

Committee:	Dated:
Housing Management and Almshouses Sub-Committee	12 February 2018
Subject: Shift Allowance 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 Shift Allowance Policy.

The Shift Allowance 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 payments relating to those moving home lawfully, fairly and in a timely fashion.

Recommendation

Members are asked to:

- Approve the Shift Allowance 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 Social Housing Allocation 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 Shift Allowance 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 'shift allowance' is a payment made by the City of London Corporation when social housing tenants choose to downsize. The payment is made in recognition of the fact that tenants who choose to downsize provide considerable assistance to the Corporation as we are better able to meet the needs of households requiring larger accommodation.
5. Furthermore, it is recognised that the cost of these payments is minor in the context of building new properties, yet the payment has the capacity to improve residents' lives.
6. The number of shift allowances paid in recent years are as follows:

2014-15	7
2015-16	5
2016-17	3
2017-18	8 (7 of these have been Mais House residents downsizing from a 1 bedroomed flat to a bedsit)

Corporate & Strategic Implications

7. The formulation and use of a Shift Allowance 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.
8. The use of the Shift Allowance 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

9. 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 Shift Allowance Policy.

Appendix 2 – The Equality Analysis for this policy.

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