



Community & Children's Services Committee

Date: FRIDAY, 11 FEBRUARY 2022

Time: 1.45 pm

Venue: COMMITTEE ROOMS, WEST WING, GUILDHALL

Members:

Ruby Sayed (Chairman)	Deputy Henry Jones
Randall Anderson (Deputy Chairman)	Laura Jørgensen
Deputy John Absalom	Alderman Alastair King
Rehana Ameer	Natasha Maria Cabrera Lloyd-Owen
Matthew Bell	Alderman Bronek Masojada
Peter Bennett	Deputy Catherine McGuinness
Nicholas Bensted-Smith	Benjamin Murphy
Deputy Keith Bottomley	Susan Pearson
Mary Durcan	William Pimlott
Alderman Prof. Emma Edhem	Matt Piper
Helen Fentimen	Jason Pritchard
John Fletcher	Deputy Elizabeth Rogula
Marianne Fredericks	Sir Michael Snyder
Caroline Haines	Mark Wheatley
The Revd Stephen Haines	Deputy Philip Woodhouse
Graeme Harrower	Dawn Wright
Christopher Hayward	
Deputy Jamie Ingham Clark	
Alderman Gregory Jones QC	

Enquiries: julie.mayer@cityoflondon.gov.uk

Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:

<https://youtu.be/CuoomXXgGVs>

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Reports

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **MINUTES**

To approve the public minutes and non-public summary of the meeting held on 17th December 2021.

For Decision
(Pages 7 - 14)

4. **OUTSTANDING ACTIONS**

Members are asked to note the outstanding actions.

For Information
(Pages 15 - 16)

5. **DRAFT RESOLUTION FROM THE HOUSING MANAGEMENT AND ALMSHOUSES SUB COMMITTEE**

Members are asked to consider a draft Resolution from the Housing Management and Almshouses Sub Committee, to the Planning and Transportation and Policy and Resources Committees.

For Discussion
(Pages 17 - 18)

6. **COVID UPDATE**

Director of Public Health to be heard.

For Information

7. **APPOINTMENTS TO THE HOUSING MANAGEMENT AND ALMSHOUSES AND SAFEGUARDING SUB COMMITTEES FROM THE WIDER COURT OF COMMON COUNCIL**

Report of the Town Clerk.

For Decision
(Pages 19 - 20)

8. **COMMUNITY & CHILDREN'S SERVICES REVENUE OUTTURN FORECAST AS AT QUARTER 3 2021/22**

Report of the Chamberlain and Director of Community and Children's Services.

For Information
(Pages 21 - 26)

9. **DRAFT DEPARTMENT OF COMMUNITY AND CHILDREN'S SERVICES
BUSINESS PLAN FOR 2022/23**
Report of the Director of Community and Children's Services.
For Decision
(Pages 27 - 36)
10. **FIRE DOOR REPLACEMENT PROGRAMME: GATEWAY 4 - ISSUE REPORT**
Report of the Director of Community and Children's Services.
For Decision
(Pages 37 - 56)
11. **AVONDALE SQUARE ESTATE - EMERGENCY AND COMMUNAL LIGHTING:
GATEWAY 6 - OUTCOME REPORT**
Report of the Director of Community and Children's Services.
For Decision
(Pages 57 - 64)
12. **REVIEW OF THE HOUSING ALLOCATIONS SCHEME 2017**
Report of the Director of Community and Children's Services.
For Decision
(Pages 65 - 122)
13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
15. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.
For Decision

Part 2 - Non-Public Reports

16. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 17th December 2021.
For Decision
(Pages 123 - 126)

17. **OUTSTANDING ACTIONS (NON-PUBLIC ITEMS)**
Members are asked to note the non-public outstanding actions.
For Information
(Pages 127 - 128)
18. **SUMNER BUILDINGS & AVONDALE SQUARE ESTATE**
Report of the Director of Community and Children's Services.
For Decision
(Pages 129 - 134)
19. **ASSESSMENT CENTRE FOR ROUGH SLEEPERS: GATEWAY 4 - ISSUE REPORT**
Joint report of the City Surveyor and Director of Community and Children's Services Committee.
For Decision
(Pages 135 - 156)
20. **SYDENHAM HILL WINDOW REPLACEMENT AND COMMON PARTS REDECORATIONS: GATEWAY 5 - AUTHORITY TO START WORK**
Report of the Director of Community and Children's Services.
For Decision
(Pages 157 - 176)
21. **YORK WAY ESTATE PROVISION OF SOCIAL HOUSING: GATEWAY 5 - AUTHORITY TO START WORK**
Report of the Director of Community and Children's Services.
For Decision
(Pages 177 - 220)
22. **MIDDLESEX STREET FLAT CONVERSIONS PROJECT: GATEWAY 6 - OUTCOME REPORT**
Report of the Director of Community and Children's Services.
For Decision
(Pages 221 - 226)

23. **SYDENHAM HILL REDEVELOPMENT, LEWISHAM, SE26 6ND - DELEGATED
AUTHORITY REQUEST**

Report of the City Surveyor.

For Decision
(Pages 227 - 228)

24. **REPORT OF ACTION TAKEN: AFGHAN RESETTLEMENT PROGRAMME**

Report of Town Clerk.

Assistant Director to be heard in respect of an update on the Afghan Resettlement Programme.

For Information
(Pages 229 - 230)

25. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

26. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND
WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE
PUBLIC ARE EXCLUDED**

COMMUNITY & CHILDREN'S SERVICES COMMITTEE Friday, 17 December 2021

Minutes of the meeting held at 11.00 am

<https://youtu.be/CoBJusrUikM>

This meeting was held as an informal one, with the views reached by the Committee approved formally by the Town Clerk after the meeting, in accordance with the Court of Common Council's Covid Approval Procedure. This process reflects the current position in respect of the holding of formal Local Authority meetings and the Court's decision of 15 April 2021 to continue with virtual meetings, with formal confirmation of decisions provided through a delegation to the Town Clerk (or his nominated representative) after the informal meeting has taken place and the will of the Committee is known. The link to the public part of this meeting is shown above and will be available for one year from the date of the meeting.

Present

Members:

Ruby Sayed (Chairman)
Randall Anderson (Deputy Chairman)
Rehana Ameer
Matthew Bell
Peter Bennett
Nicholas Bensted-Smith
Mary Durcan
Alderman Professor Emma Edhem
Helen Fentimen
John Fletcher
Marianne Fredericks
Caroline Haines
Graeme Harrower
Christopher Hayward

Deputy Jamie Ingham Clark
Alderman Gregory Jones QC
Deputy Henry Jones
Alderman Alastair King
Natasha Maria Cabrera Lloyd-Owen
Alderman Bronek Masojada
Deputy Catherine McGuinness
Dhruv Patel
Susan Pearson
William Pimlott
Dawn Wright

Officers:

Andrew Carter	- Director of Community & Children's Services
Bob Roberts	- Director of Communications
Simon Cribbens	- Community & Children's Services Department
Paul Murtagh	- Community & Children's Services Department
Chris Pelham	- Community & Children's Services Department
Andrew Tratham	- City and Hackney Public Health
Ola Obadara	- City Surveyors
Julie Fittock	- City Surveyor's Department
Mark Jarvis	- Chamberlain's Department
Julie Mayer	- Town Clerk's Department
Andrew Buckingham	- Communications Department

1. APOLOGIES

Apologies were received from Mark Wheatley, Sir Michael Snyder, Elizabeth Rogula, Keith Bottomley, Jason Pritchard, the Rev. Stephen Haines and Benjamin Murphy.

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

3. **MINUTES**

RESOLVED, that – the public minutes and non-public summary of the meeting held on 8th November 2021 be approved, subject to an amendment to Susan Pearson's Declaration of Interests in respect of projects on the Golden Lane Estate at items 10 and 17, and not items 8 and 22.

4. **OUTSTANDING ACTIONS**

The Committee received the outstanding actions list.

5. **COVID 19 - COMMUNICATIONS TO RESIDENTS**

The Committee received a report of the Director of Communications in response to their request for an update on resident communications regarding COVID-19. The report set out the view of the Communications Team in that a high-standard of service was delivered to residents throughout the COVID-19 pandemic, despite a reduced budget and a substantial number of media officers being seconded to the pan-London Strategic Co-ordination Group.

During the discussion and questions, the following points were noted:

- In accordance with General Data Protection Regulations (GDPR), mailing lists must be created and used for specific purposes; i.e. - resident communications in respect of COVID. The Chairman suggested referring this matter to the Digital Services Sub Committee, as its remit covers GDPR compliance.
- A variety of videos had been produced in different languages, targeting hard to reach communities and encouraging take up of first, second and booster vaccines.
- Delivery issues with 'City Matters' had largely been resolved and Members were asked to advise the Director of Communications of any areas not receiving copies.
- There is a Covid specific banner on the front page of the City Corporation's website and the residents' section can be reached in 3 clicks. The Director welcomed suggestions for improving the website generally but suggested that the Covid emphasis should remain for the time being, particularly during the Omicron wave. Members also noted the resource implications in setting up specific websites.

RESOLVED, that – the report be noted.

6. **COVID UPDATE**

Members received the Director of Public Health's regular update on case numbers and other matters, particularly noting the following :

1. Whilst there is a good supply of lateral flow tests (LFTs) at the LFT Centre, community pharmacies could only hold a limited amount of stock. Residents had been advised to try the LFT centre if they experienced shortages.
2. The LFT and PCR test centres would remain open over Christmas, and there would be mobile vaccination units in the City on 20th and 24th December. Barts and Goodman's Fields would be offering vaccinations from 20th December 2021, and further information would be provided in 'City Matters' and on the City Corporation's web page.
3. Additional PCR testing sites are being set up across Hackney. PCR testing is NHS driven and officers were working with NHS colleagues to ensure that information is updated as quickly as possible.
4. The City's low resident population can cause a sharp uptick in case numbers.
5. Workforce issues across health care settings would be addressed as part of business continuity plans.
6. Track and Trace had created pressures on the Environmental Health Team's routine work and, therefore, the service had moved to the Hackney Team, which had more suitable infrastructure and funding in place until March 2022. Hackney also operates a public questions in-box, which is valued by the community.
7. There would be further communications on self-isolating and officers would be contacting local resident groups about mobilising community services, such as the food bank. The Director had been impressed at resilience levels generally and reiterated his message about being 'good neighbours' and contacting services if more support is needed.
8. There is NHS Guidance in place in respect of downloading the track and trace app, but this is not legally binding. There had been an IT refresh recently about corporation devices, encouraging staff and Members to load the app.
9. Ward Members in the East of the City were commended for their engagement with residents and success in pushing up vaccination levels, and the Outreach Vaccination Clinics were seeing a higher demand. The Outbreak Control Board constantly reviews areas with vaccine hesitancy.

7. THE PAN-LONDON HOMELESS TESTING AND CONTACT TRACING 2022/23 - CITY OF LONDON'S ROLE IN THE SUPPORTING OF FINANCIAL COORDINATION OF THE PROJECT ON BEHALF OF LONDON BOROUGH

The Committee considered a report in respect of a request to the City of London Corporation, from the Association of Directors of Public Health (ADPH) and the Greater London Assembly (GLA), to manage and coordinate the

financial contributions of the Covid-19 testing, treatment and tracing service for homeless and vulnerable groups. Members noted that the cost to the City Corporation would be funded from resources collected and there would be no additional financial implications.

RESOLVED, that – approval be given to the City of London Corporation being named as the co-ordinator for the financial element only of the pan-London Homeless Testing and Contact Tracing 2022/23 programme.

8. DEPARTMENTAL BUDGET ESTIMATES - EXCLUDING THE HOUSING REVENUE ACCOUNT (HRA)

The Committee considered a joint report of the Director of Community Children's Services, which presented the budget estimates for the Department of Community & Children's Services for 2022/23 (excluding the HRA) and within the envelope allocated to each Director by the Resource Allocation Sub Committee.

Members welcomed the helpful format of this report and noted that the current outturn position was better than anticipated, due to the Afghan Resettlement Grant being more than expected. The Chamberlain explained that the deficit was expected to fall to between £200k and 300k by the end of financial year, and the Quarter 3 figures would be presented to Members in February. Members noted that overspends were generally carried forward to the following year, but due consideration would be given to the circumstances over the past year.

The Director had been working through the pressures on Children's Social Care and continued to look for value for money wherever possible, but this would not have any impact on care provision.

RESOLVED, that:

1. The Community and Children's Services Department's proposed revenue budget for 2022/23 (excluding the HRA) be recommended for submission to Finance Committee.
2. The Community and Children's Services Department's proposed capital and supplementary revenue projects budgets for 2022/23 (excluding HRA) be recommended for submission to the Finance Committee.
3. The Chamberlain, in consultation with the Director of Community and Children's Services be authorised to revise these budgets; to allow for any further implications arising from Corporate Projects, changes to the Cyclical Works Programme and realignment of budgets emanating from the new Target Operating Model.
4. Any minor amendments for the 2021/22 and 2022/23 budgets, arising during the corporate budget setting period, be delegated to the Chamberlain, in consultation with the Director of Community and Children's Services.

5. The factors taken into consideration in compiling the Community and Children's Services Department's Business Plan, including efficiency measures, be noted.

9. **HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL BUDGETS 2022/23**

The Committee considered a joint report of the Chamberlain and the Director of Community and Children's Services, which presented the annual submission of the revenue and capital budgets and the HRA draft capital budget.

During the discussion the following points were noted:

1. The water rate refunds would be reflected in the year-end actuals and were not part of the estimates in this report.
2. The COLPAI development had been funded by Section 106 Funding, as it was a new development, whereas the HRA covers existing housing stock.
3. There is some expectation of borrowing on all Local Authority HRAs, in order to maintain housing stock, and the City Corporation's borrowing would peak at the end of 2023/24, at £28m. The Chamberlain advised that the loan rate aligns with the Public Loan Board rates.
4. The City Corporation was entering a period of significant investment in housing stock and the developments underway would generate income to cover the borrowing costs. Due to the pandemic, there had been a delay to some projects which, has been reported to and considered by the Housing Management and Almshouses Sub Committee (HMASC) on a regular basis. A further update report will be presented to the HMASC at its next meeting on 14 January 2022.
5. Rental income is index linked and reflects inflation, and the borrowing requirement may go up in line with construction expenditure. It was also noted that construction cost inflation is currently higher than regular inflation, and there is a risk in that an uplift in rents might not match this.

RESOLVED, that:

1. The provisional 2022/23 revenue budget be recommended for submission to the Finance Committee.
2. The draft Capital Budget be recommended for submission to the Finance Committee.
3. The Chamberlain, in consultation with the Director of Community and Children's Services, be delegated approval to revise these budgets to allow for further implications arising from departmental reorganisations and other reviews.

10. **GREEN BOX (PORTSOKEN HEALTH AND COMMUNITY CENTRE) OPTIONS**

The Committee considered a report of the Director of Community and Children's Services, which set out the Department's responsibility in relation to the Green Box (Portsoken Health and Community Centre). Members noted a very recent update in this matter in that the Guinness Trust would not enter into a new lease with the developer; i.e. – one of the options set out in the report.

During the discussion on the report and this latest development, the following points were noted:

1. Whilst the cost of removing the Green Box structure and making good the site would need to be borne by the Department's local risk budget, it might be possible to defer the expenditure to 2022/23, as procurement works are likely to have a lead-in time. A costing exercise was underway, together with options for recycling or selling the container units which make up the building.
2. The terms of the Lease are specific to a community centre/health provision and the Guinness Trust has indicated that any renewal or Sub Lease, would not be at a peppercorn rent.
3. Parking space on the estate was a major concern for residents and there had been issues with contractors' vehicles.
4. The original structure had been intended for 5 years' usage, but it had been in place for 15 years. It remained highly unlikely that any community provider could afford to take it over.
5. The exit requirements had been known from the outset, but the construction of the new Community Centre had been dependant on the delivery of the new hotel complex which started later than anticipated and been delayed by the pandemic.

RESOLVED, it be noted that - the Green Box (Portsoken Health and Community Centre) is surplus to requirements and the Department of Community and Children's Services is required to pay for the disposal of the asset and restoration of the site on which it stands.

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

Members noted that the Safeguarding Sub Committee is due to receive a report on the City Corporation's Youth Services offer. The Chair advised that the Sub Committee's remit extends to youth provision across the City Corporation as a whole. The Member, who put the question, was invited to attend the Sub Committee when the report is scrutinised and suggested that Ward Members in the East of the City be sent a copy of the report. The Chair suggested that the report should also be included in the information pack for Community and Children's Services Committee (CCSC). Furthermore, Members (of the Sub Committee) reserved the right to escalate any matters of concern to the CCSC

12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
The Chair and Members thanked retiring Member and former Chair of this Committee, Dhruv Patel, for his hard work in supporting the Community and Children’s Services Committee since 2013, and for his compassion and commitment to the inclusion, health and wellbeing of the City Corporation’s residents.

13. **EXCLUSION OF THE PUBLIC**
RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

Item no	Para No
16-18	3
19-20	2

14. **NON-PUBLIC MINUTES**
RESOLVED, that – the non-public minutes of the meeting held on 8th November 2021 be approved.

15. **OUTSTANDING ACTIONS - NON-PUBLIC ITEMS**
The Committee received the outstanding actions list in respect of non-public items and noted an item which would be picked up under agenda item 17.

16. **AVONDALE SQUARE RE-DEVELOPMENT OF COMMUNITY CENTRE PROJECT - GATEWAY 6 - OUTCOME REPORT**
The Committee considered and approved a report of the City Surveyor.

17. **PORTSOKEN PAVILION UPDATE**
The Committee considered and approved a report of the Director of Community and Children’s Services.

18. **AGREEMENT FOR LEASE OF 1A AND 1B, SNOW HILL COURT, LONDON EC1: TO PROVIDE AN ASSESSMENT HUB AND SHORT-TERM ACCOMMODATION FOR ROUGH SLEEPERS**
The Committee considered and approved a report of the Director of Community and Children’s Services.

19. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There was one question whilst the public were excluded.

20. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
Two items were considered whilst the public were excluded.

The meeting ended at 1pm

Chairman

Contact Officer: julie.mayer@cityoflondon.gov.uk

DCCS Committee Outstanding Action Tracker - December

Date added	Title	Action	Responsible Officer and target date	Comments/ Update
17/12/2021	5.COVID 19 - COMMUNICATIONS TO RESIDENTS	The Chairman suggested referring this matter to the Digital Services Sub Committee, as its remit covers GDPR compliance.	<i>Director of Communications</i>	Due to be raised with Head of IT
17/12/2021	5.COVID 19 - COMMUNICATIONS TO RESIDENTS	Delivery issues with 'City Matters' had largely been resolved and Members were asked to advise the Director of Communications of any areas not receiving copies.	<i>Director of Communications</i>	Completed
17/12/2021	5.COVID 19 - COMMUNICATIONS TO RESIDENTS	The Director welcomed suggestions for improving the website generally but suggested that the Covid emphasis should remain for the time being, particularly during the Omicron wave.	<i>Director of Communications</i>	Completed
17/12/2021	6. COVID Update	There would be further communications on self-isolating and officers would be contacting local resident groups about accessing community services, such as the food bank.	<i>Executive Director of Community & Children's Services</i>	Local resident groups have been contacted.

