



BUSINESS CASE

Project name *Choice Based lettings*

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PRINCE2

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Document History

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Version Number	Revision date	Previous revision date	Summary of Changes	Changes marked

Approvals This document requires the following approvals.
Signed approval forms are filed in the project files.

Name	Signature	Title	Date of Issue	Version
Programme Board			12 may 2010	
CSA			19 May 2010	

Distribution This document has been distributed to:

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Programme Board		5 May 2010	

Purpose

To document the justification for the undertaking of the project, based on the estimated cost of development and implementation against the risks and anticipated business benefits and savings to be gained.

Contents

Business Case could cover, for example, the following topics. There may be other unique criteria for a specific project.

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Reasons

Choice Based Lettings is seen as a more open and transparent way of letting properties as applicants can actually see which properties are available and are invited to express their interest by placing a bid.

Proposal is to enter into a sub-regional CBL scheme with other districts in the county.

Options

Do nothing

Carry out a 'Melton' only CBL scheme, however, this will be more expensive in regards to system set up and resources needed to support it. No external funding.

Benefits expected

- To improve housing services in Melton
- To meet the housing needs of vulnerable groups
- To support the delivery of the Sustainable Community Strategy
- To maximise the use of available resources

To reduce the number of homeless applicants in temporary accommodation

Melton's Sustainable Community Strategy.

- Reduce waiting times
- Reduce homelessness.
- Prevent homelessness
- Reduce void times

Risks

Negative response from applicants.
Vulnerable groups being disadvantaged
Costs of CBL scheme are unaffordable

Cost

Total cost of project £222,652
Grant from CLG £177,000
Melton costs
IT (Housing register) set up costs - £7,915
IT (CBL) set costs £15,267 (met from CLG grant)

On going running IT costs £6,897p.a.
Postage and printing £15,000 p.a.

This will be offset by revenue from HA properties being let.
Review of Structure to support new efficient CBL scheme.

Timescales

CSA 19th Mar 2010 for final approval
Has been through task group for last 12 months.

Investment appraisal

Target for CBL in allocation system has been set for 2010 by central government.
Sub regional scheme has been appraised by CLG and approved with £177,000 grant,

Evaluation

The scheme will help in tackling hard to let properties and offer sub regional movement for some properties, with the principle being that it is customer led.

