



PROJECT MANDATE

Project name *Choice based lettings*

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PRINCE2

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Document History

Document Location

This document is only valid on the day it was printed.
The source of the document will be found in the Control section of the Project File.

Revision History

Date of next revision:

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

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

Purpose

The information in a Project Mandate is to trigger the process Starting-up a Project. It should contain sufficient information to identify at least the prospective Executive of the Project Board and indicate the subject matter of the project.

Contents

A Project Mandate could cover, for example, the following topics. There may be other unique criteria for a specific project.

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The customer(s), the user(s) and any other known interested parties	

Responsible authority

Sub-regional bid with all other district councils in the county

Background

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.

To enable Melton Borough Council implement choice based lettings, a partnership of local authorities and registered social landlords has been formed to develop and implement a sub regional choice based lettings scheme which spans Leicestershire. This partnership includes, Harborough District, Charnwood Borough Council, Blaby District Council, North West Leicestershire District Council and Oadby & Wigston District Council. All registered landlords who have properties in the Leicestershire area have been involved in the project. The aim is to have the system up and running by November 2010.

Project objectives

To meet key priorities:

- 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

Scope

To develop a system that has an element of choice within the allocation process.

It systems will need to be compatible, as well as allocation policies across the sub-region.

Constraints

It will be an issue; however, the working group has spent many months in securing a system that will work across the sub-region.

Interfaces

IT system with allocation process.

Customer's quality expectations

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

As well as offering choice to customer to properties that want to live in.

Outline Business Case (reasons)

Current system is based on need, however with no element of choice, so applicants are offered properties based on position on the waiting list, which means applicants accepting properties they do not really want.

This has shown to significantly impact the turnover of properties.

Project tolerances

Sub-regional working with other councils. Agreements around IT and allocation process and overall CBL approach.

Reference to any associated documents or products

Housing Strategy, CAA, Melton SCS

**An indication
of who are to
be the
Executive and
Project
Manager**

H Rai is the Executive for Melton in the Sub-regional work and Janette White is the project manager.

**The
customer(s),
the user(s)
and any other
known
interested
parties**

A Housing Option Task group made up of members, TFEC reps and officers has been working on this project for the last 12 months.