17/12/2021	8.DEPARTMENTAL BUDGET ESTIMATES EXCLUDING THE HOUSING REVENUE ACCOUNT (HRA)	The Chamberlain explained that the deficit was expected to fall to between £200k and 300k by the end of financial year, and the Quarter 3 figures would be presented to Members in February.	<i>Head of Finance</i>	Report added to the February agenda
17/12/2021	9.HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL BUDGETS 2022/23	Due to the pandemic, there had been a delay to some projects which, has been reported to and considered by the Housing Management and Almshouse Sub Committee (HMASC) on a regular basis. A further update report will be presented to the HMASC at its next meeting on 14 January 2022.	<i>Assistant Director of Barbican and Property Services</i>	Report presented at the 14 January HMASC

Agenda Item 5

**FROM: HOUSING MANAGEMENT AND ALMSHOUSES SUB (OF THE
COMMUNITY AND CHILDREN'S SERVICES COMMITTEE)**
14TH JANUARY 2022

TO: COMMUNITY AND CHILDREN'S SERVICES COMMITTEE
11th FEBRUARY 2022
PLANNING AND TRANSPORTATION COMMITTEE
22nd FEBRUARY 2022
POLICY AND RESOURCES COMMITTEE
17th MARCH 2022

Members noted that the Planning and Transportation Committee (on 11th January 2022) had received an application for a variation on a project in the Minorities, requesting the removal of 27 affordable flats from scheme, in lieu of a Section 106 Agreement. Members (of the Planning and Transportation Committee) had noted that a decision on 27 units had been too low for consideration by the Community and Children's Services Committee. Members (of the Housing Management and Almshouses Sub Committee (HMASc)) noted that the Local Plan is currently being revised and, therefore, strengthening the housing aspects would be timely in helping to formulate policy.

Whilst the £9.9m contribution from the developers to fund new housing was welcomed, it was noted that this was only handed over in full once 75% of the scheme has been constructed. Members (of the HMASc) sought assurance that payments in lieu reflected construction costs and were inflation linked. The Assistant Director, Barbican and Property Services, agreed to consult with planning colleagues on this matter and bring an overview report back to this Sub Committee. It was also noted that developers often stated that service charges on some schemes might be too high for social housing tenants.

Whilst supporting a wider discussion, Members noted that this fell outside of the remit of this Sub Committee's (and the Grand Committee's) Terms of Reference.

It was therefore Moved by Susan Pearson, Seconded by John Fletcher and RESOLVED, that – a resolution be sent to the Policy and Resources and Planning and Transportation Committees, setting out the above concerns, in order to facilitate a wider discussion.

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Agenda Item 7

Committee: Community and Children's Services Committee	Dated: 11 th February 2022
Subject: Appointments to the Housing Management and Almshouses and Safeguarding Sub Committees from the wider Court of Common Council.	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	Contributing to a flourishing society.
Does this proposal require extra revenue and/or capital spending?	No
Report of: Town Clerk	
Report author: Julie Mayer – Committee and Member Services	For Decision

Summary

- At your Community and Children's Services Committee in September 2021, Members agreed to appoint 1 or 2 Members of the wider Court to the Housing Management and Almshouses Sub Committee. Members noted that this Sub Committee has a considerable workload, together with decision making powers delegated to it by the Grand Committee. There was just one expression of interest at that time, from Alderman Prem Goyal, who was appointed in October 2021. Alderman Ian Luder has since expressed an interest and, in the absence of any other Common Councillors being willing to serve, Members are asked to confirm this further appointment.
- The Safeguarding Sub Committee is carrying a vacancy, which has not been filled from the membership of the Community and Children's Services Committee. Members are, therefore, asked to consider extending an invitation to the wider Court in order to fill the vacancy.

RECOMMENDATION:

1. Having agreed to extend the membership of the Housing Management and Almshouses Committee, to 1 or 2 additional Members from the wider Court of Common Council, Alderman Ian Luder be appointed to the Sub Committee.
2. Expressions of interest be sought from the wider Court of Common Council in order to fill a vacancy on the Safeguarding Sub Committee.

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Agenda Item 8

Committee(s): Community and Children's Services	Dated: 11 February 2022
Subject: Community & Children's Services Revenue Outturn Forecast as at Quarter 3 2021/22	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1,2,3,4,12.
Does this proposal require extra revenue and/or capital spending?	N
Report of: The Chamberlain and the Director of Community and Children's	For Information
Report author: Mark Jarvis, Head Of Finance & Louise Said, Senior Accountant, Chamberlain's Department	

Summary

- This report sets out the Quarter 3 estimated outturn for the Community & Children's Services Committee budget (excluding the ring-fenced Housing Revenue Account) for the year 2021/22 and also reports on progress around Fundamental Review (FR) and Target Operating Model (TOM) savings in the year.
 - The total local risk projected overspend for the full year is currently £162k, mostly related to children's services.
 - The total central risk budget is projected to overspend by £564k mostly as a result of increased numbers of asylum seekers who are 18 years and above for whom we receive minimal government funding.
 - FR & TOM savings are broadly on track with the exception of £57,000 as set out in para 6

Table A - Summary of DCCS Budget and Projected Outturn (excluding HRA) 2021/22				
	Budget	Outturn	Variation Underspend / (Overspend)	2nd QTR Variation Underspend / (Overspend)
	£000	£000	£000	£000
DCCS Revenue (see details in Table B)				
Net local risk expenditure	(12,062)	(12,224)	(162)	(475)
Net central risk expenditure	<u>(698)</u>	<u>(1,262)</u>	<u>(564)</u>	<u>(550)</u>
Local and Central Risk Net expenditure	<u>(12,760)</u>	<u>(13,486)</u>	<u>(726)</u>	<u>(1,025)</u>

Recommendation

2. That the Q3 projected outturn report for 2021/22 and progress around FR & TOM savings are noted.

Main Report

Quarter 3 Projected Outturn

Table B below gives the detailed forecast by service area.

SERVICE AREA	Expenditure / Income	Original Book Budget Income/ (Expenditure) £'000	Latest Approved Budget	Forecast	Variance Better/ (Worse) £	Variance as at QTR 2 Better / (Worse) £	Explanation for full year forecast variances against latest approved budget
DAP00 - Supervision and Management	Expenditure	(1,420)	(1,429)	(1,258)	171	122	
DAP00 - Supervision and Management	Income	7	7	75	68	68	
DAP05 - Community Safety Team	Expenditure	(227)	(228)	(339)	(111)	(112)	
DAP05 - Community Safety Team	Income	0	0	131	131	131	
DAT50 - Other Housing Services	Expenditure	(99)	(99)	(72)	27	27	
DAT50 - Other Housing Services	Income	101	101	103	2	2	
DAT70 - Supporting People	Expenditure	(629)	(629)	(592)	37	(23)	
DAT70 - Supporting People	Income	119	119	71	(48)	(48)	
DAT80 - Housing Service Strategy	Expenditure	(5)	(5)	(12)	(7)	(7)	
DAT90 - Housing Benefit Administration	Expenditure	(251)	(251)	(209)	42	16	
DAT90 - Housing Benefit Administration	Income	192	192	117	(75)	(68)	
DAU10 - Homelessness	Expenditure	(2,708)	(4,422)	(4,426)	(4)	213	
DAU10 - Homelessness	Income	232	1,644	1,592	(52)	(90)	
DBE00 - Older People	Expenditure	(1,769)	(1,648)	(1,686)	(38)	(154)	
DBE00 - Older People	Income	218	218	338	120	96	Increased income due to new clients contributing towards their care.
DBG00 - Adult Social Care	Expenditure	(2,896)	(3,167)	(3,139)	28	(73)	
DBG00 - Adult Social Care	Income	540	688	809	121	89	
DBL60 - Occupational Therapy	Expenditure	(301)	(301)	(310)	(9)	(5)	
DBM20 - Commissioning	Expenditure	(860)	(860)	(981)	(121)	(144)	The cost of temp staff are putting pressure on this budget. Had to fill posts with agency staff as unable to fill FTC
DBM20 - Commissioning	Income	308	308	245	(63)	(93)	Loss of income from Fusion (manage sports service)
DBM21 - Public Health	Expenditure	(1,747)	(2,127)	(1,939)	188	136	
DBM21 - Public Health	Income	1,777	2,154	1,966	(188)	(136)	
DBM40 - Adult and Community Learning	Expenditure	(1,475)	(1,535)	(1,460)	75	100	
DBM40 - Adult and Community Learning	Income	1,189	1,331	1,285	(46)	(51)	
DBN30 - Other Schools Related Activities	Expenditure	(338)	(369)	(411)	(42)	(19)	
DBN30 - Other Schools Related Activities	Income	22	22	30	8	7	
DBP10 - Early Years and Primary Education	Expenditure	(755)	(716)	(640)	76	41	
DBP10 - Early Years and Primary Education	Income	128	128	105	(23)	(23)	
DBP30 - Child Social Care	Expenditure	(1,016)	(1,226)	(1,630)	(404)	(494)	pressures due to temp staff along with continued ressurces on client costs
DBP30 - Child Social Care	Income	2	211	185	(26)	3	
DBS40 - Youth and Play	Expenditure	(173)	(173)	(171)	2	14	
TOTAL LOCAL RISK		(11,834)	(12,062)	(12,224)	(162)	(475)	pressures on csc which have largely been offset against savings in other service areas
DAP05 - Community Safety Team	Expenditure	0	(24)	(24)	0	0	
DAT50 - Other Housing Services	Income	0	0	0	0	0	
DAT90 - Housing Benefit Administration	Expenditure	(6,172)	(6,172)	(6,172)	0	67	
DAT90 - Housing Benefit Administration	Income	6,105	6,105	6,105	0	0	
DBE00 - Older People	Expenditure	0	(24)	(24)	(0)	66	
DBG00 - Adult Social Care	Expenditure	(507)	(564)	(499)	65	(66)	
DBG00 - Adult Social Care	Income	507	507	442	(65)	20	
DBM20 - Commissioning	Expenditure	(35)	(227)	(208)	19	(70)	less spend on Kahaila café budget but also no income from them this year.
DBM20 - Commissioning	Income	175	175	105	(70)	0	city advice service will only be £100k not £140k
DBN10 - Schools Delegated Budget	Expenditure	(2,273)	(2,345)	(2,345)	0	0	
DBN10 - Schools Delegated Budget	Income	2,303	2,375	2,375	0	0	
DBN30 - Other Schools Related Activities	Expenditure	(787)	(823)	(823)	0	0	
DBN30 - Other Schools Related Activities	Income	1,157	1,593	1,593	0	0	
DBN50 - Asylum Seekers Services	Expenditure	(1,341)	(1,621)	(2,244)	(623)	(637)	pressures on budget due to no of clients including those turning 18 who attract little or no funding from the home office
DBN50 - Asylum Seekers Services	Income	793	1,073	1,184	111	70	
DBP10 - Early Years and Primary Education	Expenditure	(524)	(905)	(905)	0	0	
DBP10 - Early Years and Primary Education	Income	198	179	179	0	0	
DBP30 - Child Social Care	Expenditure	(20)	(20)	(16)	4	2	
DBP30 - Child Social Care	Income	20	20	16	(4)	(2)	
TOTAL CENTRAL RISK		(401)	(698)	(1,262)	(564)	(550)	

3. The Commissioning service local risk budget is projecting an overspend of £184k as a result of the cost of temporary staff and the loss of income on the Fusion contract. This overspend is offset by savings elsewhere.
4. The Children's Social Care local risk budget is expected to overspend by a net £430k. This is due to the cost pressure of having temporary staff in position and the continued presence of a number of high cost placements. The service is urgently reviewing the suitability of all high cost placements as a result and are working with the Commissioning team to try and reduce these costs. The implementation of the TOM proposals have reduced the need to use temporary staff as new permanent positions were included in the structure. These posts are being filled and will reduce the cost burden on agency staff going forwards.
5. The Homelessness budget is expected to breakeven overall, however this position includes a projected overspend on the Carter Lane accommodation lease costs which are currently forecast to be offset by savings in other areas.
6. The Afghan resettlement costs will be fully recovered via wraparound and education funding. We have received the education funding for the period Sept – Nov 2021 which has been spent in full. We are waiting for instructions regarding the next instalment of funds. The first QTR claim for the wraparound funding has also been submitted to the Home Office and we expect payment to be received this month.
7. The Asylum Seekers central risk budget (which excludes the Afghan resettlement costs) is projected to overspend by £513k in the full year. There are increasing number of asylum seekers turning 18 years old for which we have a carers responsibility but which attract little or no government funding. A separate paper focused on the current and longer term position of the Asylum Seekers budget is being prepared for this Committee as this is an ongoing funding issue.

Target Operating Model and Fundamental Review Savings

8. Target Operating Model savings of £650k and Fundamental Review savings of £594k are on target with the following exceptions:
 - £51,000 reduction in agency staff budget. Due to the difficulties in filling Fixed Term Contract posts, DCCS have had to use agency staff. This is being address as part of the TOM proposals and savings will be realised from 2022/23
 - £6,000 reduction in the family support budget. During the year, extra family support has been awarded to a particular family with very disabled children.

Caroline Al-Beyerty

Andrew Carter

Chamberlain

Director of Community & Children's Services

Contact officers:

Louise Said

Senior Accountant – Chamberlains

T: 020 7332-1571 E: Louise.Said@Cityoflondon.gov.uk

Mark Jarvis

Head of Finance – Chamberlains

T: 020 7332-1223 E: Mark.Jarvis@Cityoflondon.gov.uk

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Agenda Item 9

Committee:	Date:
Community and Children's Services – For decision	11/02/2022
Culture, Heritage and Libraries – For information	16/05/2022
Subject: Draft Department of Community and Children's Services Business Plan for 2022/23	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1,2,3,4
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Andrew Carter, Director, Community and Children's Services	For Decision
Report author: Ellie Ward, Head of Strategy and Performance	

Summary

This report presents the Department of Community and Children's Services (DCCS) Business Plan for 2022/23 for approval.

Recommendation

Members are asked to:

- i) Note the factors taken into consideration in compiling the DCCS Business Plan
- ii) Approve, subject to the incorporation of any changes sought by this Committee, the DCCS Business Plan for 2022/23 (or the elements therein that fall within this Committee's terms of reference).

Main Report

Background

1. Business plans for 2022/23 are being presented based on current departmental structures. These will be adjusted alongside budgets when any changes to these structures are implemented.
2. Business planning will be reviewed as part of the Target Operating Model. Any proposed changes will be shared and agreed prior to implementation in future planning cycles. For 2022/23 business plans, we have adopted the same templates and approach as for 2021/22

Current Position

3. Business plans are aligned to departments, so all financial information presented within the business plan reflects the departmental budget rather than the Committee budget.
4. All elements of the business plan presented are relevant to this Committee, apart from reference to libraries which are relevant to the Culture, Heritage and Libraries Committee.

Proposal

5. The draft high-level summary DCCS Business Plan is presented at Appendix 1.

Key Data

6. Key data is presented within the draft high-level summary DCCS Business Plan at Appendix 1.

Corporate & Strategic Implications

7. Strategic implications – Strategic priorities and commitments are expressed in Appendix 1.
8. Financial implications – The draft high-level summary DCCS Business Plan at Appendix 1 has been drawn up based on a 6% reduction in the departmental budget compared to 2020/21. This is to support the achievement of an overall budget reduction of 12%.
9. Risk implications – Key risks managed by the department and their flightpaths are included in the draft high-level summary DCCS Business Plan at Appendix 1.
10. Resource implications – Any changes to resources will be identified and delivered through the move to the Target Operating Model.
11. Legal implications – N/A

12. Equalities implications – The strategic commitments and actions outlined in this draft high-level summary business plan are designed to improve outcomes for protected characteristic groups. Where any new services or initiatives are developed, Equality Impact Assessments are carried out as part of the process to inform development and consider the impact of the service or initiative on different stakeholder groups.
13. Climate Implications – The DCCS is committed to taking action to contribute to the delivery of the Climate Change Action Plan, which includes a major workstream to deliver a number of housing projects to reduce the City Corporation’s carbon footprint.
14. Security implications – Actions highlighted in the summary business plan contribute to the departmental objectives that: people of all ages and all backgrounds live in safe communities; our homes are safe and well maintained; and that our estates are protected from harm. The business plan contributes to the corporate priority that people are safe and feel safe.

Conclusion

15. This report presents the draft high-level summary DCCS Business Plan for 2022/23. It is recommended that this Committee approve the business plan in respect of the elements relevant to its terms of reference (see paragraph 4).

Appendices

- Appendix 1 – Draft High-level Summary Department of Community and Children's Services Business Plan 2022/23.

Ellie Ward

Head of Strategy and Performance

E: Ellie.ward@cityoflondon.gov.uk

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Our aims and objectives are...

Safe – People of all ages live in safe communities; our homes are safe and well maintained and our estates are protected from harm

Potential – People of all ages are prepared to flourish in a rapidly changing world through exceptional education, cultural and creative learning and skills which link to the world of work

Independence, Involvement and Choice – People of all ages can live independently, play a role in their communities and exercise choice over their services

Health and Wellbeing – People of all ages enjoy good mental and physical wellbeing

Community – People of all ages feel part of, engaged with and able to shape their community

The Corporate Plan outcomes we have a direct impact on are...

- Outcome 1 – People are safe and feel safe
- Outcome 2 – People enjoy good health and wellbeing
- Outcome 3 – People have equal opportunities to enrich their lives and reach their full potential
- Outcome 4 – Communities are cohesive and have the facilities they need

Our major workstreams this year will be... (not in priority order)

- **Supporting the City Corporation's ambition to reach Net Zero carbon emissions** through carbon reductions on our housing estates
- **Achieving excellence for our vulnerable service users** by working with our partners and wider health system to support their needs
- **Continued Public Health Response** to the Covid-19 pandemic
- **Developing and supporting community resilience** as we recover from the pandemic by improving the health and wellbeing of all our communities in the Square Mile
- **Children, young people and their families recover from the pandemic** through targeted intervention, youth provision and collaboration with schools
- **Delivering a Children and Young People's Plan** through a collaboration effort with our partners
- **Influencing wider health and social care system** to ensure City of London needs are recognised and met
- **Providing a safe environment** for our residents, communities, workers and visitors
- **Prioritising delivery** in order to efficiently manage increased demand and need within departmental budgets

What's changed since last year...

- **Implemented the new Target Operating Model (TOM) for DCCS** ensuring our services are fit for the future
- **Supported communities to remain resilient during the Covid-19 pandemic** including supporting Clinically Extremely Vulnerable residents shielding from the pandemic and support with shopping and medication
- **Delivered a new Community Centre in Aldgate** and planned how to maximise services to the local community
- **Tackled digital exclusion in the Square Mile** by providing Wi-Fi dongles and laptops to help low-income residents get online
- **Deployed a practice to reduce trauma** through a Sleep Improvement Programme for our UASC Looked After Children
- **Developed new strategies** including a SEND strategy, libraries strategy and sufficiency strategy to meet the needs of our Looked After Children

Our Impact

In 2021/22 we:

- Delivered reductions in fuel poverty through installation of windows and or new doors and heating systems on our social housing estates
- Delivered increased value for money through joining the Commissioning Alliance framework for children's placements
- Opened the new City of London Academy school, City of London Primary Academy Islington

In 2022/23 we will:

- Continue to support NHS Covid-19 & other vaccination programmes
- Review local MASH process considering the incoming Pan-London changes
- Continue to deliver efficiency savings through our commissioning activity
- Continue to focus on Covid-19 outbreak monitoring and public health messaging
- Recommission our leisure services to ensure value for money
- Explore new working cultures and ways of delivering services within the TOM and post the Covid-19 pandemic

Strategic Commitments

From a range of our Departmental Strategies

- The Square Mile is free from VAWG and is a place that is safe for everyone to live, work and learn
- Preparing people to flourish in a rapidly changing world through exceptional education, cultural and creative learning and skills which link to the world of work
- Working together to develop a whole system, all age approach to mental health in City and Hackney
- Providing the interventions, services and cross-sectoral partnerships to tackle the causes and impacts of homelessness in the Square Mile, and to deliver the range of effective and rapid responses necessary to secure a sustainable end to homelessness
- Developing, maintaining and managing quality homes on estates where people are proud to live on, where our residents will flourish, and through which we support our communities and economy to thrive
- Ensuring that there is real integration of health, social, community and voluntary services that understand and support our carers to thrive, both in their individual ambitions and in their caring role
- Our aim is to provide an inclusive and safe environment where children and young people with SEND can learn, achieve and participate in activities with other children and young people.

