Management Procedures. This policy is proposed to provide a public-facing document which provides residents with information regarding decisions which may affect them.

Current Position

3. The Mutual Exchange Policy has been developed in liaison with legal advisors. Consultation has been carried out with residents and with staff across the Housing & Neighbourhoods department.
4. A mutual exchange is a minor piece of housing law and only some tenants will make use of it during their tenancy. The policy is designed to offer those people a clear source of information.
5. The number of mutual exchanges that have taken place in recent years is:

2014-15	5
2015-16	7
2016-17	9
2017-18	12

Corporate & Strategic Implications

6. The formulation and use of a Mutual Exchange Policy supports two priorities in the Department of Community & Children's Service Business Plan:
 - Priority 4 – Homes and communities – Developing strong neighbourhoods and ensuring people have a decent place to live.
 - Priority 5 – Efficiency and Effectiveness – delivering value for money and outstanding services.
7. The use of the Mutual Exchange Policy is expected to offer clarity to residents and support officers in their decision making, which will reduce time spent discussing and explaining the approach to residents.

Conclusion

8. In conclusion, this policy has been developed as a matter of good practice, to reflect the current legal position and to support officers in their work. This policy will also assist with the understanding and expectations of our residents in regards to the management of their tenancy.

Appendices

Appendix 1 – The Mutual Exchange Policy.

Appendix 2 – The Equality Analysis for this policy.

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