



Department of Community and Children's Services

Shift Allowance Policy

Approved by:	Housing Management and Almshouses Sub-Committee
Approval Date:	
Review Date:	<i>**2 years from approval date</i>

1. Equal opportunities

The City of London Corporation operates an Equality & Diversity policy, and this applies to all aspects of its services. We will ensure that no resident or service user is treated less favourably on the grounds of age, race, religion or belief, disability, sex, gender reassignment, sexual orientation, pregnancy or maternity, marriage or civil partnership status. This policy and all related information can be made available in different formats and translated upon request.

2. Aims

We are committed to providing excellent services that meet agreed service standards. The aims of this policy are to:

- Set out what financial benefits City of London Housing tenants may be entitled to when they choose to move to a smaller home.

3. Legislative and regulatory framework

The Land Compensation Act 1973 requires compensation to be paid to eligible households who are required to move home for reasons such as demolition or redevelopment of their existing home. This is called a 'home loss' payment.

Paying a shift allowance is elective, and is not required by legislation or regulation.

4. Related Policies and Strategies

This policy links to other Housing Service and departmental policies including:

- The Decant Policy
- The Housing Strategy
- The Mutual Exchange Policy
- The Social Housing Allocation Policy

5. Scope of the Policy

This policy applies to:

- City of London Corporation social housing tenants.

6. Introduction

We recognise that there is high demand for social housing in London. We operate a waiting list for those who qualify for housing under our Social Housing Allocation Policy and we aim to assist as many people as possible to move into suitable accommodation each year. We acknowledge that a resident choosing to move from a larger to a smaller property assists the City by vacating larger-sized accommodation; which in turn enables us to meet the needs of more applicants on our waiting list.

The City choose to undertake the good practice of offering an allowance to social housing tenants who choose to move from a larger property to a smaller property. This is called a 'shift allowance'. We recognise this can both assist with the expenses of moving home and alleviate some of the personal upheaval caused by moving home.

7. Eligibility

To be eligible for shift allowance, tenants must be:

- Social housing tenants of the City of London Corporation;
- Occupying a property that is two bedrooms or larger;
- Moving from a City Corporation property and fully vacating it – i.e. the property that is being vacated may not be assigned to family members;
- Moving into an appropriately-sized home, we cannot support intentional overcrowding; tenants may not move into a smaller property in order to secure this payment.

The following are ineligible for shift allowance:

- Successors and assignees that are required to move to a smaller property upon transfer of their tenancy.
- Tenants who are moving via Mutual Exchange.
- Fixed term tenants who are required to move to a smaller property upon renewal of their tenancy.

8. Amounts

The shift allowance payment is £2000 for the first bedroom relinquished and £1000 for any subsequent bedroom.

9. Deductions

If the intended recipient is in rent arrears, any money owed will be deducted from the shift allowance payment before it is made.

The property the tenant has vacated will be assessed for any damage and any amounts required to rectify that damage will be deducted from the shift allowance payment before it is made.

10. Timescales

Payment will be made within 28 days of the start date of the tenancy on the new property. This timescale may be varied where necessary, for example, if works are still being carried out in the property the tenant has vacated, meaning the full amount of deductions required may not yet be confirmed.

11. Budget Monitoring

Budget monitoring will be carried out in accordance with the City's standard processes.

12. Policy Exceptions

In exceptional circumstances, the City of London Corporation may consider variations to this policy. The variation will depend upon the individual situation, any extenuating circumstances and the evidence available. The decision and reasons for the decision will be provided in writing to the relevant parties.