From strategies currently under review :

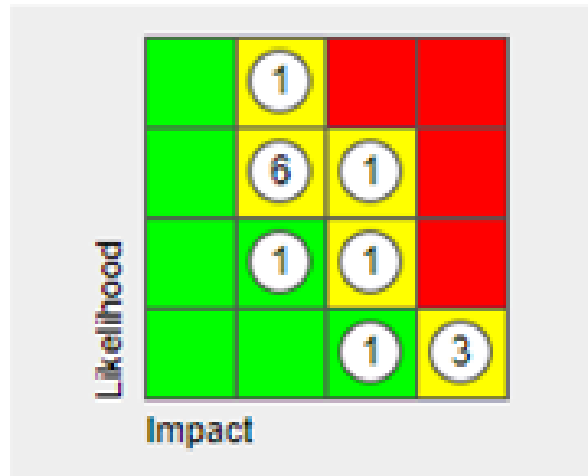
- Working in partnership to achieve longer, happier, healthier lives in the City of London (*Joint Health and Wellbeing Strategy*)
- Working in partnership to provide a safe, inclusive and supportive environment where all our children and young people, regardless of background and circumstance, feel like they belong (*Children and Young People's Plan*)

Plans and Actions in 2022/23

Plan	Due
Implement the City Corporation's Net Zero Carbon Action Plan for its Social Housing Estates and the Barbican Residential Estate	Ongoing
Deliver a new High Support Hostel and City Assessment Centre for rough sleepers	Q4 2023
Deliver opportunities and services with the voluntary and community sector linked to the new Community Centre	Ongoing
Implement a new Strengths Based Practice Approach for Adult Social Care	Q2 2022
Expand the Virtual School Headteacher role to include all children with a Social Worker	2022
Targeted marketing campaigns to encourage increased use by all library customers and specifically, City Workers	Ongoing
Finalise and implement the Children and Young People's Plan 2022-25	Q3 2022
Prepare the implementation of the revised City Premium Grant Funding	Q3 2022
Renew Safer City Partnership Strategic Plan	Q3 2022
Finalise Health and Wellbeing Strategy	Q3

Key Risks

Key Performance Indicators



12 Amber
2 Green

Total 14

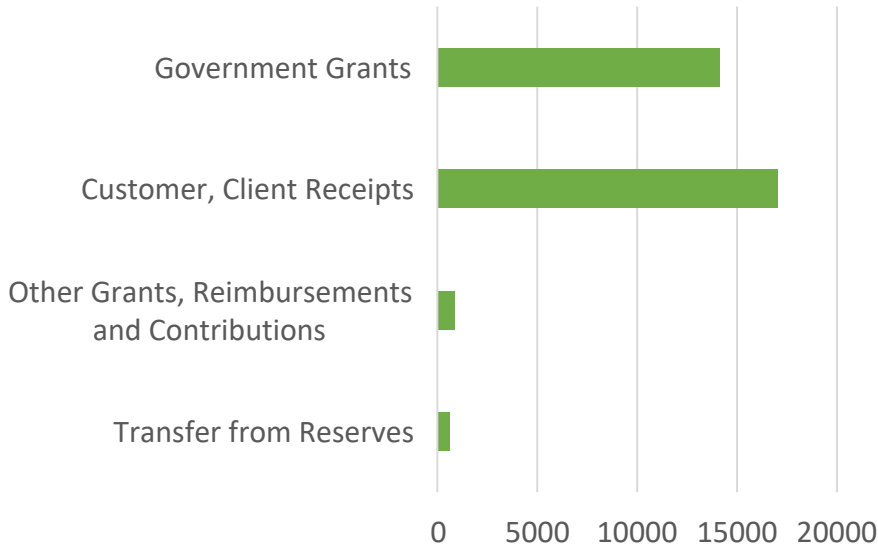
KPI	Current Performance (Q2 21/22)	Direction of Travel/Target
All City sponsored academies achieve and maintain good or outstanding OfSTED ratings	100%	Maintain
Proportion of EHC plans completed for SEND children within 20 weeks timeframe	100% (end of 20/21)	Maintain
Children in need: >1 year but <2 years	0%	N/A
Number and proportion of people deemed 'living on the streets'	52	Decrease
Adult Social Care service user and carer reported quality of life (survey outcome) n.b. this is only collected every 2 years	7.5 (carers) 19.3 (users)	Increase
Number and percentage of adults referred for safeguarding (such as abuse or neglect) whose expressed outcomes are fully or partly met	100%	Maintain
Increase in average energy efficiency rating for our housing stock	65	Increase
Blocks of flats with a valid and up to date fire risk assessments	100%	Maintain

Risk	Score
Safeguarding (Corporate Risk)	8

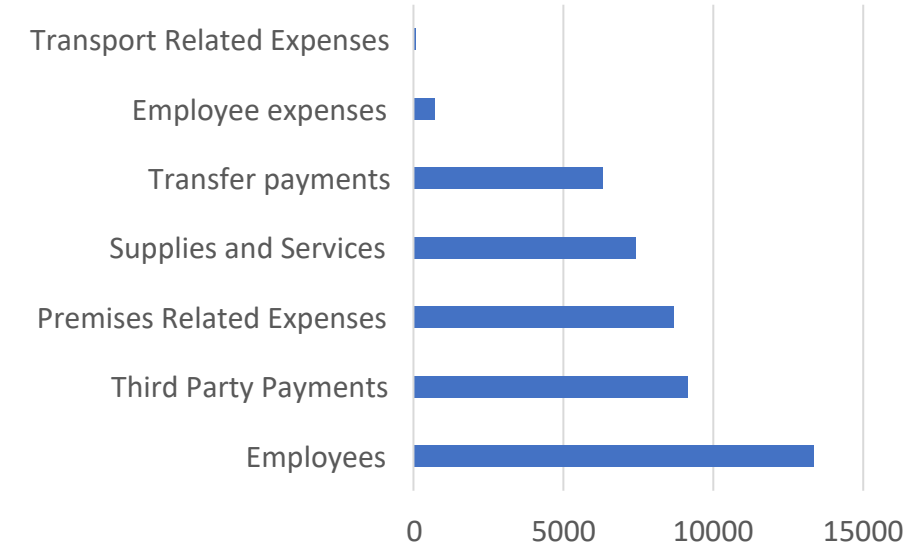
Our E D & I self assessment score

Monitoring and use of data and information	2
Completing Equality Analysis (EQIA) and tackling discrimination and barriers to inclusion	3
Target setting and mainstreaming equalities into performance systems	2
Using procurement and commissioning to achieve equality and cohesion targets	3
Engagement and partnership	2
Employment and training	3

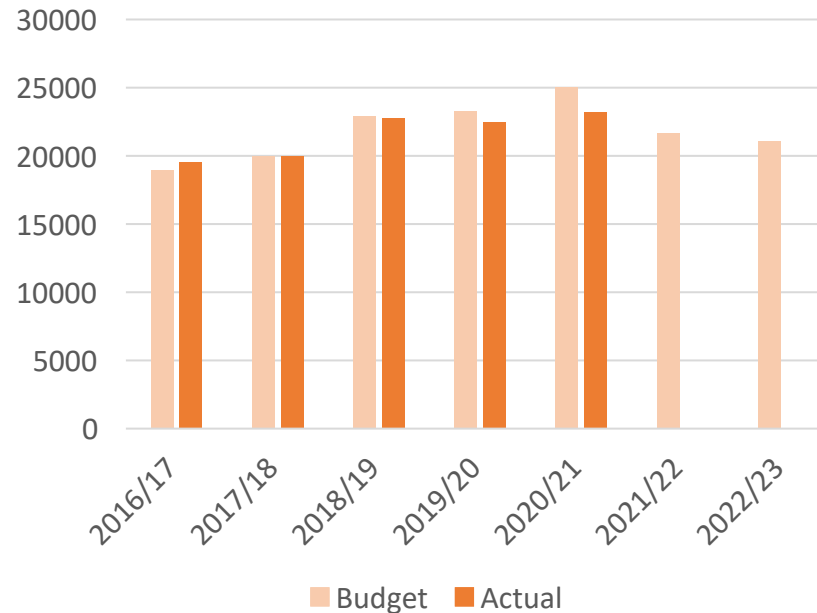
Where our money comes from (£,000)



Where our money is spent (£,000)



Budget vs Actual (£,000)



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<p>Committees: Corporate Projects Board <i>[for decision]</i> Community & Children’s Services Committee <i>[for decision]</i> Projects Sub Committee <i>[for decision]</i></p>	<p>Dates: 12 January 2022 11 February 2022 17 February 2022</p>
<p>Subject: Fire Door Replacement Programme</p> <p>Unique Project Identifier: 12196</p>	<p>Gateway 4 Regular Issue Report</p>
<p>Report of: Director of Community & Children's Services</p> <p>Report Author: David Downing, Asset Programme Manager, DCCS</p>	<p>For Decision</p>
<h1>PUBLIC</h1>	

<p>1. Status update</p>	<p>Project Description: This project proposes a programme of works to replace all front entrance doors (including any associated panel surrounds and fanlight windows) within City of London Housing managed residential blocks of flats – excluding those covered by existing programmes).</p> <p>The project will also include the replacement of any communal corridor fire doors, any fire escape doors from flats, and also any doors to electrical intake cupboards that need to be fire rated. As per public commitments by Members, replacement doors are to give 60 minutes fire resistance (30 minutes as an absolute minimum where 60 minutes is not achievable or appropriate).</p> <p>As previously approved at Gateway 4, the intention remains to procure contracts to replace fire doors on an estate-by-estate basis, with each procured contract to be authorised by a separate Gateway 5 on the regular approval track. Progress has been challenging through the necessary restrictions enforced due to Covid-19, however the procurement for Lot 1 (Holloway & York Way Estates) is complete with authority to proceed with the contract now approved at Gateway 5.</p>
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	<p>This report concerns progress on the remaining estates, grouped now on a priority basis into procurement Lots 2-5, and seeks to communicate the revised programme and affirm the procurement approach which has delivered savings on Lot 1.</p> <p>RAG Status: Amber (Green at last report to Committee). Changed due to programme slippage as detailed below.</p> <p>Risk Status: Low (Low at last report to committee)</p> <p>Total Estimated Cost of Project (excluding risk): £8,983,214</p> <p>Change in Total Estimated Cost of Project (excluding risk): Reduction of £116,786 since last report to Committee</p> <p>Total Estimated Cost of Project (including risk): £9,100,000</p> <p>Spend to Date: £86,375</p> <p>Funding Source: HRA Capital funding</p> <p>Costed Risk Provision Utilised: None to date</p> <p>Slippage: To provide accurate pricing the contractor has had to survey and fully measure every door within the Lot 1 works package which has meant working with residents to access properties throughout the Covid-19 pandemic. Prior to the public health crisis, the surveys had been envisaged to take little more than a couple of months to complete, however in the unprecedented circumstances it understandably took far longer as access to properties was severely limited for extended periods. Furthermore, upon survey, the existing door openings on the Holloway Estate were found to likely be too narrow under Part M of the Building Regulations once a replacement modern fire door giving the required level of fire protection was fitted. Pilot installations were required to be carried out in each block to demonstrate to Building Control what could reasonably be achieved within the limitations of the structure. City of London Building Control have now confirmed that the contractor's proposed designs are compliant under Part M. The total combined delay to the Lot 1 programme was 16 months from the dates forecast at Gateway 4.</p>
<p>2. Requested decisions</p>	<p>Next Gateway: Gateway 5 – Authority to Start Work (Lots 2-5)</p> <p>Requested Decisions:</p> <ol style="list-style-type: none"> 1. Note the revised project timelines following delay to the programme due to Covid-19 and design compliance issues; 2. Note the total estimated cost of the project at £8,983,214 (excluding risk), (£9,100,000 including risk); 3. That Option 1 is approved whereby the procurement of the remaining Lots will be undertaken via the Hyde Fire Safety Framework by means of their direct award mechanism to the top ranked supplier, Gerda Security

Products Ltd, subject to tendered costs being within previously approved estimates.

3. Budget

A contract for Lot 1 (Holloway & York Way Estates) has been procured and approved to proceed at Gateway 5 via delegated authority. At Gateway 4 the estimates for Lot 1 were:

GATEWAY 4 – Lot 1 Estimates	
Item	Cost (£)
Holloway Estate	£537,500
York Way Estate	£1,112,500
Fees & Staff Costs	£165,000
Lot 1 TOTAL	£1,815,000
Funding Strategy	HRA Capital (not recoverable from long leaseholders).

These were revised at Gateway 5 to:

GATEWAY 5 – Lot 1 Estimates	
Item	Cost (£)
Tendered Works	£1,483,213.78
Provisional Sums	£50,000
Fees	£80,000
Staff Costs	£85,000
Lot 1 TOTAL	£1,698,213.78
Funding Strategy	HRA Capital (not recoverable from long leaseholders).

Costs for Lot 1 are therefore below the previously approved estimates by a sum of £116,786.22.

Budget estimates for the remaining estates are unchanged from those previously approved at Gateway 4 and are presented below in their planned procurement Lots.

Budget Estimates – Lots 2-5		
Item	Works	Fees & Staff Costs
Lot 2 - Avondale Square	£2,787,000	£278,700
Lot 3 - Dron House, William Blake Estate, Sumner Buildings, Spitalfields, Lammas Green	£1,147,000	£122,275
Lot 4 - Southwark Estate, Windsor, Isleden, Otto Close	£1,358,500	£198,275
Lot 5 - Golden Lane Estate	£1,157,500	£235,750

The savings against estimates realised during the procurement of Lot 1 will be held as costed risk to mitigate the increased risk of extended market price uncertainty that may bear on the later

phases of this programme. That said, it is cautiously anticipated that similar savings may be realised against the remaining Lots should the cost benefits of procuring direct from the manufacturer be approved barring a significant deterioration in wider external factors. Maximum unit prices chargeable under the framework are held until September 2022.

The total estimated cost of the Fire Door Replacement Project is thus reduced to £8,983,214 (excluding risk) and held at £9,100,000 (including risk).

Costed Risk Provision requested for this Gateway: £116,786

4. Issue description

1. Revised Delivery Programme.

The procurement of Lot 1 was significantly delayed during the ongoing public health crisis. As detailed above, to provide accurate pricing, the contractor has had to survey and fully measure every door within the Lot 1 works package which has meant working with residents to access properties throughout the Covid-19 pandemic. Prior to the public health crisis, the surveys had been envisaged to take little more than a couple of months to complete. However, in the unprecedented circumstances it understandably took far longer as access to residential properties was severely limited for extended periods.

Furthermore, upon survey, the existing door openings on the Holloway Estate were found to be too narrow under Part M of the Building Regulations once a replacement modern fire door giving the required level of fire protection was fitted. Pilot installations were required in each block to demonstrate to Building Control what could reasonably be achieved within the limitations of the structure. City of London Building Control have now confirmed that the contractor’s proposed designs are compliant under Part M. The total combined delay to the Lot 1 programme was 16 months from the dates forecast at Gateway 4. Gateway 5 for Lot 1 has now been approved with works set to commence at Holloway & York Way Estates imminently. Procurement for Lot 2 (Avondale Estate) is set to commence on resolution of this Issues Report. Revised estimated timescales for all Lots are set out below.

Revised Project Schedule		
Lot	Pricing Survey	Estimated Delivery
Lot 1	complete	Jan 22 – May 22
Lot 2	Feb 22	May 22 – Sept 22
Lot 3	Jun 22	Sept 22 – Jan 23
Lot 4	Oct 22	Jan 23 – May 23
Lot 5	Jan 23	April 23 – August 23

Programme Risk

The revised estimated timescales are presented with a significant degree of uncertainty as per the following risk factors:

(i) Covid-19 – the imposition of further restrictions would again lengthen the survey process as safe access to properties becomes more challenging.

(ii) Internal resource issues – the DCCS Major Works Team has been significantly under resourced over the last six months as two key project managers have left the City to pursue other opportunities. The loss of experienced staff has been compounded by the restrictions on recruitment as the City moves towards its Target Operating Model. Any further delay in recruiting replacement Project Managers/Clerk of Works would negatively impact programme timescales; likewise, an increase in human resource above pre-Covid staffing levels could allow Lots to be delivered concurrently and the programme significantly escalated.

2. Procurement Strategy.

Lot 1 was successfully procured using the direct award mechanism of the specialist Hyde Fire Safety Framework. The selected contractor, Gerda Security Products Ltd, was the number one ranked contractor on the framework in terms of both cost and quality following a competitive selection process compliant with Official Journal of the European Union (OJEU) procedures (confirmed in due diligence by the City Solicitor). Despite the ongoing challenges of accessing residential properties during the ongoing public health crisis and the concomitant inflationary market, the procured contract for Lot 1 of this programme was £116,786.22 less than the estimated budget at the previous gateway (estimates made before the onset of Covid and before the impacts of Brexit had been quantified). The realised savings are principally attributed to the fact that the top ranked supplier, Gerda, are fulfilling the dual roles of manufacturer and installer thus eliminating the imposition of third party mark ups. The full Procurement Business Case for the use of the Hyde Fire Safety Framework direct award mechanism (attached to this report as Appendix 3) highlights a saving, as compared to the next cheapest priced competitor, of £250 per doorset. This programme will see the replacement of more than 3000 doors. Under the framework, the maximum prices chargeable per unit are held until September 2022.

It should also be noted that the Gerda manufactured doors are considered a market leader and are one of the few manufacturers whose certified performance met both the full criteria of the Ministry of Housing, Community and Local

	<p>Government destructive testing exercise and the heightened protection standards required by the City.</p> <p>An alternative approach, whereby either an open market tender or a mini-tender via the Hyde Fire Safety Framework, has been considered but it is difficult to see how this would secure a better price for the supply of Gerda doors in this particularly challenging market, especially as with multiple contractors pricing simultaneously they would not each be able to conduct a full measured survey which will inevitably lead to the pricing in of contractor risk and an extended use of provisional sums.</p> <p>The DCCS Property Services Team has worked recently with Gerda on a number of projects. As previously reported to Members, a small commission to replace doors as part of the construction of new flats at the ground floor level of Great Arthur House did not go well with a number of supplied doors requiring replacement as they were not to the desired specification. Works on a larger project - the replacement of doors to Petticoat Tower - are now nearing completion with the quality of both doors supplied and standards of workmanship in the installations satisfactory. Their ongoing performance will continue to be monitored carefully with robust project management oversight.</p> <p>It is therefore proposed to continue with the strategy utilised for Lot 1 for the remaining estates. As per standard project governance, should any of the procured prices for the remaining Lots exceed the estimates approved at the previous Gateway, the approval to proceed with the contract award for that Lot would be brought back to Members for consideration via Issues Report.</p>
<p>5. Options</p>	<p>1. Repeat the procurement strategy successfully adopted for Lot 1 for the remaining Lots.</p> <p>The direct award mechanism of the Hyde Fire Safety Framework would be utilised again for Lots 2 – 5 whereby the frameworks number one ranked supplier, Gerda Security Products Ltd, would be approached to bid for the work. A single supplier would be able to carry out a full measured survey to deliver accurate pricing and reduce risk of cost uncertainty. Should the received bids fall within the prior approved estimates presented to Members at Gateway 4 (as with Lot 1), each Lot would proceed to Gateway 5 on the regular approval track for Chief Officer sign off as previously agreed at Gateway 4. Should the received bids exceed the previously approved estimates then any affected Lot would be brought to Members for consideration via Issues Report as per the City’s project procedures.</p>

2. Change procurement strategies to an open tender or mini-tender approach for the remaining Lots.

An open tender would allow testing of the full market for value for money. However, in essence this would be repeating the work carried out already by the Hyde Fire Safety Framework whereby a competitive OJEU compliant bidding process has already been completed with suppliers ranked on a quality (60%) and price (40%) basis. Furthermore, in order to meet the high specification requirements demanded by the City it is highly likely that Gerda manufactured doorsets (as market leader and top performer in the MHCLG destructive testing exercise) would be supplied by any successful contractor. Purchasing directly from the manufacturer would deliver significant savings (as per Appendix 3) as third party price mark ups would be eliminated.

Appendices

Appendix 1	Project Coversheet
Appendix 2	Risk Register
Appendix 3	Procurement Business Case

Contact

Report Author	David Downing
Email Address	david.downing@cityoflondon.gov.uk
Telephone Number	07738 858729

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Project Coversheet

[1] Ownership & Status

UPI: 12196

Core Project Name: Fire Door Replacement Programme

Programme Affiliation (if applicable): N/A

Project Manager: David Downing

Definition of need: This project forms a programme of works to replace all identified fire doors (residential front doors, communal corridor doors and service cupboard doors), including any associated panel surrounds and fanlight windows, within City of London Housing managed residential blocks. The City has made public commitments to embark on an enhanced front door replacement programme to bring all front doors up to a 60-minute fire resistance standard where possible.

Key measures of success:

1. All replacement doors to have expected lifespan of 30 years
2. All replacement doors to meet statutory fire safety and enhanced City standards
3. Improved security for residents and improved thermal performance.

Expected timeframe for the project delivery: January 2021 – May 2023

Key Milestones:

Gateway 5 (Lot 1) – December 2021

Issues Report (Lots 2-5) – February 2022

Procurement (Lot 2) – February 2022

Are we on track for completing the project against the expected timeframe for project delivery? N

To provide accurate pricing the contractor has had to survey and fully measure every door within the works package which has meant working with residents to access properties throughout the Covid-19 pandemic. Prior to the public health crisis, the surveys had been envisaged to take little more than a couple of months to complete, however in the unprecedented circumstances it understandably took far longer as access to properties was severely limited for extended periods. The procurement of Lot 1 was delayed in total by 16 months.

Has this project generated public or media impact and response which the City of London has needed to manage or is managing?

No

[2] Finance and Costed Risk

Headline Financial, Scope and Design Changes:

'Project Briefing' G1 report (as approved by Chief Officer 28/05/19):

- Total Estimated Cost (excluding risk): £4,750,000
- Costed Risk Against the Project: N/A
- Estimated Programme Dates: Winter 2019 – Winter 2021

Scope/Design Change and Impact:

'Project Proposal' G2-4 report (as approved by PSC 16/12/19):

- Total Estimated Cost (excluding risk): £9,100,000
- Resources to reach next Gateway (excluding risk): £150,000
- Spend to date: £0
- Costed Risk Against the Project: N/A
- CRP Requested: N/A
- CRP Drawn Down: N/A

- Estimated Programme Dates: July 2020 – July 2022

Scope/Design Change and Impact: Approval was granted at this Gateway to procure contracts to replace fire doors on an estate-by-estate basis (via Lots) with each procured contract to be authorised by a separate Gateway 5 on the regular approval track. Project estimates uplifted following comprehensive desktop survey of doors subject to proposed replacement. Estimated cost for Lot 1 estates (Holloway and York Way) reported as £1,815,000 (inc. fees and staff costs).

Lot 1 - 'Authority to start Work' G5 report (as approved by Chief Officer):

- Total Estimated Cost (excluding risk): £1,698,213.78
- Resources to reach next Gateway (excluding risk): £1,698,213.78
- Spend to date: £51,944.63
- Costed Risk Against the Project: N/A
- CRP Requested: N/A
- CRP Drawn Down: N/A
- Estimated Programme Dates: January 2022 – Summer 2022

Scope/Design Change and Impact: None

Total anticipated on-going commitment post-delivery [£]: N/A
Programme Affiliation [£]: £9,100,000

City of London: Projects Procedure Corporate Risks Register

Project name: Fire Door Replacement Programme

Unique project identifier: TBC

Total est cost (exc risk) £8983214

Corporate Risk Matrix score table

PM's overall risk rating
Avg risk pre-mitigation
Avg risk post-mitigation
Red risks (open)
Amber risks (open)
Green risks (open)

Low
6.7
3.6
0
6
4

	Minor impact	Serious impact	Major impact	Extreme impact
Likely	4	8	16	32
Possible	3	6	12	24
Unlikely	2	4	8	16
Rare	1	2	4	8

Costed risks identified (All)

£750,000.00	8%
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Costed risk as % of total estimated cost of project

Costed risk pre-mitigation (open)

£750,000.00	8%
-------------	----

" "

Costed risk post-mitigation (open)

£116,786.00	1%
-------------	----

" "

Costed Risk Provision requested

£116,786.00	1%
-------------	----

CRP as % of total estimated cost of project

- (1) Compliance/Regulatory
- (2) Financial
- (3) Reputation
- (4) Contractual/Partnership
- (5) H&S/Wellbeing
- (6) Safeguarding
- (7) Innovation
- (8) Technology
- (9) Environmental
- (10) Physical

Number of Open Risks	Avg Score	Costed impact	Red	Amber	Green
3	8.0	£0.00	0	2	1
4	7.3	£750,000.00	0	3	1
0	0.0	£0.00	0	0	0
2	5.0	£0.00	0	1	1
1	4.0	£0.00	0	0	1
0	0.0	£0.00	0	0	0
0	0.0	£0.00	0	0	0
0	0.0	£0.00	0	0	0
0	0.0	£0.00	0	0	0
0	0.0	£0.00	0	0	0

Issues (open)

0

Open Issues

Extreme	Major	Serious	Minor
0	0	0	0
0	0	0	0

All Issues

0

All Issues

Cost to resolve all issues (on completion)

£0.00

Total CRP used to date

£0.00

City of London: Projects Procedure Corporate Risks Register

Project Name:	Fire Door Replacement Programme	PM's overall risk rating:	Low	CRP requested this gateway	£ 116,786	Average unmitigated risk	6.7	Open Risks	10
Unique project identifier:	TBC	Total estimated cost (exc risk):	£ 8,983,214	Total CRP used to date	£ -	Average mitigated risk score	3.6	Closed Risks	2

General risk classification										Mitigation actions										Ownership & Action			
Risk ID	Gateway	Category	Description of the Risk	Risk Impact Description	Likelihood Classification pre-mitigation	Impact Classification pre-mitigation	Risk score	Costed Impact pre-mitigation (£)	Costed Risk Provision requested Y/N	Confidence in the estimation	Mitigating actions	Mitigation cost (£)	Likelihood Classification post-mitigation	Impact Classification post-mitigation	Costed Impact post-mitigation (£)	Post-Mitigation risk score	CRP used to date	Use of CRP	Date raised	Named Departmental Risk Manager/Coordinator	Risk owner (Named Officer or External Party)	Date Closed OR/Realised & moved to Issues	Comment(s)
R1	4	(2) Financial	Lack of interest from contractors at tender stage.	Limited tender returns may not be value for money.	Possible	Minor	3	£0.00	N		Pre-tender contractor engagement. Look to use framework with competitive pricing built in.	£0.00	Unlikely	Minor	£0.00	2	£0.00		15/11/2019	Jason Hayes	David Downing	01/11/2021	Works procured by direct award via Hyde Framework. Framework processes include competitive ranking of contractors on price and quality criteria.
R2	5	(2) Financial	Number of communal doors requiring upgrade may be greater than anticipated	Budget may be exhausted before all works completed	Possible	Minor	3	£0.00	N		Full survey of communal areas of estate carried out	£0.00	Rare	Minor	£0.00	1	£0.00		30/05/2019	Jason Hayes	David Downing		
R3	5	(2) Financial	Contractors financial viability of a greater risk during times of economic uncertainty	Impact of Brexit on sector financial viability is unknown. Price inflation above estimates should be anticipated during current economic outlook.	Possible	Serious	6	£0.00	N		None at present	£0.00	Possible	Serious	£0.00	6	£0.00		30/05/2019	Jason Hayes	David Downing		
R4	4	(1) Compliance/Regulatory	Challenge to tender awarding process	An unsuccessful contractor may challenge the tender process.	Unlikely	Minor	2	£0.00	N		A robust tendering process will be put in place in conjunction with the CLPS. Should a challenge arise advice will be sought from CLPS and legal services to ensure the dispute is resolved rapidly and successfully.	£0.00	Rare	Minor	£0.00	1	£0.00		15/11/2019	Jason Hayes	David Downing	01/11/2021	Risk avoided via direct award process
R5	4	(1) Compliance/Regulatory	Delays in securing Building Regulations approval	Programme delayed by Building Control issues	Likely	Serious	8	£0.00	N		Involve Building Control in the design process to ensure early sign off	£0.00	Rare	Minor	£0.00	1	£0.00		15/11/2019	Jason Hayes	David Downing		
R6	5	(4) Contractual/Partnership	Lead in time for manufacture of fire doors may be greater than anticipated	High sector demand for fire doors is creating long lead in times for their manufacture.	Likely	Minor	4	£0.00	N		None at present	£0.00	Likely	Minor	£0.00	4	£0.00		15/11/2019	Jason Hayes	David Downing		
R7	5	(1) Compliance/Regulatory	Design and manufacture of non-standard doors	The design and manufacture of non-standard doors could delay the delivery of the programme.	Likely	Minor	4	£0.00	N		Prioritise standard doors for main works contract, maintain small separate budget to use for non-standard doors once design issues are resolved.	£0.00	Unlikely	Minor	£0.00	2	£0.00		01/11/2021	Jason Hayes	David Downing		
R8	5	(5) H&S/Wellbeing	Works contract could clash with delivery of other projects on site	Should works at York Way clash with delivery of the communal heating system then additional H&S issues under CDM will need to be managed.	Likely	Minor	4	£0.00	N		Careful monitor of programmes to minimise risk and careful coordination of works.	£0.00	Possible	Minor	£0.00	3	£0.00		01/11/2021	Jason Hayes	David Downing		
R9	5	(2) Financial	Price inflation caused by external factors	Increasing cost of materials and labour passed on by contractors.	Possible	Major	12	£500,000.00	N		Uplift in framework prices agreed before contract award should see us through the contract period with a fair degree of cost surety. By utilising the framework the City is protected from further cost increases until September 2022 as maximum unit prices are locked in. The major part of the programme should be procured before this date should the framework be used.	£150,000.00	Unlikely	Major	£0.00	8	£0.00		01/11/2021	Jason Hayes	David Downing		
R10	5	(1) Compliance/Regulatory	Covid-19	A re-introduction of lockdown measures would significantly impact the programme as contractors would be required to access residents homes to complete the work which would increase risk of completing to programme.	Possible	Major	12	£0.00	N		The contractor to employ robust Covid secure ways of working.	£0.00	Possible	Serious	£0.00	6	£0.00		01/11/2021	Jason Hayes	David Downing		
R11	5	(4) Contractual/Partnership	Lack of internal resource	Delay in recruiting replacement Project Managers could cause programme delay or additional expense should temporary or agency appointments be required.	Possible	Serious	6	£0.00	n		Quick adoption of departmental structure under ROM and relaxation of recruitment restrictions would mitigate	£0.00	Unlikely	Minor	£0.00	2	£0.00		01/11/2021	Jason Hayes	David Downing		
R12	4	(2) Financial	Cost inflation for Lots 2-5	Increasing market uncertainty for the Lots to be procured later could see costs increase beyond approved forecasts	Likely	Serious	8	£250,000.00	Y - for costed impact post-mitigation	C - Uncomfortable	Hold cost savings from Lot 1 procurement as cost risk sum to mitigate impact of inflationary pressures on procurement of later Lots.	£116,786.00	Possible	Minor	£116,786.00	3	£0.00		21/01/2021	Jason Hayes	David Downing		
R13							£0.00					£0.00			£0.00		£0.00						
R14							£0.00					£0.00			£0.00		£0.00						
R15							£0.00					£0.00			£0.00		£0.00						
R16							£0.00					£0.00			£0.00		£0.00						
R17							£0.00					£0.00			£0.00		£0.00						
R18							£0.00					£0.00			£0.00		£0.00						
R19							£0.00					£0.00			£0.00		£0.00						
R20							£0.00					£0.00			£0.00		£0.00						
R21							£0.00					£0.00			£0.00		£0.00						
R22							£0.00					£0.00			£0.00		£0.00						
R23							£0.00					£0.00			£0.00		£0.00						
R24							£0.00					£0.00			£0.00		£0.00						

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Committee(s): Not Required	APPENDIX 3 Date(s): 25/03/2020
Subject: Fire Door Replacement Programme – Procurement Approach Business Case	Public
Report of: Director of Community & Children's Services	For Decision
Report author: David Downing, Asset Programme Manager, DCCS	

Summary

This report presents further detail on the recommended procurement options for the Fire Door Replacement Programme. A business case is detailed arguing that the direct appointment of Gerda Security Holdings via Lot 1 of the Hyde Fire Safety Framework will secure the high specification products required by the City whilst assuring value for money.

Recommendation(s)

- Endorse the recommended approach of procuring the Fire Door Replacement Programme via the specialist Hyde Fire Safety Framework.
- Endorse approaching the number 1 ranked supplier, Gerda Security Holdings Ltd, via the frameworks Direct Award mechanism for a fully costed estimate with a view to an appointment subject to compliance with the existing budgetary constraints of the project as approved at Gateway 1-4. This approach has the full support of the Chairman of DCCS Grand Committee and the Director of Community and Children's Services.

Main Report

Background

1. A programme of works to replace all front entrance doors (including any associated panel surrounds and fanlight windows), any communal corridor fire doors, service intake or riser cupboard doors, and any secondary fire escape doors from flats within City of London Housing managed residential blocks of flats (excluding those covered by existing programmes) is being developed following public commitments made by the City post the tragedy at Grenfell Tower.

2. A Gateway 1-4 report was approved by Projects Sub Committee (16/12/2019), DCCS Grand Committee (13/12/2019) and the Court of Common Council (16/01/2020) to procure contracts to replace fire doors on the City's Housing Estates, on an estate by estate basis, with a total estimated project budget of £9.1 million. The procurement approach as detailed in the report was to proceed via a specialist framework or through an open competitive tendering process.

Current Position

3. City Procurement colleagues have identified the Hyde Fire Safety Framework as the recommended route to market. This framework is a specialist framework in fire safety services and has a specific lot (Lot 1) which specialises in the replacement of Fire Doors. The Framework evaluation was conducted on the basis of the most economically advantageous tender with a Qualitative Weighting 60 and a Price Weighting 40. There are six suppliers selected for Lot 1 which have been ranked by the framework administrators following assessment of their tender submissions. Contract awards via the Hyde Framework can be made via Direct Award or via a mini-competition with all six suppliers.
4. The contractors named in the Contract Award Notice in respect of Lot 1 are (listed in rank order):

Lot No	Service Stream	Rank	Installer/Contractor
Lot 1	Fire Doors	1	Gerda Security Holdings
		2	Shellen Security
		3	Axis Europe
		4	OpenView Group
		5	Diamond Build
		6	Gunite (Eastern) Ltd

5. As part of the selection process all six contractors submitted a fully costed Schedule of Rates (SOR) which would set the maximum unit prices they could charge to any work procured through the framework. They were also required to confirm the manufacturer of the fire doors that they would supply. The combined SOR totals for each contractor are as follows:

Contractor	Door Manufacturer	SOR TOTAL	Variance from lowest price
Gerda Security Holdings	Gerda	£456,405.22	£0.00
Shellen Security	Shellen	£538,390.27	£81,985.05
Axis Europe	Gerda	£566,355.78	£109,950.56
Diamond Build	Gerda	£585,305.26	£128,900.04
Gunite (Eastern) Ltd	Gerda	£631,989.83	£175,584.61
OpenView Group	Gerda	£637,966.26	£181,561.04

6. Five of the six contractors selected for Lot 1 of the framework will supply Gerda doorsets.
- Gerda have been leading in the performance sector of the market, exceeding the requirements for door testing pass rates. The expected performance from our own City of London Fire Safety Adviser is that a 30-minute rated door (FD30s) should last 45 minutes and 60-minute door rated (FD60s), should last 75 minutes. Gerda fire doors meet this strict requirement and the City are committed to installing FD60s doors where possible.
 - Gerda are also currently one of the market leaders with innovative technology available for the City to take advantage of. This new technology allows the landlord to monitor door sets as part of the guidance notes released for the maintenance of fire doors following the Hackett Review. The doors are monitored constantly via a chip, to ensure that they are closing properly and various essential safety parts such as the door closer are still attached to the door. This technology saves the City extensive costs in resourcing or outsourcing an FDIS Inspector to check the doors every 3 months as now required.
 - The doors are sold with a lifetime warranty, are thermally more efficient (compliant with regulation Part L) and also come certified as Secure By Design (PAS 24) which is critical to keeping residents safe in their homes.
 - The doors offer a high level of weathering for external installations and exposed balconies.
 - They are fully sustainable and easily recycled.
 - Lastly, there is a full set of accessibility options available to adjust the doors to suit an individual's needs. These options include flush thresholds, longer handles and swing free door closers for example.
7. The remaining supplier Shellen Security would supply doorsets of their own manufacture. There is significant concern that the Shellen doorsets would not offer the level of performance required by the City. The recent MHCLG assessment¹ of the Shellen FD30 doorset resulted in a failure of the door handle at the 30 min mark. It is therefore not proposed to consider further the appointment of Shellen Security or the utilisation of Shellen manufactured doors for this contract.

Options

8. Option 1 – Direct Award to Gerda Security Holdings

As detailed above, the Hyde Frameworks offers a Direct Award facility whereby contracting clients can award work directly based on ranking, similarity to previous projects, previous involvement or urgency. It is proposed to approach the number one ranked supplier, Gerda Security Holdings, via the framework for a fully costed estimate for the City's package of work with a view to an appointment subject to compliance with the existing budgetary constraints of the project as approved at Gateway 1-4. This is the recommended option.

¹ <https://www.gov.uk/government/publications/fire-door-testing-timber-fire-door-test-results>

9. Option 2 – Mini Competition between contractors supplying the Gerda doorsets.

Alternately, the suppliers selected for the framework could be engaged in a mini-competition. Contractors would bid for the works as per a standard closed tender exercise but would not be able to submit unit costs in excess of those stated within their qualifying Schedule of Rates approved on selection for the framework. If possible, Shellen Security would be excluded at this stage due to concerns about the performance of their products, but this is to be confirmed. This option is not recommended.

Proposals

10. There are clear and significant benefits in pursuing Option 1 and appointing Gerda directly to deliver the Fire Door Replacement Programme. As they would fill the roles of both supplier and manufacturer there are significant cost savings to be realised as any third party price mark ups would be eliminated. Comparing the total cost of the SOR bundle with that of the next best priced supplier of Gerda doors sees a 25% increase. Comparing the rates supplied for the supply and fitting of the same individual doorsets sees a saving, again when comparing a direct Gerda appointment to the next best priced supplier, in the region of £250 per doorset. With the City intending to purchase the supply and fit of an estimated 3,200 doors there is a potential saving of up to £800,000 on the physical doorsets alone.

A mini-competition would offer the opportunity of the lower ranked contractors to discount their tendered maximum SOR sums but it is thought extremely unlikely that any discount offered would even approach parity with the rates quoted by Gerda considering the extent of the current variance.

A direct award is also the quickest route to delivery. This project is critical in enhancing fire safety on the City's housing estates. With a direct award time spent in the procurement phase would be minimised and works could therefore be programmed to commence at the higher risk locations without undue delay.

Option 1 has the support of Randall Anderson, Chairman DCCS Grand Committee and the Director of Community and Children's Services.

Implications

11. Due Diligence on the Hyde Framework has been carried out by the City Solicitor confirming that the framework is fully compliant with current EU and UK Procurement Legislation.

12. There is risk in running the entire programme through one supplier in terms of stretching their resource capacity, however in this instance it is anticipated that Gerda, whilst supplying a uniform product range, would utilise different approved installers across the City's housing estates in order to deliver the programme within

acceptable timeframes. As the other suppliers on the framework would be also sourcing the supply of doorsets from Gerda's manufactory there is no increased risk of supply chain issues if appointing Gerda directly. Indeed, such risk could be argued to decrease as the City would be in a direct contractual arrangement with the manufacturer rather than a relationship mediated via a third party contractor. Such an arrangement would also significantly reduce the risk associated with supplier blaming the installer and vice versa in the event of any issues as ultimately responsibility would lie solely with Gerda.

Conclusion

13. Lot 1 of the Hyde Fire Safety Framework presents a time efficient route to market and access to the high specification products and expertise required for the City's £9.1m Fire Door Replacement Programme. The six suppliers selected for Lot 1 have already passed through a rigorous and fully compliant competitive selection process. An opportunity, via the frameworks Direct Award mechanism, exists to appoint the number 1 ranked contractor, Gerda Security Holdings. The fire doors manufactured by Gerda are market leading with four of the five remaining contractors on the framework also proposing to supply the same Gerda doors albeit at a mark-up. There are significant savings to be realised therefore via the direct appointment of the combined manufacturer/installer when compared to sourcing the same doors via a third party. A direct award would minimise time spent in the procurement phase and would allow this safety critical project to be delivered with no undue delay with assurance that the high specification products required by the City would be supplied and installed directly by the manufacturer. This approach has the full support of the Chairman of DCCS Grand Committee and the Director of Community and Children's Services.

David Downing

Asset Programme Manager, DCCS

T: 0207 332 1645

E: david.downing@cityoflondon.gov.uk

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Agenda Item 11

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Committees: Corporate Projects Board - for decision Projects Sub - for decision Community and Children's Services – for decision	Dates: 12 January 2022 17 February 2022 11 February 2022
Subject: Avondale Square Estate – Emergency and Communal Lighting Unique Project Identifier: PV Project ID 12073 (29100145)	Gateway 6: Outcome Report Regular
Report of: Director of Community & Children's Services Report Author: Lochlan MacDonald, Asset Programme Manager	For Decision
PUBLIC	

Summary

1. Status update	<p>Project Description: The emergency lighting at Avondale Square estate was non-compliant and a number of luminaires were either not working or constantly lit with no control. The works replaced all lighting including emergency units and has improved the economy, and energy efficiency of the communal lighting across Avondale Estate. The project was administered by the Major Works team within Community and Children's Services.</p> <p>RAG Status: Amber (Green at last report to Committee)</p> <p>Risk Status: Medium (Medium at last report to committee)</p> <p>Costed Risk Provision Utilised: £0.00 (no CRP requested)</p> <p>Final Outturn Cost: £336,636.25</p> <p>The budget was increased during the project for extra works but costs remained within that revised figure. The works did not</p>
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	complete within the original timeframe due to Covid 19 Restrictions and the need for more in depth surveys.
2. Next steps and requested decisions	<p>Requested Decisions:</p> <ol style="list-style-type: none"> 1. To note the contents of this report. 2. To note the lessons learnt from this project. 3. To authorise formal closure of the project.
3. Key conclusions	<ol style="list-style-type: none"> 1. The external and emergency lighting across the whole of Avondale Square Estate has been upgraded and now reaches compliance under BS5266. This includes replacement of any wiring that was required and the use of energy efficient LED lighting which will reduce fuel costs and help towards achieving the City's Carbon Action Strategy. Whilst the overall cost of the project had to be increased to account for extra works to two blocks, the final outturn cost remained within the revised budget. Furthermore, savings within the original approved contract sum allowed extra lighting at key points to be provided at no extra cost. 2. The extra required funding was to include two blocks that had been initially excluded as the works to these were scheduled to be undertaken under a different project. However, that project was cancelled and the condition of the lighting at the blocks was such that it then needed to be included to ensure the safety of our residents and meet compliance. 3. The project start was delayed slightly due to the lockdown restrictions enforced due to Covid 19 and by the need for more in-depth surveys to be undertaken on the condition of the existing wiring. Once works were able to start, these were completed within the revised budget. The expected length of time required to complete the works had to be extended, as reported above.

Main Report

Design & Delivery Review

4. Design into delivery	<ul style="list-style-type: none"> • The project was a design and build contract, and all the criteria set out in the employer's requirements were met.
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v.April 2019

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<p>5. Options appraisal</p>	<ol style="list-style-type: none"> 1. The option chosen, to replace all external and communal lighting with more energy efficient fittings, was met by the works. As these use less energy, will be more responsive, and come on automatically when required, they will provide better value for money in the long term. 2. The improved lighting has made the estate safer for residents and has met compliance criteria. 3. George Elliston and Eric Wilkins Houses were added to the project once the project at these blocks which included lighting works, was cancelled.
<p>6. Procurement route</p>	<ul style="list-style-type: none"> • On the advice of City Procurement, a below OJEU closed tender exercise was undertaken. • Procurement reference number. RFQ/ITT: itt_COL_11922
<p>7. Skills base</p>	<p>The Major Works and Projects Team within the Department of Community and Children’s Services delivered the project accordingly. Extra resources were not required.</p>
<p>8. Stakeholders</p>	<ol style="list-style-type: none"> 1. Residents were invited to the Meet the Contractor event. 2. There have been no reports of any issues arising with staff or residents during the works and after completion.

Variation Review

<p>9. Assessment of project against key milestones</p>	<ul style="list-style-type: none"> • At Gateway 5, the timescale given was to start in March 2020 and complete in October 2020. The Covid 19 lockdown requirements, the need for additional surveys and issuing the contract papers delayed the start date to June 2020. • Practical completion was issued in April 2021.
<p>10. Assessment of project against Scope</p>	<ul style="list-style-type: none"> • The scope of the project was fully met and extra works were undertaken to include blocks that would otherwise have remained non-compliant, and further extra fittings that have further improved resident safety.
<p>11. Risks and issues</p>	<ul style="list-style-type: none"> • No identified risks came to fruition. • Covid 19 could have been identified as a risk at Gateway 5, however, this did not unduly delay the works. • The need for extra surveys should have been identified and built into the original timeframe of the project.
<p>12. Transition to Business as Usual (BAU)</p>	<ul style="list-style-type: none"> • As each block was worked upon, essential lighting was maintained and when completed, the renewed lighting was immediately available.

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Value Review

13. Budget	<table border="1"> <tr> <td><i>Estimated Outturn Cost (G2)</i></td> <td>Estimated cost (including risk):£399,000 Estimated cost (excluding risk): £399,000</td> </tr> </table>		<i>Estimated Outturn Cost (G2)</i>	Estimated cost (including risk):£399,000 Estimated cost (excluding risk): £399,000																												
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<p>The additional £27,424 approved for extra works by issue report after Gateway 5, has increased the outturn figure above that advised at Gateway 5.</p> <p>Please confirm whether or not the Final Account for this project has been verified.</p> <ul style="list-style-type: none"> • Chamberlains have confirmed the outturn figure. 																																
14. Investment	<ul style="list-style-type: none"> • As reported at Gateway 1-4, The communal lighting replacement will reduce running and maintenance costs by an estimated £153,400 over five years. • On the above basis, the savings accrued by the works will pay for themselves within a thirteen year period. 																															
15. Assessment of project against SMART objectives	<ul style="list-style-type: none"> • The savings described in fuel costs and energy efficiency will only be quantifiable over time. • The lighting at Avondale Square estate is now compliant, in line with SMART objectives. 																															

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<p>16. Key benefits realised</p>	<p>The Key Benefits, listed at Gateway 2, namely:</p> <ul style="list-style-type: none"> • The works will ensure that the emergency lighting is fit for purpose and improve residents’ safety – This has been met • The communal lighting replacement will reduce running and maintenance costs (estimated to be from £247,000 to £93,600, a saving over five years of £153,400) – This cannot be quantifiably proven yet but is expected to be accurate. • On this basis, the savings accrued by the works will pay for themselves within a thirteen year period - This cannot be quantifiably proven yet but is expected to be accurate. • CO2 emissions will be reduced (by an estimated 500 tonnes over a five year period) - This cannot be quantifiably proven yet but is expected to be accurate.
---	--

Lessons Learned and Recommendations

<p>17. Positive reflections</p>	<p>18. Extra works to further improve lighting provision at Avondale Square Estate were possible utilising savings accrued within the contract sum. 19. The works accord with the City’s Carbon Action Strategy objectives.</p>
<p>20. Improvement reflections</p>	<ul style="list-style-type: none"> • More accuracy in estimating time needed to complete the works and surveys, and the effects of Covid 19 on future projects are key reflections.
<p>21. Sharing best practice</p>	<ul style="list-style-type: none"> • Further similar projects are to be undertaken by the Major Works and Projects Team and staff will be made aware of the issues recorded for improvement.
<p>22. AOB</p>	<p>N/A</p>

Appendices

<p>Appendix 1</p>	<p>Project Coversheet</p>
<p>Appendix 2</p>	
<p>Appendix 3</p>	

Contact

<p>Report Author</p>	<p>Lochlan MacDonald, Asset Programme Manager</p>
<p>Email Address</p>	<p>Lochlan.macdonald@cityoflondon.gov.uk</p>
<p>Telephone Number</p>	<p>07785 723501</p>

v. April 2019

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Project Coversheet

[1] Ownership & Status

UPI:12073

Core Project Name: Avondale Square estate Emergency and block lighting replacement

Programme Affiliation (if applicable): N/a

Project Manager: Lochlan MacDonald

Definition of need: To bring lighting up to standard and to meet compliance

Key measures of success:

- Emergency lighting reaches compliance
- New lighting improves security of residents
- Better energy efficiency of landlord's fittings

Expected timeframe for the project delivery:

Original Time frame July 2019 – August 2020

Revised Time Frame: July 2019 – October 2020

Key Milestones:

- Approval of Gateway 5 – February 2020
- Appoint Guardian Consultancy Services – February 2020
- Works start on Site – March 2020
- Works Complete – October 2020

Are we on track for completing the project against the expected timeframe for project delivery? No

- Extra surveys were needed to inform the condition of wiring.

Has this project generated public or media impact and response which the City of London has needed to manage or is managing?

No

[2] Finance and Costed Risk

Headline Financial, Scope and Design Changes:

'Project Proposal & Options Appraisal' Gateway 1-4 (as approved by PSC 19/07/2019):

- Total Estimated Cost (excluding risk): £399,000
- Resources to reach next Gateway (excluding risk) £19,000
- Spend to date: £756
- Costed Risk Against the Project: £0
- CRP Requested: £0
- CRP Drawn Down: £0
- Estimated Programme Dates: July 2019 – August 2020

Scope/Design Change and Impact: None

'Authority to start Work' G5 report (approved by CO February 2020)

- Total Estimated Cost (excluding risk): £309,515
- Resources to reach next Gateway (excluding risk) £308,759
- Spend to date: £756
- Costed Risk Against the Project: £0

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- CRP Requested: £0
- CRP Drawn Down: £0
- Estimated Programme Dates: July 2019 – October 2020

Scope/Design Change and Impact:

'Issue Report' requesting further funding (CO Approval November 2020).

- Total Estimated Cost (excluding risk): £336,939
- Resources to reach next Gateway (excluding risk) £27,424
- Spend to date: £251,236
- Costed Risk Against the Project: £0
- CRP Requested: £0
- CRP Drawn Down: £0
- Estimated Programme Dates: July 2019 – February 2021

Gateway 6 Outcome Report (December 2021)

- Total Estimated Cost (excluding risk): £336,636.25
- Resources to reach next Gateway (excluding risk) £0
- Spend to date: £336,636.25
- Costed Risk Against the Project: £0
- CRP Requested: £0
- CRP Drawn Down: £0
- Estimated Programme Dates: July 2019 – April 2021

Total anticipated on-going commitment post-delivery [£]: Unquantifiable – response repairs as necessary.

Programme Affiliation [£]:N/A.

Committee: Community and Children’s Services Committee – For Decision Housing Management and Almshouses Sub-Committee – For Information	Dated: 11/02/2022 26/05/2022
Subject: Review of the Housing Allocations Scheme 2017	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1, 2, 4
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Andrew Carter, Director of Community and Children’s Services	For Decision
Report authors: Liam Gillespie, Head of Housing Management Simon Cribbens, Assistant Director, Commissioning and Partnerships	

Summary

Local housing authorities are required by Section 166A of the Housing Act 1996 to have a scheme for allocating housing accommodation. The City Corporation’s Housing Allocations Scheme was comprehensively rewritten in 2017 and implemented following extensive consultation with relevant stakeholders. The Scheme has now been refreshed, with some minor changes, to ensure that it remains as up to date as possible.

Recommendation

Members are asked to:

- Approve the Housing Allocations Scheme for use by the Department.

Main Report

Background

1. The Housing Act 1996 requires local housing authorities to have an allocations scheme, which governs how vacant social housing properties are let. Allocations schemes must determine how priority is awarded to applicants, and the procedure to be followed in handling applications for local authority housing.
2. Several pieces of legislation and statutory regulations govern the allocation of local authority housing and the management of housing registers.

3. The City Corporation's Housing Allocations Scheme (the Scheme) was rewritten in 2017 to reflect changes in law and regulation. Extensive consultation was carried out at the time to gather the views of relevant stakeholders, such as current housing applicants, City Corporation tenants, and various professionals whose work fell within the remit of the Scheme.
4. The Scheme governs the handling of applications for housing from current tenants (internal transfers) and new applicants.

Current Position

5. The Scheme has now been in place for almost five years and has proven to be a useful document. There have been no significant changes in law or regulation surrounding housing allocations in England and Wales since the Scheme was written, however, a recent review has resulted in officers making several minor changes to the Scheme to offer greater clarity in some areas.
6. The changes are outlined in Appendix 2. As the changes are not substantial, a public consultation is not required.

Corporate & Strategic Implications

- Financial implications – N/A
- Resource implications – N/A
- Risk implications – N/A
- Equalities implications – N/A
- Climate implications – N/A
- Security implications – N/A

Legal implications

7. The Scheme was subject to detailed consideration by colleagues in the Comptroller and City Solicitor's Department when originally implemented. The revisions in Appendix 2 have been considered and approved by legal officers.

Conclusion

8. The City Corporation's Housing Allocations Scheme, implemented in 2017 following substantial consultation, has been reviewed and some minor changes are recommended. Members are asked to endorse the refreshed document (see Appendix 1) for use by the Department in assessing housing applications and allocating vacant homes for social rent.

Appendices

- Appendix 1 – Housing Allocations Scheme 2017 (2022 Revision)
- Appendix 2 – Changes to the 2017 Scheme

Liam Gillespie

Head of Housing Management, Department of Community and Children's Services

T: 020 7332 3785

E: liam.gillespie@cityoflondon.gov.uk.

Simon Cribbens

Assistant Director, Commissioning and Partnerships, Department of Community and Children's Services

T: 020 7332 1638

E: simon.cribbens@cityoflondon.gov.uk.

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Housing Allocations Scheme 2017

as amended January 2022

Contents

1: Introduction.....	3
About the Allocations Scheme.....	3
Statement on Choice.....	4
Legal Context	4
Equalities.....	4
Policy changes	4
2: The Housing Register.....	6
3: Eligibility	8
4: Qualifying.....	9
5: Reasonable Preference	12
6: City Preferences	13
City Letting Preferences.....	13
City Transfer Preferences	16
7: Joining the Housing Register	18
Applying to the Housing Register	18
Application update and renewal.....	19
Duty to provide accurate information	19
8: Assessing Household Size.....	21
Who can be included in an application?.....	21
The City Corporation's Bedroom Standard.....	22
9: Priority for Housing	24
Primary Points	24
Secondary Points	26
Medical and Welfare Priority	28
The Points Matrix.....	36
Prioritising Applicants	37
10: The Lettings Process.....	38
Sensitive Lettings	39
Choice Based Lettings Refusal Policy	39
Allocation to Housing Association Homes	40

Help with registering and bidding for properties	40
Signing a tenancy	40
11: Allocations made outside of this process	41
Direct Offers.....	41
Direct Offers Refusal Policy	43
12: Statutory homeless households.....	44
13: Older people's housing.....	45
14: Local Lettings Plans.....	47
15: Reviews, Complaints and Advice	49
Reviews and Reconsiderations	49
Complaints	49
Advice and assistance.....	49

1: Introduction

About the Allocations Scheme

- 1.1 This document sets out the City of London Corporation's (the City Corporation) Housing Allocations Scheme. This determines the basis for allocating vacancies within the City Corporation's social housing stock and housing association vacancies to which it has nomination rights.
- 1.2 This document provides comprehensive information about the process the City Corporation applies to the allocation of social housing. This will ensure applicants are informed about and can understand how decisions are made.
- 1.3 The City Corporation uses a points based Allocations Scheme. Applicants' circumstances will be assessed and points will be awarded to reflect the urgency of a household's housing need. Using points means we are able to operate a fairer system, taking the full range of each applicant's circumstances into account and ensuring housing goes to those most in need.
- 1.4 The Allocations Scheme cannot cover every eventuality. The City Corporation recognises that some exceptional circumstances may arise which are not addressed by this scheme. In such cases the Assistant Director for Housing and Neighbourhoods has discretionary powers for example; to award additional priority, to approve offers of housing and to exempt applicants from one or more rules set out in this scheme, taking into consideration all factors relevant to housing and social needs.
- 1.5 In developing the Allocations Scheme, consideration has been paid to the City Corporation's Housing Strategy, Homelessness Strategy, Tenancy Strategy, Fraud Policy, Strategic Housing Market Assessment and the Department of Community and Children's Service's Business Plan. As such, the aims of this Scheme are to:
 - achieve a balance between the housing needs of existing City of London tenants and those applying to be new tenants
 - make the best use of our housing stock in this time of extremely high demand for social housing
 - be clear about who can go on our housing register, how we will prioritise households on the register, and the process for allocating homes
 - efficiently let our properties to reduce the amount of time properties are empty

- help achieve our Business Plan aim to develop strong neighbourhoods and ensure people have a decent place to live.

Statement on Choice

- 1.6 The Housing Act 1996 requires local authorities to include in their Allocations Scheme a statement of the authority's policy on offering applicants a choice of accommodation or the opportunity to express preferences about their accommodation.
- 1.7 The City Corporation will offer a choice of accommodation in line with its Choice Based Lettings scheme, which provides the opportunity to choose accommodation by expressing an interest in properties that are advertised (see section 10 for details of this process).

Legal Context

- 1.8 The policies set out in this document are shaped by a framework of legislation including the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Localism Act 2011). It also reflects regulations and guidance issued by government relating to allocations. The City Corporation is required by s.166A(1) of the Housing Act to have an allocations scheme for determining priorities, and for defining the procedures to be followed in allocating housing accommodation; and must allocate in accordance with that scheme (s.166A(14)).

Equalities

- 1.9 The City Corporation promotes equal opportunities and opposes all forms of unfair discrimination. Providing a clear and consistent policy for housing allocation supports the City Corporation's duty to treat all applicants fairly. All applications and decisions relating to them will be made in line with this policy, irrespective of the applicant's gender, marital or civil partnership status, race, nationality or ethnic origin, disability, sexual orientation, age, gender reassignment or pregnancy and maternity status.

Policy changes

- 1.10 This scheme takes account of relevant legislation, Government guidance and relevant City of London Corporation strategies and policies. Therefore, this scheme will be reviewed regularly to reflect any Government or local policy changes.
- 1.11 New government guidance and newly arising circumstances can require amendment to policies during their proposed lifetime. To make sure this allocations policy remains current and operates fairly and

within the law, the Director of Community and Children's Services in consultation with the Chairman of Housing Management and Almshouses Sub Committee will be able to approve minor amendments. Major revision will subject to approval by the Sub Committee and where appropriate to a public consultation.

2: The Housing Register

- 2.1 To support the Allocations Scheme the City Corporation holds a Housing Register of applicants who can be considered for an allocation of social housing.
- 2.2 Applicants must normally be over 18 years of age in order to receive an offer of accommodation from the City Corporation. In exceptional circumstances, applicants under the age of 18 will be considered after a referral from Children's Social Care.
- 2.3 There are three stages an applicant must pass before being considered for an allocation of general needs social housing; **eligibility**, **qualifying** and **preference**. These are applied in different ways to new applicants and City Corporation tenants applying for a transfer. The precise meanings of these terms are defined in sections 3 - 6.
- 2.4 A slightly different system operates for older people's housing. For more information on this, please see section 13.

New Applicants

- 2.5 To join the Housing Register, applicants who are not current tenants of the City Corporation must demonstrate that they are:
 - a) **eligible** for an allocation of accommodation
(see section 3)
 - and b) **qualifying** for an allocation of accommodation
(see section 4)
- 2.6 If accepted onto the Housing Register, an application for a new tenancy will also be assessed to determine whether the applicant is:
 - i) entitled to **reasonable preference**
(see section 5)
 - or ii) a **City letting preference**
(see section 6)
 - or iii) able to join the **low priority** group only
(see section 6)

Tenant Transfers

- 2.7 To join the Housing Register, applicants who are current City Corporation tenants applying for a transfer must demonstrate that they are:
- a) **qualifying** for an allocation of accommodation (see section 4)
 - and b) either
 - i) entitled to **reasonable preference** (see section 5)
 - or ii) a **City transfer preference** (see section 6)
- 2.8 The City Corporation does not offer like for like transfers and current tenants who cannot demonstrate either **reasonable preference** or a **City transfer preference** will not be able to go on the Housing Register.
- 2.9 Existing City Corporation tenants who wish to move can register for a mutual exchange, access the pan-London mobility scheme Housing Moves or apply to another local authority under the Right to Move. For further information on any of these schemes, interested tenants should contact the Housing Needs Team.

3: Eligibility

3.1 In order to join the Housing Register applicants must be both eligible and qualifying and meet the requirements for either 'reasonable' or 'additional' preference as laid out in the Housing Act 1996 as amended by the Localism Act 2011

3.2 The following groups are **not** eligible to join the Housing Register:

- people subject to immigration control
- people who only have the right to reside in the UK because they (or a member of their household) are a jobseeker
- people who are not habitually resident in the UK
- people who have a right to reside in the UK of less than three months.
- People who have No Recourse to Public Funds (NRPF)

3.3 Full details of the classes of persons from abroad who are eligible or ineligible for an allocation are available in the Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006 (SI 2006 No.1294) and subsequent amendments.

3.4 A joint tenancy will not be offered unless both proposed tenants meet the eligibility criteria; if only one proposed tenant meets the eligibility criteria a sole tenancy in that person's name will be offered.

4: Qualifying

4.1 Qualification for social housing is determined by local housing authorities, subject to some statutory requirements.

4.2 Different qualifying criteria apply to those applying for a new tenancy and current tenants applying for a transfer. These are displayed in the table below:

Qualification criteria	New tenancy	Tenant transfer
Applicants must demonstrate a local connection (see 4.3) or exemption from this rule (see 4.4)	✓	
Neither the applicant, nor any member of their household, owns in full or in part, a property in the UK or abroad	✓	✓
Neither the applicant, nor any member of their household, holds, a secure, assured, flexible or introductory tenancy with another social landlord, which they do not intend to surrender upon transfer	✓	✓
Neither the applicant, nor any member of their household, must have previously exercised their right to buy or have received a cash incentive for a mortgage and subsequently sold their property (this criteria will be disregarded if the City Corporation subsequently accepts a homelessness duty under Part VII of the Housing Act 1996)	✓	✓
The applicant (and their partner, if part of the household) must have an annual combined income (excluding benefits and before tax) of less than £60,000	✓	
The applicant (and their partner, if part of the household) must have savings or capital of less than £30,000 <ul style="list-style-type: none"> • Any lump sum received by a member of the Armed Forces as compensation for an injury or disability sustained on active service will be disregarded • This would normally exclude pension fund assets needed to provide income in retirement 	✓	
Neither the applicant, nor any member of their household, should have demonstrated unacceptable behaviour (see 4.5)	✓	✓

4.3 In order to qualify for an offer of accommodation from the City Corporation, applicants must first demonstrate a local connection. This can be done in a number of ways:

- those who are resident in the City of London for a minimum period of 24 months (including temporary or supported accommodation provided by the City Corporation in other areas)
- those employed by the City Corporation, in any location and including the City of London Academies Trust, for a minimum of 24 months (including interim or supported employment and employees on parental leave)
- those employed within the City of London for a minimum 24 months and who have been working for at least 16 hours per week (including interim or supported employment and employees on parental leave)
- those who currently live in the household of a City Corporation tenant who is, or whose partner is, their parent or legal guardian. To qualify in this way the child must also:
 - have spent at least two years of their childhood (defined as under 18 years old) in that tenant's household
 - and have spent their entire adult life to date (defined as 18 years old and over) in that tenant's household apart from periods spent outside the household:
 - o to attend university
 - o to join the Armed Forces
 - o to undergo medical treatment
 - o to serve a custodial sentence
- those who are a young person looked after by the City Corporation and placed in care, irrespective of the location of their placement
- those who provide care and support to a City resident or City Corporation tenant or a member of their household. This relationship must be recognised by an award of Carer's Allowance or by an Adult Social Care Carer's Assessment.

4.4 When allocating its housing, the Corporation is committed to ensuring that certain categories of people have access to appropriate accommodation. This allocations scheme therefore ensures that the requirement for a local connection set out in 4.3 does not apply to the following groups:

- those who are currently serving in the regular armed forces or who were serving in the regular forces at any time in the five years preceding their application for social housing
- bereaved spouses or civil partners of those serving in the regular forces where (i) the bereaved spouse or civil partner has recently ceased or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil

partner and (ii) the death was wholly or partly attributable to their service

- existing or former members of the reserve forces who are suffering from a serious injury, illness, or disability which is wholly or partly attributable to their service
- households to whom the City Corporation has accepted a full homelessness duty under Part VII of the Housing Act 1996
- households who are exercising their Right to Move under the Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 (SI 2015/967)
- households the City Corporation has agreed to house as part of a reciprocal agreement with another housing authority
- households who are referred to the City Corporation through Housing Moves and other reciprocal mobility schemes.
- households with an urgent need to move away from their current local area. For example an applicant who is fleeing domestic violence.

4.5 Applicants will be excluded from the City Corporation's Housing Register if their behaviour, or the behaviour of a member of their household or a guest of the household, has not been acceptable and there are reasonable grounds to believe that the applicant will not be a suitable future tenant. Unacceptable behaviour includes:

- owing serious rent arrears to any current or past landlord
- failing to comply with a current or past tenancy or licence agreement with a local authority, housing association or private landlord
- conviction for illegal or immoral purposes
- causing nuisance and annoyance to neighbours or visitors which results in court proceedings
- committing certain criminal offences and still posing a threat to neighbours or the community
- any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse towards a partner or members of the family. This can encompass but is not limited to psychological, physical, sexual, financial and emotional abuse
- paying money illegally to obtain a tenancy
- having lost accommodation provided in connection with employment due to conduct making it inappropriate for the person to reside there
- obtaining, or attempting to obtain, a tenancy fraudulently
- committing, or attempting to commit, tenancy fraud
- knowingly giving false or misleading information, or knowingly withholding relevant information, in an attempt to further an application for housing.

5: Reasonable Preference

- 5.1 When determining allocation priorities, the City Corporation's Allocations Scheme is required by Part VI of the Housing Act 1996 to give 'reasonable preference' to certain categories of people. These are prescribed by the Act and are as follows:
- people who are homeless within the meaning of Part VII of the Housing Act 1996 (including those who are intentionally homeless and those not in priority need)
 - people who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under s.192(3)
 - people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
 - people who need to move on medical or welfare grounds, including grounds relating to a disability, and
 - people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or others).
- 5.2 The City Corporation will award cumulative preference to applicants who meet two or more of the above reasonable preference criteria.
- 5.3 The City Corporation will give additional preference to applicants who meet one of the above reasonable preference criteria and who are:
- at risk of domestic abuse in their current home
 - a witness or victim of crime and at risk of intimidation in the vicinity of their current home
 - harassed, threatened or attacked in their local area
 - former members of the Armed Forces
 - serving members of the Armed Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service
 - bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner
 - serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service.

6: City Preferences

City Letting Preferences

6.1 In addition to those applicants entitled to reasonable preference, the City Corporation will give some preference to eligible and qualifying new applicants who fall into one of the following groups:

I. Lower income City connection

6.2 The City Corporation will give some preference to those with a City connection who are on a low income. This includes:

- a) People who currently work within the City of London, have done so for at least 24 months and for at least 16 hours per week, and whose household earnings are below the threshold identified in section 6.3.
- b) People who currently live within the City of London and who are legally responsible for paying the rent for their current accommodation and whose household earnings are below the threshold identified in section 6.3.
- c) City Corporation and City of London Academies Trust employees, regardless of their location of employment, whose household earnings are below the threshold identified in section 6.3.
- d) People who currently provide unpaid care for a City of London resident, tenant or a member of their household, have done so for at least 24 months and for at least 16 hours per week, and whose household earnings are below the threshold identified in section 6.3. Proof will be required in the form of an award of Carer's Allowance or a carer's assessment from Adult Social Care.
- e) Sons and daughters of current City Corporation tenants who are entitled to preference under 6.5 and who are also employed at any location to work at least 16 hours per week and have done so for at least 24 months.
- f) People who neither live nor work within the Square Mile, but who can demonstrate a need to live in the City of London or on one of its estates whose household earnings are below the threshold identified in section 6.3 would be considered for a discretionary registration. Evidence as to why the household needs to be considered for a

discretionary registration must be submitted in support of the application form and will be reviewed by the Housing Needs Team. Any discretionary registration has to be authorised by the Assistant Director of Housing & Neighbourhoods.

6.3 The income threshold for 'Lower income City connection' is set in line with the earnings a two full-time worker household working 37.5 hours per week earning the National Living Wage would receive. The assessment operates on a financial year basis, before tax and excluding benefits. It includes only the income earned by two joint applicants or a sole applicant and their partner.

6.4 As of 1 April 2021, the threshold is £32,064 per year. Subsequent increases in the National Living Wage will automatically be reflected in an increase to this threshold. The City Corporation will consider a decrease in this threshold if an application is made by a single applicant.

II. Sons and daughters of current City Corporation tenants

6.5 The City Corporation will give some preference to the children of current City Corporation tenants. Those applying under this route should:

- currently live in the household of a City Corporation tenant who is, or whose partner is, their parent or legal guardian
- have spent at least two years of their childhood (defined as under 18 years old) in that tenant's household
- have spent their entire adult life to date (defined as 18 years old and over) in that tenant's household apart from periods spent outside the household:
 - to attend university
 - to join the Armed Forces
 - to undergo medical treatment
 - to serve a custodial sentence

6.6 The Universal Credit (Housing Costs Element for claimants aged 18 to 21) (Amendment) Regulations 2017 (2017/252) came into force on 1 April 2017. This removed entitlement to the housing element of Universal Credit (currently Housing Benefit) from young people aged 18-21. This is subject to a number of exemptions including vulnerable young people, young people who are parents themselves, those who may not be able to

return home to live with their parents, and those who have been in work for six months prior to making a claim.

- 6.7 For this reason, those aged between 18 and 21 and wishing to join the Housing Register as a son or daughter of a current City Corporation tenant must pass an affordability check, demonstrating that they either qualify for one of the exemptions to the housing element restriction, or that they will otherwise be able to pay their rent.

III. Retiring City Corporation employees who have been in tied accommodation

- 6.8 Some City Corporation employees are provided with tied accommodation to help them fulfil their duties. Upon retirement, these employees may be entitled to an alternative offer of accommodation via the waiting list.
- 6.9 Retiring City Corporation employees who have been in tied accommodation will not receive points and will instead be given one direct offer of suitable accommodation. See 11.3.IX for more details.
- 6.10 Retiring employees made an offer of accommodation in this way are ending their tied tenancy and signing a new social tenancy. As such there is no entitlement to Shift Scheme payments.

Low Priority

- 6.11 New applicants who are both eligible and qualifying for an offer of accommodation will always be able to go on the Housing Register. However, those who are entitled to neither reasonable preference nor City letting preference will be able to go in the low priority group only.

City Transfer Preferences

6.12 In addition to those transfer applicants entitled to reasonable preference, the City Corporation will give some preference to qualifying transfer applicants who fall into one of the following groups:

I. Decants and returning tenants

6.13 City Corporation tenants who need to leave their homes to enable a major works project to go ahead will be placed in this group. Tenants who are temporarily decanted and have a Right of Return will also be able to bid in this group.

6.14 Tenants who do not need to move due to a decant for at least 12 months will begin with a moderate amount of priority. Priority will be increased for tenants who need to move within 12 months and again for those who need to move within six months.

II. Under-occupying tenants

6.15 City Corporation tenants who are under-occupying a two-bedroom property or larger and wish to move to more suitable, smaller, accommodation will be placed in this group. Those choosing to downsize may be eligible for a Shift Scheme payment.

6.16 Fixed term tenants, successors and assignees who are required to move to a smaller property upon renewal or transfer of their tenancy will also be placed in this group. They will not be eligible for a Shift Scheme payment.

III. Studio upgrades

6.17 City Corporation tenants occupying studio accommodation and with no other identified housing need will be able to apply for a transfer to a one bedroom home in three circumstances:

- (a) The tenant is aged 45 or over.
- (b) The tenant is a parent whose child does not live with them, but who visits regularly and would stay overnight if there were space. Applications will be prioritised with an award of secondary points for a low welfare need (see 9.45.IV).
- (c) The tenant lives with a spouse, a civil partner, or a partner who has lived in the property continuously for at least one

year. Applications will be prioritised with an award of secondary points for one bedroom lacking (see 9.18).

- 6.18 Child, for the purposes of 6.17(b), 8.11 and 9.45.IV, is defined as a person under 18 years old, or as a person under 25 years old who is in full time education or who has special educational needs.

7: Joining the Housing Register

Applying to the Housing Register

- 7.1 To join the Housing Register applicants must complete a housing application form and where appropriate, medical or additional assessment forms.
- 7.2 Applicants who need help with completing the form can request an appointment during office hours with the Housing Needs Team who will be able to help them. See 15.5 for contact details.
- 7.3 Applicants will be asked to provide information and evidence to enable officers to check their eligibility, qualification and preference status. This will usually include:
- photo identification
 - proof of identity for all household members and evidence of their right to live in the UK if they are not British Citizens
 - proof of address for the last five years
 - a recent Council Tax bill for their current address. This may be in the name of a parent or landlord
 - national insurance number
 - proof of their residency in or employment connection to the City
 - proof of savings and bank accounts
 - proof of earnings
 - a passport sized photograph for each main applicant.
 - Evidence of settled or pre-settled status where applicable
- 7.4 If the City Corporation is satisfied that the applicant is eligible to be on the Housing Register, an initial assessment will be made based on the information on the application form and any other information provided.
- 7.5 Applications will normally be processed within 30 working days, once all the required information has been provided in the requested form.
- 7.6 If the information and supporting documents necessary to process the application are not provided within 6 months of the Housing Needs Team receiving the application and there has been no response to reminders for the documents, the application will be cancelled.
- 7.7 All those accepted on to the Housing Register will be assessed and placed in the appropriate bedroom category for their household size and made an award of points based on their circumstances. Applicants will be sent a letter explaining the points awarded to them, their priority date and guidance on how to bid for properties.

- 7.8 If an applicant feels that their application has been assessed incorrectly under the scheme or relevant circumstances have not been taken into account, they may request a review of the decision and must be able to provide supporting evidence. To request a review, the applicant should write to the Housing Needs Team setting out reasons for requesting a review within ten days of their notification letter.

Application update and renewal

- 7.9 Applicants must notify the Corporation of any changes in their circumstances as they arise, such as, but not limited to, a new partner, a relationship breakdown, a child leaving home, a new child being born, or a change of address or employment.
- 7.10 Following an applicant informing the Housing Needs Team of a change of circumstances, the application will be suspended until all necessary proof documents have been provided and a reassessment carried out.
- 7.11 When an applicant's change of circumstance has been reassessed, this may result in a change in the applicant's points, bedroom need or priority date. If an applicant loses their status as an eligible or qualifying person their application to the Housing Register will be closed. The applicant will be informed of the outcome of the reassessment in writing.
- 7.12 The Housing Needs Team will also conduct a frequent Census of the Housing Register to confirm applicants details are correct and that all applicants remain eligible.
- 7.13 The City Corporation will seek to confirm that an applicant is an eligible and qualifying person upon adding them to the Housing Register and, where a long time has elapsed since the original application, again when considering making an allocation.

Duty to provide accurate information

- 7.14 As part of their application, all applicants will be required to sign a declaration giving the Housing Needs Team permission to make investigations into their application. This will include use of the National Fraud Initiative database and may include credit check agencies.
- 7.15 Under Section 171 of the Housing Act 1996, it is a criminal offence for an applicant to knowingly give false information or to withhold information relevant to their application. A fine may be imposed by the courts if the applicant is found guilty.

7.16 This applies if:

- an applicant knowingly or recklessly makes a statement which is false in a material particular
- knowingly withholds information which the City Corporation has reasonably required the applicant to give in connection with the exercise of its functions.

7.17 This applies at all stages of the application. If there is significant change in the applicant's housing circumstances then there is an obligation on them to inform the City Corporation.

7.18 An applicant found to be submitting false statements or providing false evidence may be excluded from the Housing Register for a period of 10 years.

7.19 An applicant convicted of social housing fraud with any registered provider will be excluded from the Housing Register for a period of at least 15 years.

8: Assessing Household Size

Who can be included in an application?

- 8.1 When assessing the size and type of housing an applicant requires, the City Corporation will only consider the applicant and their partner, their children and any other person who needs to live in the household to provide or receive care. While other family members are able to join the household, their needs will not be reflected in the size and type of housing offered.
- 8.2 A partner will be considered where they have lived with the applicant in a permanent relationship for at least 12 months or if they are married to or in a civil partnership with the applicant.
- 8.3 All dependent children currently living with the applicant or their partner will be considered.
- 8.4 Dependent children who are not currently living with the applicant or their partner will be considered, where the applicant or their partner has a legal care responsibility for the child (e.g. guardianship or a residence order) amounting to 50 per cent of the time.
- 8.5 Adult children currently living with the applicant or their partner will be considered, providing they have spent their entire adult life (defined as 18 years old and over) to date in their parent's household apart from periods spent outside the household:
- o to attend university
 - o to join the Armed Forces
 - o to undergo medical treatment
 - o to serve a custodial sentence
- 8.6 Adult children who meet the criteria set out in 8.5 can have their own partners and children considered, providing the partner or child meets the criteria set out in 8.2, 8.3, 8.4 or 8.5, substituting the words 'applicant or their partner' for 'relevant adult child or their partner'.
- 8.7 A person who needs to join the applicant's household to provide or receive care can be considered. The person receiving care must be unable to live independently and there must be no other options available for their care. The City Corporation will seek an assessment and recommendation from its independent medical assessor or the Adult Social Care Service Manager to confirm this.

The City Corporation's Bedroom Standard

- 8.8 Applicants will be assigned a bedroom need based on the number of people on their application accepted as part of the household. The City Corporation generally assesses the number of bedrooms needed as follows:
- one bedroom for the applicant (and their partner)
 - one bedroom for any additional adult couple
 - one bedroom for any two additional people of the same gender aged under 18
 - one bedroom for any two additional people of different genders aged 9 and under
 - one bedroom for any additional person.
- 8.9 Where a room in a property is extremely small, the City Corporation will depart from the above bedroom standard and instead make an assessment under Section 326 of the Housing Act 1985 (the space standard).
- 8.10 A household containing two or more people will be assessed as requiring a living room. Regardless of whether or not a living room is used by a household as sleeping accommodation, it will not be counted as a bedroom for the purposes of assessing a household's needs.
- 8.11 Single applicants normally qualify for a studio property only. However, single applicants will be assessed as requiring a one bedroom flat if they are parents whose children (see 6.18) do not live with them but who visit regularly and who would stay overnight if there was space to do.
- 8.12 Applicants will be assigned a larger bedroom need than is suggested above if this is the outcome of a medical or additional needs assessment. This could apply in, although is not limited to, situations where:
- a household member requires overnight care;
 - a household member's disability or medical condition means it is not reasonable for them to share a bedroom with a partner or sibling;
 - to enable a fostering arrangement or adoption to take place.
- 8.13 In most cases, applicants will only be considered for properties that have the correct number of bedrooms for their household size as determined by the City Corporation's Bedroom Standard. There are a number of exceptions to this listed below:

- a) The City Corporation does not have any properties with five or more bedrooms. Households who require five or more bedrooms will be able to bid for four bedroom homes.
- b) A household made up of either a couple and a child under 12 months, or a single parent and a child under 12 months, will be entitled to a two bedroom home under the Bedroom Standard. They can also bid for one bedroom homes until the child reaches 12 months.
- c) Where the City Corporation agrees to move a tenant under a Management Transfer or a Decant, we will aim to provide a property that is suitable for the household's needs. However, these groups have an urgent need to move away from their current accommodation. Applicants may bid on, and may receive Direct Offers for, properties that are similar to their current homes. Any such offer will not disadvantage a pre-existing transfer application.
- d) For example, a household is overcrowded in a two bedroom home and is on the transfer list. A Management Transfer is agreed due to their suffering ASB. Although the household are eligible for a three bedroom home, they may also bid on and may be given a Direct Offer for, a two bedroom home. In this case, their transfer application for a larger property would remain open with their original priority date.
- e) Applicants who need to move under a Management Transfer or a Decant will not be able to bid on, or receive a Direct Offer for, a property larger than their assessed bedroom need, even if that home would be more similar to the property they currently occupy. Households who lose a bedroom may be eligible for a Shift Scheme payment.
- f) Applicants who are under-occupying and receive an independent medical assessment that does not recommend a spare bedroom (e.g. for storage of medical equipment) the applicant will be recommended for a downsize to the appropriately sized property and will be eligible for a shift payment.

9: Priority for Housing

- 9.1 Households accepted onto the Housing Register will be made an award of primary points which reflects their level of priority for housing. Primary points groups correspond to reasonable preference groups, City letting preferences and City transfer preferences. The points awarded reflect the aims of this policy and the preference the City Corporation is required by law to give to certain categories of need.
- 9.2 Where a household falls into more than one primary points group, they will be allocated to the group that receives the highest primary points award. The exceptions to this are households accepted as homeless, who must remain in the homeless primary points group, and households subject to a decant, who must remain within either the decant primary points group or the under-occupation primary points group.
- 9.3 Secondary points will be added to a household's points total to reflect cumulative preference (households that fall into more than one reasonable preference group) additional preference (prioritising households with certain circumstances) or other identified priorities.

Primary Points

- 9.4 Households accepted onto the Housing Register will be made an award of primary points that corresponds to the highest reasonable preference group, local letting or transfer priority into which they fit. The primary points groups are set out below.
- 9.5 **Management Transfer (800 Points)**
City Corporation tenants with an evidenced critical need to move, such as a need to flee threatened or actual domestic or other violence or harassment, or tenants with an exceptional or life threatening medical need to move will be placed in this group. Tenants who suffered the trauma of a child bereavement in or near their home will be offered a management transfer. This is a time limited band and all applicants in this band will be kept under review. Only one reasonable offer of accommodation will be made to applicants in this group (see 11.5).
- 9.6 **Under-occupation (400 Points)**
City Corporation tenants who are under-occupying a two-bedroom property or larger and wish to move to more suitable, smaller, accommodation will be placed in this group. Fixed term tenants and successors and assignees who are required to move to a smaller property upon renewal or transfer of their tenancy will also be placed here.

- 9.7 **Severe Medical or Welfare Needs** (275 Points)
A detailed description of medical and welfare needs is given in 9.33 - 9.45.
- 9.8 **Severe Overcrowding** (250 Points)
Households who are lacking two or more bedrooms according to the City Corporation's bedroom standard will be placed in this group.
- 9.9 **Studio Upgrade** (250 Points)
City Corporation tenants in studio flats who meet the criteria set out in either section 6.17 (a), (b) or (c) will be placed in this group and will be able to bid for a one bedroom home.
- 9.10 **Decants and Returning Tenants** (225 Points)
City Corporation tenants who need to leave their homes to enable a major works project to go ahead will be placed in this group. Tenants who are temporarily decanted and have a Right of Return to their original estate will also be able to bid in this group. Tenants subject to a decant must remain within either this group or the under-occupation group. Urgent decants will be prioritised with the addition of the extra points available in 9.32.
- 9.11 **Moderate Medical or Welfare Needs** (225 Points)
A detailed description of medical and welfare needs is given in 9.33 - 9.45.
- 9.12 **Moderate Overcrowding** (200 Points)
Households who are lacking one bedroom according to the City Corporation's bedroom standard will be placed in this group.
- 9.13 **Homeless** (140 Points)
Homeless applicants who have been assessed as being both homeless and eligible for assistance will be placed in this group. Applicants must remain within this group, but cumulative preference can be recognised through secondary points.
- 9.14 **Lower income City connection** (100 Points)
New applicants who meet who meet the criteria set out in either section 6.2 (a), (b), (c), (d), (e) or (f) and whose earnings are less than the threshold identified in 6.3 will be placed in this group.
- 9.15 **Sons and Daughters** (50 Points)
Sons and Daughters of current City Corporation tenants who meet the criteria set out in 6.5 will be placed in this group.

- 9.16 **Low Priority** **(1 Point)**
Applicants who are both eligible and qualifying but do not meet any reasonable or local letting preference criteria will be placed in this group. The City Corporation does not operate like for like transfers and this group is not open to current tenants.

Secondary Points

- 9.17 In addition to the primary points awarded above, additional points are awarded in the cases set out below. Not all secondary points are applicable to each primary points group. A description of the points available to each group is set out in the Points Matrix in section 9.46.

Overcrowding

- 9.18 **Per Bedroom Lacking** **(25 Points)**
Applicants who are overcrowded but who qualify for a higher primary points group or who are homeless will be awarded additional points per bedroom lacking.
- 9.19 **Mixed Sibling Sharing** **(10 Points)**
Where a household's overcrowding forces two or more siblings (or children under guardianship) of different genders, at least one of whom is age ten or over, to share a bedroom, these additional points will be awarded.

Wellbeing

- 9.20 **Medical - Severe** **(50 Points)**
A detailed description of medical need is given in 9.33 – 9.39.
- 9.21 **Medical - Moderate** **(25 Points)**
A detailed description of medical need is given in 9.33 – 9.39.
- 9.22 **Medical – Low** **(10 Points)**
A detailed description of medical need is given in 9.33 – 9.39.
- 9.23 **Welfare - Severe** **(50 Points)**
A detailed description of welfare need is given in 9.40 – 9.45.
- 9.24 **Welfare - Moderate** **(25 Points)**
A detailed description of welfare need is given in 9.40 – 9.45.
- 9.25 **Welfare – Low** **(10 Points)**

A detailed description of welfare need is given in 9.40 – 9.45.

Unsuitable Housing Conditions

- 9.26 **Sharing Accommodation** (5 Points)
Applicants who share the communal parts of their current accommodation with people outside of their normal household will be awarded these secondary points. Points are available on the following basis:
- sharing with family (10 Points)
 - sharing with 1-4 non-family members (15 Points)
 - sharing with 5+ non-family members.
- 9.27 **Without Tenancy** (5 Points)
Applicants without a tenancy agreement for their current home will be awarded these secondary points.
- 9.28 **Bedroom Cap** (50 Points)
Under-occupiers affected by the removal of the spare room subsidy will be prioritised over other tenants looking to downsize with an award of these secondary points.
- 9.29 **Long Temporary Accommodation Stay** (150 Points)
Homeless households who have spent longer than twelve months in temporary accommodation provided by the City Corporation and who have been actively but unsuccessfully bidding on suitable properties will have their applications given additional priority with these secondary points.

Housing Management

- 9.30 **Advice and Engagement** (15 Points)
Applicants whose current housing is severely unsuitable, either for their medical or welfare needs, or because of overcrowding, will be invited to develop a Personal Housing Plan with the Advice & Homelessness Officer. This will look at other ways in which applicants may resolve their housing needs besides the housing waiting list. Applicants who engage with this advice and are still unable to resolve their housing needs will be given additional priority with these secondary points.
- 9.31 **Intentionality** (minus 50 Points)
Households who have deliberately and consciously done something, or failed to do something, that has contributed to their current housing needs will have their priority reduced by the

deduction of these secondary points. This may include an applicant:

- Having applied for assistance under the Housing Act 1996 and been found intentionally homeless;
- Having moved into unsuitable accommodation to attract or increase priority for re-housing. This will apply when an applicant chose to occupy unsuitable accommodation when suitable and affordable accommodation was likely to be available to them;
- Having refused one Direct Offer, or three offers under Choice Based Lettings, of suitable accommodation from City Corporation.

- 9.32 **Decant Urgency** **(100 or 200 Points)**
Tenants who do not need to be decanted for at least 12 months will begin with a moderate amount of priority. Priority will be increased by the addition of 100 points for tenants who need to move within 12 months and by 200 points for those who need to move within six months.

Medical and Welfare Priority

Medical Priority

- 9.33 Medical points are awarded if, following advice from an independent medical advisor, the City Corporation considers that an applicant's, or a member of their household's, accommodation is unsuitable because of a medical condition.
- 9.34 Applicants who indicate that they or anyone in their household has an illness or disability which is affected by their current home will be asked to complete a medical self-assessment form and provide up to date documentary proof of their medical needs from qualified medical professionals. This is assessed and given a priority by an independent medical assessor.
- 9.35 Medical priority will be awarded according to the extent to which the health of the relevant household member is affected by their housing conditions and the expected benefits of providing alternative housing. No medical points will be given if there is a medical condition but the current accommodation is suitable.
- 9.36 As part of the assessment for medical priority consideration will be given to the suitability of the current property and any adaptations that have been carried out. If the housing need is met by the adaptations,

or could be met by further alterations, medical priority may not be awarded.

- 9.37 A maximum of one award of medical priority will be made per household member. If a person has multiple medical conditions, the relationship between the person's health and their housing should be assessed comprehensively. Additional awards of medical priority will only be made in situations where multiple members of the same household each have medical conditions that are affected by their current accommodation.
- 9.38 Medical priority will kept under review and may change if:
- the applicant moves to another property
 - there is a material change in the medical condition of an applicant or other member of the household
 - the condition is acute and the applicant had been awaiting treatment and the treatment is now complete, thereby resolving the medical need.
- 9.39 There are five possible outcomes to a medical assessment:
- I. **Management Transfer**
This will only be awarded to current City Corporation tenants who have an exceptional or immediately life threatening medical need to move. This award will always result in the applicant being awarded the primary points available in 9.5.
 - II. **Severe Medical Need**
This will be awarded to:
 - Households where it is assessed that current housing conditions are having a major adverse effect on the relevant household member's medical condition. It will not apply where the effect is moderate, variable or slight.
 - Existing or former members of the Armed or Reserve Forces who are suffering from a serious injury, illness, or disability which is wholly or partly attributable to their service (this applies to new applicants regardless of their current housing conditions).
 - Applicants who require adapted housing and/or extra facilities, which it is impractical to provide within their current accommodation.

- Households where two household members are assessed as having a moderate medical need.

This award will either result in the applicant being awarded the primary points available in 9.7 or, if the applicant simultaneously qualifies for a higher award of primary points, an award of the secondary points available in 9.20.

III. Moderate Medical Need

This will be awarded to:

- Households where it is assessed that current housing conditions are having a moderate or variable adverse effect on the relevant household member's medical condition. It will not apply where the effect is slight.
- Households where two household members are assessed as having a low medical need.

This award will either result in the applicant being awarded the primary points available in 9.11 or, if the applicant simultaneously qualifies for a higher award of primary points, an award of the secondary points available in 9.21.

IV. Low Medical Need

This will be awarded to:

- Households where it is assessed that current housing conditions are having a slight adverse effect on the relevant household member's medical condition.

This award will does not result in an entitlement to reasonable preference and applicants with no other housing need will remain in the low priority group described in 9.16. All applicants can have their low medical needs recognised by an award of the secondary points available in 9.22.

V. No Medical Need

Households where it is assessed that current housing conditions are having a minimal adverse effect on the applicant's or a member of their household's medical condition will not be entitled to any additional priority.

Welfare Priority

- 9.40 Welfare points are awarded if the City Corporation considers that housing or other circumstances are affecting the welfare needs of the applicant or a member of their household.
- 9.41 Applicants wishing to apply for additional welfare priority should complete an additional assessment form and provide appropriate documentary evidence. This will be assessed by Housing Needs Officers, in liaison with social services, estate officers, the Police and other support agencies as appropriate.
- 9.42 As part of the assessment for welfare priority consideration will be given to the suitability of the current property and any adaptations that have been carried out. If the housing need is met by the adaptations, or could be met by further alterations, welfare priority may not be awarded.
- 9.43 A maximum of one award of welfare priority will be made per situation. Where a welfare issue affects multiple members of the same household, only one award of welfare priority will be made. Where one household member is affected by two or more independent welfare issues, multiple awards can be made to the same individual.
- 9.44 For example, a couple who both need to move to provide unpaid care for an elderly relative will receive one grant of welfare priority. Two household members are affected, but the same situation is being shared. Conversely, a single applicant who is both inhabiting severely insanitary accommodation and is a former member of the Armed Forces can receive two awards of welfare priority. The two situations are independent of each other.
- 9.45 There are five possible outcomes to a welfare assessment, which are listed below. The examples offered for each category are by no means exhaustive. When assessing welfare issues not listed here, officers should compare the case before them with the examples provided and decide with which group it fits most closely.

I. Management Transfer

This will only be awarded to current City Corporation tenants who have an evidenced need to flee threatened or actual domestic or other violence or harassment. Tenants who suffered the trauma of a child bereavement in their property will be offered a management transfer. This award will always result in the applicant being awarded the primary points available in 9.5.

II. Severe Welfare Need

This will be awarded to households whose welfare needs are comparable to those listed below:

- Where an applicant or a member of their household has to move in order to be near a person to whom they give or receive care and support. This level of priority will be given where the absence of care and support would have a major adverse effect on the relevant person's wellbeing and independence. An example of this would be a person who may need to move into a residential or nursing care home if the care and support was absent.
- Where it is necessary to move because of the threat of violence or harassment, including domestic and sexual violence, witnesses or victims of crime at risk of intimidation, or an applicant harassed, threatened or attacked in their local area. An award of severe welfare priority will only be made if a Management Transfer or homeless application are not appropriate solutions. This level of priority can also be given to those who are homeless as a result of violence or harassment and require urgent re-housing.
- Where a non-tenant applicant living in a property where a child bereavement has taken place will be awarded severe welfare priority.
- Where an applicant is a foster carer or is approved to adopt and needs to move to a larger home in order to accommodate a looked after child or a child who was previously looked after by a local authority. This category also includes those who are in the process of being assessed for approval to foster or adopt and would need a larger home in order to accommodate a child. Should such an application be turned down, or should the applicant withdraw their application, priority for rehousing would be reconsidered.
- Where an applicant requires a larger home to adequately accommodate a child as a result of being a special guardian, holding a family arrangements order, holding a historical residence order or as a family and friends carer who is not a foster carer but who has taken on the care of a child because the parents are unable to provide care.
- Where a household occupies severely insanitary accommodation. This is defined as accommodation that is assessed as containing a Category 1 Band A hazard (apart from Crowding and Space) under the Housing Health and Safety Rating System (HHSRS). The relevant Environmental Health Officer must also confirm that they are of the opinion

that the defect is unlikely to be remedied in a reasonable timeframe.

- Where a household is assessed as being affected by two independent moderate welfare needs.

This award will either result in the applicant being awarded the primary points available in 9.7 or, if the applicant simultaneously qualifies for a higher award of primary points, an award of the secondary points available in 9.23.

III. Moderate Welfare Need

This will be awarded to households whose welfare needs are comparable to those listed below:

- Where an applicant or a member of their household has to move in order to be near a person to whom they give or receive care and support. This level of priority will be given where the absence of that care and support would have a moderate or variable adverse effect on the relevant person's wellbeing and independence. An example of this would be a person who may require a care package from Adult Social Care if the informal care and support was absent.
- Bereaved spouses or civil partners of those serving in the Regular Forces where (i) the bereaved spouse or civil partner has recently ceased or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner and (ii) the death was wholly or partly attributable to their service.
- Where there is a need for the applicant to move away from the immediate area because they are vulnerable. An example of this would be an applicant who had a substance abuse issue and has successfully completed a rehabilitation programme, but is at risk of relapse due to associations in their current area.
- Where there is a need to provide independent accommodation in the community for those who could not be expected to find their own accommodation, such as young adults with learning disabilities (those moving on from supported accommodation will be prioritised in section 11.3.VIII).
- Where a household is assessed as being affected by two independent low welfare needs.

This award will either result in the applicant being awarded the primary points available in 9.11 or, if the applicant simultaneously qualifies for a higher award of primary points, an award of the secondary points available in 9.24.

IV. Low Welfare Need

This will be awarded to households whose welfare needs are comparable to those listed below:

- Where an applicant or a member of their household has to move in order to be near a person to whom they give or receive care and support. This level of priority will be given where the absence of that care and support would have a slight effect on the relevant person's wellbeing and independence. An example of this would be a person who would not require a care package from Adult Social Care if the informal care and support was absent, but where that care and support still enhances the relevant person's wellbeing and independence.
- Those who are currently serving in the regular armed forces or who were serving in the regular forces at any time in the five years preceding their application for an application of social housing.
- Where the applicant is unable to live with their partner (as defined in 8.2) or a dependent child (as defined in 8.3 and 8.4) due to a lack of suitable accommodation.
- Where the applicant is a parent whose child (see 6.18) does not live with them, but where the child is unable to visit the applicant due to a lack of space in their current accommodation (for example a studio flat or homeless hostel).
- Homeless applicants found to be in priority need under Part VII of the Housing Act 1996.
- Families in severely overcrowded homes which pose a serious health hazard (Part X Housing Act 1985 or HHSRS Band A). These points are awarded in addition to any overcrowding points that are due and are intended to give additional preference to the most severe cases.

This award does not result in an entitlement to reasonable preference and applicants with no other housing need will remain in the low priority group described in 9.16. All applicants can have their low welfare needs recognised by an award of the secondary points available in 9.25.

V. No Welfare Need

Households where it is assessed that current housing conditions are having a minimal adverse effect on the applicant's or a member of their household's welfare will not be entitled to any additional priority.

The Points Matrix

9.46 The primary and secondary points described in 9.4 – 9.45 are presented in the matrix table below. The table also indicates which primary points groups may receive awards of which secondary points.

City of London Allocations Scheme		Secondary Points																	
Primary Group	Primary Points	Overcrowding		Wellbeing						Unsuitable Housing Conditions					Housing Management				
		Per room lacking	Mixed sharing	Medical			Welfare			Sharing			Lack of tenancy	Bedroom Cap	Long TA stay	Advice & Engagement	Intentionality	Decant Urgency	
				S	M	L	S	M	L	F	1-4	5+							
Management Transfer	800																		
Under-occupation	400			50	25	10	50	25	10					50					100 / 200
Severe Medical / Welfare	275	25	10	50	25	10	50	25	10	5	10	15	5			15	minus 50		
Severe Overcrowding	250	25	10		25	10		25	10	5	10	15	5			15	minus 50		
Studio Upgrade	250	25			25	10		25	10										
Decants	225	25	10	50	25	10	50	25	10									100 / 200	
Moderate Medical / Welfare	225	25	10		25	10		25	10	5	10	15	5				minus 50		
Moderate Overcrowding	200		10			10			10	5	10	15	5				minus 50		
Homeless	140	25	10	50	25	10	50	25	10					150		minus 50			
Lower Income City Connection	100					10			10	5	10	15	5						
Sons and Daughters	50					10			10										
Low Priority	1					10			10	5	10	15	5						

Page 105

Secondary Wellbeing Points: S = Severe M = Moderate L = Low

Secondary Sharing Points: F = with family 1-4 = with 1-4 non-family 5+ = with 5+ non family

	A green background indicates that points are routinely available for applicants in this primary points group
	A yellow background indicates that points are available to applicants in this primary points group in exceptional circumstances only (described below)
	A red background indicates that points are unavailable to applicants in this primary points group
	A blue background indicates that applicants who qualify for these secondary points will instead automatically be rebanded into a higher primary points group

- The circumstances in which secondary medical or welfare points can be awarded to applicants with medical or welfare primary points are described in 9.37, 9.43 and 9.44.
- All applicants in the Severe Overcrowding group have at least two bedrooms lacking. Therefore secondary points for 'per room lacking' will only be awarded for the third and any subsequent bedrooms lacking.
- Couples registered for a Studio Upgrade will receive secondary points for one bedroom lacking.
- The law requires temporary accommodation to be suitable for a homeless household's needs. This means that severe overcrowding, medical and welfare issues should not arise for households in temporary accommodation. Where they do arise secondary points may be awarded to reflect this. The City Corporation will, whenever possible, offer alternative temporary accommodation.

Prioritising Applicants

- 9.47 When a property becomes available for letting, Housing Needs Officers will first determine whether it is suitable for any applicant on the list for a Direct Offer (see section 11). Generally, a property suitable for a Direct Offer applicant will be offered to them. Alternatively it will be advertised to applicants registered for Choice Based Lettings.
- 9.48 Applicants registered for Choice Based Lettings will be able to place bids following the process outlined in section 10.
- 9.49 Once the bidding cycle is complete, Housing Needs Officers will create a shortlist of applicants who may be able to view the property. The shortlist will prioritise the applicants with the highest points totals.
- 9.50 Where two or more applicants have equal points totals, officers will prioritise the application with the earliest priority date.
- 9.51 A priority date is normally the date an applicant was first registered into their current primary points group.
- 9.52 If an applicant moves into a higher primary points group at any stage, their priority date will be reset to the date they moved into the higher group. If the applicant later moves back down to the lower group, their priority date will revert to the date that applied when they were previously in that lower group.
- 9.53 For example, an applicant joins the Sons and Daughters group on 01/01/2016 and this is their priority date. They later accept a job in the City earning £14,000. On 01/01/2017 they are moved up into the lower income City connection group and this is their new priority date. On 01/01/2018 they give up this employment. Lower income City connection priority no longer applies and they must revert to the Sons and Daughters group. They can also revert to their original priority date for this group, 01/01/2016.
- 9.54 There is an exception to this rule for the Homeless primary points group. An applicant's priority date will automatically be reset to the date their homeless application was decided, even if they were previously in a higher primary points group and had an earlier priority date.
- 9.55 Decants and returning tenants also calculate their priority dates differently. Their priority date will be the date they signed their tenancy agreement at the property they are being (or in the case of returning tenants, were) decanted from. This gives greater priority to those who experience more disruption from the decanting process.

10: The Lettings Process

10.1 Applicants who are accepted onto the Housing Register (and who are not excluded from bidding in 11.3) will be able to express an interest in a suitable vacancy by making a bid. A guide to Choice Based Lettings explaining the bidding process will be sent to all applicants who are registered for Choice Based Lettings.

10.2 Vacancies will usually be advertised in the following locations:

- the City Home Connections website
www.homeconnections.org.uk
- the City of London Corporation Estates Offices

Each vacancy will have information on the location, size and type of property, rent and service charge levels and any criteria which applicants must satisfy in order to be eligible for shortlisting.

10.3 Each bidding cycle begins on a Thursday morning and closes the following Monday at one minute to midnight. There will not always be properties available for bidding.

10.4 Applicants who bid for a property will be prioritised based on the criteria detailed in section 9.47-9.53. The applicants with the highest priority will be shortlisted to view the property.

10.5 Applicants will not be able to express an interest in a vacancy for which they are not eligible. An applicant will be excluded from a shortlist on the following grounds:

- the applicant is not eligible in accordance with the bedroom standard and type of accommodation
- the applicant does not satisfy the advertising criteria included in the advert
- the applicant is under investigation for fraud
- the applicant is a transfer tenant with high rent arrears
- the applicant has notified the Housing Needs Team about a change of circumstances but is yet to provide adequate proof
- the letting has been designated as sensitive (see 10.8) and the applicant does not match the required criteria.

10.6 The Housing Needs Team will be responsible for contacting successful applicants, normally within five working days with additional detail of the property, a potential tenancy commencement date and details of how to view the property.

- 10.7 If the applicant with the highest priority on a shortlist refuses the offer, cannot be contacted or does not arrange to view the property within five working days, unless otherwise agreed, then the property will be offered to the next eligible applicant on the shortlist.

Sensitive Lettings

- 10.8 Occasionally a property becomes available for letting which should be let sensitively because of the vulnerability of neighbours. In these cases, bidders may be excluded from the shortlist if they are known to have a history of behaviour that is likely to be detrimental to the wellbeing of the vulnerable neighbour.
- 10.9 Conversely, a neighbour of a property being let may have a history of behaviour which may mean it is necessary to avoid letting the property to a person who is vulnerable. In these circumstances, vulnerable bidders may also be excluded from the shortlist.

Choice Based Lettings Refusal Policy

- 10.10 Applicants are expected to accept or reject an offer of a property at the time of viewing. Applicants who refuse three offers of suitable properties, for which they have bid, will have their application reconsidered. If the City Corporation believes that all offers were reasonable for the applicant, then the applicant will either not be able to bid for properties for a 12 month period or will have their application cancelled. The 12 month period will begin at the date of the refusal of the third property or the date of any subsequent reconsideration or review decision.
- 10.11 The Corporation will discharge its statutory duty if applicants who have been placed in temporary accommodation, provided by the Corporation refuse one offer of suitable accommodation. This could be social or private rented housing.
- 10.12 Applicants who have been awarded additional points due to their current unsuitable accommodation and who refuse a suitable and reasonable offer of accommodation may have their points reduced as per 9.31.
- 10.13 Applicants have the right to request a review or reconsideration of any decisions to suspend bidding or remove priority (see 15.1 to 15.3).
- 10.14 Applicants who are made one suitable and reasonable Direct Offer of a property and refuse it will normally not be considered for another Direct Offer. The Direct Offer refusal policy is discussed in more detail in 11.5 – 11.9.

Allocation to Housing Association Homes

- 10.15 Housing association homes to which the City Corporation has nomination rights will be advertised in the same way as City Corporation properties. Where an applicant is successful they will be subject to the lettings policies and procedures of that housing association, including their assessment of bedroom needs and affordability requirements.
- 10.16 Applicants who take up a tenancy through a nomination to a housing association will have their application to the City Corporation's Housing Register closed.

Help with registering and bidding for properties

- 10.17 Some applicants may need help with registering for housing and bidding for properties. The housing register application form includes a question asking whether an applicant may have difficulty in applying and bidding for a property themselves and whether they have someone who can help them.
- 10.18 Officers will work with the applicant to identify someone appropriate who will act as their nominated helper. Applicants who need help or training to register or bid for properties should contact the Housing Needs Team using the contact details at the end of this document.

Signing a tenancy

- 10.19 All City Corporation tenants will be given an introductory tenancy, normally for a period of 12 months. If there are no breaches of the tenancy agreement and no rent arrears at the end of the 12 month period, the tenancy will be converted into a secure or a fixed term tenancy. Further information is available in the City Corporation's Tenancy Policy.
- 10.20 New tenants will be asked to pay four weeks rent in advance at the time they sign their tenancy agreement, at which stage they will be given the keys to the property.
- 10.21 Transferring tenants will be expected to clear any outstanding rent arrears for their current property before a tenancy agreement for a new property will be offered.
- 10.22 All City Corporation properties are unfurnished and do not include white goods, curtains or floor coverings.

11: Allocations made outside of this process

Direct Offers

- 11.1 The Corporation will aim to maintain the integrity of the allocation of property as set out above. However, there will be occasions where properties are not advertised via Choice Based Lettings and direct allocations are made to applicants who have not made bids.
- 11.2 The following categories of applicant will be awarded points and will be able to bid but may also be made one direct offer of accommodation:
- I. **Specialist medical needs**
One direct offer may be made where the applicant requires specialist or adapted accommodation, or a ground floor or stair free property and a suitable unit has been identified.
 - II. **Managing temporary accommodation**
One direct offer may be made to homeless households where this is necessary to manage the use of temporary accommodation and to enable the City Corporation to meet its statutory homeless duties.
 - III. **Management transfers**
One direct offer may be made to any applicant who has a City connection and who faces a critical and immediate need to move to avoid hardship.
- Decants**
- IV. One direct offer may be made where a tenant subject to a decant has been unable to secure alternative accommodation via choice based lettings and where vacant possession of their current home is urgently required.
- 11.3 The following categories of applicant will not be awarded points, will not be able to bid and will only receive an offer of accommodation by direct offer:
- V. **Sheltered accommodation**
The City Corporation does not operate a Choice Based Lettings system for sheltered accommodation. Applicants for sheltered accommodation will receive one direct offer of suitable accommodation. Further information is available in section 13.

VI. Care leavers

Young people who have been looked after by the City Corporation and placed in care for thirteen weeks or more prior to their eighteenth birthday, who now require independent accommodation, will receive one direct offer of suitable accommodation.

During the application process they will meet with a member of the Housing Needs Team, along with their Social Worker, to discuss their requirements.

VII. Exceptional support needs

The Housing Register is aimed at households seeking general needs social housing or low support sheltered/retirement housing.

If the City Corporation determines that an applicant would not be able to maintain a social tenancy in an appropriate manner because of the extent of their support needs, and support needs are so high that support could not be provided in the property, then the applicant may be referred to Adult Social Care for assessment.

During the application process they will meet with a member of the Housing Needs Team, along with their Social Worker, to discuss their requirements.

If general needs housing later becomes suitable for the applicant, they may re-join the register and will be eligible for a direct offer under 11.3.VIII.

VIII. Move-on from supported housing

Applicants who have lived in supported housing and who are now ready and able to maintain a social tenancy in an appropriate manner will be made one direct offer of suitable general needs housing.

During the application process they will meet with a member of the Housing Needs Team, along with their Social Worker, to discuss their requirements.

IX. Tied accommodation

Retiring City of London Corporation employees who have been in tied accommodation and who are entitled to local letting preference under section 6.8 – 6.10 will be made one direct offer of suitable accommodation.

X. Right to Move

The City Corporation may be approached by a tenant in social housing in another area who is seeking a move in order to avoid hardship and to take up work or be closer to work. The City Corporation will in any single financial year make up to one per cent of its voids available to this group. Hardship and employment or the offer of employment must be verified. Where the City Corporation agrees to accommodate such a household, one direct offer of a suitable property will be made.

XI. Reciprocal agreements

From time to time the City Corporation may agree to offer accommodation to a household on another housing authority's waiting list, in exchange for nomination rights to a similar home in that authority's housing stock. Any such households will receive one direct offer of suitable accommodation.

- 11.4 In cases where a direct offer of accommodation is to be made, officers will consult applicants on their preferences on the type and location of accommodation and will aim to provide an offer that meets these preferences where possible.

Direct Offers Refusal Policy

- 11.5 In most cases, only one Direct Offer will be made. As per the refusal policy (see 10.10 – 10.14) applicants who are made one suitable and reasonable Direct Offer of a property and refuse it will normally not be considered for another Direct Offer.
- 11.6 Applicants who refuse a suitable Direct Offer under 11.2.I or 11.2.III will still be able to bid through Choice Based Lettings but will not normally be made another Direct Offer and may see their priority reduced as per 10.12 and 9.31.
- 11.7 The Corporation will discharge its duty to applicants who refuse a suitable Direct Offer under 11.2.II as per 10.11.
- 11.8 Applicants who refuse a suitable Direct Offer under 11.3 will have their applications reassessed. If they are a qualifying person and can demonstrate sufficient preference, they will be able to bid for a home through Choice Based Lettings. Applicants who are either do not qualify or do not have sufficient preference will have their applications closed.
- 11.9 Applicants have the right to request a review or reconsideration of any decisions to suspend bidding or remove priority (see 15.1 to 15.3).

12: Statutory homeless households

- 12.1 The City Corporation will give households to whom it owes a full homelessness duty (under Part VII of the Housing Act 1996) reasonable preference within this policy.
- 12.2 Homeless households who are not in priority need will receive an award of the primary points available in 9.13.
- 12.3 Homeless households who are in priority need and are not intentionally homeless will receive an award of the primary points available in 9.13 and the secondary points available in 9.25.
- 12.4 Homeless households who are in priority need but are intentionally homeless will receive an award of the primary points available in 9.13 and the secondary points available in 9.25, less the secondary points deductible in 9.31.
- 12.5 The full homeless duty will be discharged if a homeless applicant successfully bids for a property. However, in line with its Homelessness Strategy, the City Corporation will also seek to discharge its full homelessness duty where it can secure a reasonable offer of accommodation in the private rented sector. In this circumstance the household's Housing Register application will be suspended for two years, after which it will be closed, or reactivated should the private rented sector tenancy come to an end during this period, through no fault of the tenant.

13: Older people's housing

- 13.1 The City Corporation does not operate a Choice Based Lettings system for sheltered accommodation and lettings to older people's housing are handled separately from general needs social housing.
- 13.2 The eligibility rules set out in section 3 are the same for applicants for sheltered accommodation.
- 13.3 Applicants for sheltered accommodation must meet a reduced set of qualifying criteria. These are as follows:
- Both male and female applicants must be over the State Pension age for women
 - Neither the applicant, nor any member of their household, owns in full or in part, a property in the UK or abroad, which they are not selling prior to taking up an offer of sheltered accommodation
 - Neither the applicant, nor their partner, holds, a secure, assured, flexible or introductory tenancy or a licence agreement with another social landlord, which they do not intend to surrender upon taking up an offer of sheltered accommodation
 - Neither the applicant, nor any member of their household, should have demonstrated unacceptable behaviour (see 4.5)
 - Applicants must complete a face-to-face assessment to ensure the low level of support provided in sheltered accommodation is appropriate for their needs
 - Applicants should normally be able to demonstrate a local connection to Greater London either through:
 - (i) current residence or substantial past residence
 - (ii) current and substantial family connections
 - (iii) substantial past employment
 - (iv) current and substantial cultural or community connections
- 13.4 Housing association homes to which the City Corporation has nomination rights may have additional local connection requirements.
- 13.5 Applicants for sheltered accommodation do not need to demonstrate that they are entitled to preference. All eligible and qualifying applicants will be accepted on to the waiting list.
- 13.6 Points are not awarded to applications for sheltered accommodation. Accepted applicants will be placed on a waiting list and direct offers of suitable accommodation will be made to applicants who have been on the waiting list for the longest time.

- 13.7 Applicants with an urgent need to move, such as those with a specific medical or welfare need, or those who are homeless or threatened with homelessness, will be prioritised.
- 13.8 Applicants who meet the allocations criteria for both general needs housing and sheltered housing may choose which waiting list they would prefer to be on.
- 13.9 Lettings in the City of London Almshouses are not covered by this policy. For information on the City of London Almshouses, including how to apply for housing, please contact the Housing Needs Team on the details given in 15.5.

14: Local Lettings Plans

- 14.1 Section 167 (2E) of the Housing Act 1996 (as amended by the Homelessness Act 2002) enables housing authorities to adopt Local Lettings Policies and Plans. The Code of Guidance states that these lettings plans could enable a housing authority to allocate to specific groups, whether or not they fall into the reasonable preference categories. However, it also states that reasonable preference categories must be taken into account overall and that local lettings plans should not discriminate either directly or indirectly on any equality grounds.
- 14.2 The City Corporation may seek to develop local lettings plans for new build properties to allow flexibility to make lettings outside of the overarching allocations policy.
- 14.3 Where the City Corporation considers that there is specific need to respond to local conditions, it will engage in and support the development of local lettings policies within its housing stock.
- 14.4 These policies will normally be time limited and the objectives may include targets to:
- increase the number of lets to those in employment or training
 - lower child density or balance the number and ages of children to avoid a large concentration of older or younger children
 - make the best use of stock allowing a level of under-occupation / over-crowding
 - enable new schemes to be allocated to a mixture of tenants in order to develop a sustainable community
 - enable the City to manage particular business needs
 - enable households to return to an area they left following a decant to allow redevelopment to take place
 - enable existing local residents to share in the benefits of any estate infill or regeneration schemes.
- 14.5 This list is not exhaustive and local lettings plans may be agreed in other circumstances where there is evidence that the local community would benefit from such a plan and there is no significant adverse impact on other communities.
- 14.6 All local lettings and scheme-specific plans will be subject to formal approval. Each will have clear criteria and possibly their own qualification requirements, which are openly published. When a property which is being advertised is subject to a local lettings plan, this will be stated clearly.

- 14.7 Any local lettings plan will be agreed for a limited time, after which it will be reviewed, and lettings will revert to the main allocations scheme if appropriate.

15: Reviews, Complaints and Advice

Reviews and Reconsiderations

- 15.1 Applicants can request a review or a reconsideration of a decision concerning their housing register application, allocation scheme decision or suspension from bidding.
- 15.2 A review is a request for the same information to be reviewed by a more senior member of staff. A reconsideration is a request to reopen the decision making process based on new information. Applicants must make a request in writing, to the Housing Needs Team at the address below:

The Housing Needs Manager
Housing Needs Team
Barbican Estate Office
3 Lauderdale Place
London
EC2Y 8EN

hadvice@cityoflondon.gov.uk

- 15.3 A request for a review or reconsideration must be made within ten working days of the applicant being informed of the relevant decision. Should an applicant require more time to provide new information, they should request a reconsideration within ten working days and agree a timescale for providing further information with the Housing Needs Team.

Complaints

- 15.4 The City Corporation is committed to providing you with the best possible service and to working with you to find a solution to your housing needs. If, however, you are not happy with the service you have received from us, you can make a complaint by emailing housing.complaints@cityoflondon.gov.uk

Advice and assistance

- 15.5 Anyone who requires advice or assistance with their housing situation can contact the Housing Needs team to discuss their housing options:
- by email - hadvice@cityoflondon.gov.uk
 - by telephone – 020 7332 3452/1237/1654
 - in writing

The Housing Needs Team
Barbican Estate Office
3 Lauderdale Place
London
EC2Y 8EN

15.6 Anyone who is homeless or threatened with homelessness should contact the Advice and Homelessness Officer:

- by email - homeless@cityoflondon.gov.uk
- by telephone – 0207 332 1804
- in writing

The Advice and Homelessness Officer
PO Box 270
Guildhall
London
EC2P 2EJ

15.7 If you have an emergency outside normal office hours, please call 0208 552 9587.

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Housing Allocations Scheme 2017 (2022 Review)

Appendix Two

Revision	Section	Comments
Wording added to make it clear that applicants with no recourse to public funds are ineligible for the Housing Register	3.2	This accords with legislation and the allocation Regulations
We have stated that joint tenancies will not be granted unless both applicants are eligible to have a tenancy, otherwise a sole will be granted	3.4	
We have updated the level at which a household is eligible for 'low income' points, according to the recent uplift in National Living Wage from £29,640 to £32,064	6.4	
Wording to explain that, where applicable, evidence must be provided at the application stage of settled or pre-settled status in the UK in line with changes following Brexit	7.3	
It has been clarified that unless an independent medical assessment deems it necessary for the applicant to have an additional bedroom beyond their assessed housing need, medical transfer applicants who are under-occupying their current accommodation will be eligible for properties within the usual bedroom standard, not equivalent to their current property	8.18	
It has been explicitly stated that tenants who have suffered a child bereavement in their property, or the	9.45 i and 9.5	This amendment was made on the recommendation of the City and

<p>immediate locality, will be eligible for a management transfer</p>		<p>Hackney Safeguarding Children Board (CHSCB), following several cases in other Boroughs in which families encountered barriers to moving home following the death of a child in traumatic circumstances</p>
<p>We have added that non-tenants who have experienced a child bereavement will be awarded severe welfare priority</p>	<p>9.45 ii</p>	
<p>The wording in section 11.3 (vii) has been changed to reflect current practice, from <i>“instead may be made one offer of suitable supported accommodation”</i>, to read, <i>“If the City Corporation determines that an applicant would not be able to maintain a social tenancy in an appropriate manner because of the extent of their support needs, and support needs are so high that support could not be provided in the property, then the applicant may be referred to Adult Social Care for assessment.”</i></p>	<p>11.3</p>	<p>We do not manage any supported accommodation directly, so applicants who appear to require such accommodation would be referred for expert assessment to determine their needs. This would then inform whether an offer of general needs or sheltered accommodation could be made, or whether more specialist housing would be appropriate.</p>

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