

1. Sections removed from the policy			
Old page no	Section	Part deleted	
Pg 17	8.7 Who cannot join the scheme? Income Limit	Removing sentence "including DWP benefits, child maintenance payments" as don't include in gross income	
Pg 35,	14.24 High band – Personal protection Harassment	Deleted this as there is no differentiation between this and the reasoning in high band. If someone needs to move urgently for harassment then should be priority and not high	
Pg 37	15.62 High band – Seeking Asylum	Deleted this as there doesn't need to be a differentiation as this comes under homelessness legislation Original wording was saying why they aren't in high band and not why they are	
Pg 45	19.3 Resident carers	Deleted as already referred to under bedroom requirements	
Pg 50	21.14 Mutual Exchanges	Deleted this but placed reference to mutual exchange and website in section 1. Don't need a full section to this in an allocations policy	
2. Sections amended in the policy			
Old page no & Section	New page no	Section	Amendments
			Throughout referred to Melton Home Search as branding of choice based lettings scheme was called Housing Needs Register, Housing Online and Melton Home Search
Pg 3	3*	1.0 Melton Choice Based Lettings Scheme	Included Licence agreements made to intro tenants under allocations outside of policy
Pg 9, Sn 5.1	11,	6.1 How the housing allocation scheme will operate	Register. Inclusion of paper applications to register an application
Pg18. Sn 9	18.	9 and 9.5.2 Who cannot join the scheme?	changed anti-social behaviour to unacceptable behaviour Provided more clarity and examples of unacceptable behaviour

			Provided a framework of how decisions are made re unacceptable behaviour which will mean longer processing times. Moved all of chapter 9 under this section references throughout the policy to ASB under this heading
	21	9.12	Elaborated on housing debt which can be considered for disqualification. Now includes council tax arrears and monies owed for temporary accommodation.
Pg 26 Sn 12	31,	11 Verification	Changed to Verification – information you need to provide
Pg 22, Sn 10.13	31,	11.6 and 11.7 Verification	Amended wording about rent/mortgage arrears, medical need and criminal and anti-social behaviour to make more user friendly.
	27	8.35 Mitigating circumstances	Added paragraph to this section <i>In such cases the council will consult as appropriate with any relevant agencies, including Social Services and providers of support services. We will consider the interests of the applicant and their household but we will also consider the interest of the people who live and work in our communities.</i>
	27	10.3.3 Application Requirements Family applications	New sentenced added to clarify Children over 18 must have been living with the family unit for at least 12 months to be added to application Clarification provided on children who are not classed as part of the immediate household
Pg 27 Sn 13.2	32	12.2 Medical need	Inserted paragraph 1 and extra sentence to paragraph 2 From feedback from Ombudsman on how medical assessments will be made <i>The council will look at how this affects the ability for the customer to lead an independent life and if a</i>

			<i>significant risk of harm in the event of an emergency would occur.</i>
Pg 27, Sn 13.4	33,	12.4 Welfare need	Deleted paragraph and inserted new paragraph to clarify what is meant by welfare need
Pg 27, Sn 13.5	33,	12.5 Threatened with loss of accommodation	To reinforce the point of homeless prevention <i>This may mean you are not accepted onto the housing register if the council is able to safely keep you in your home.</i>
Pg 29, Sn 15	35	14 The Banding system	Changed the title “The allocations policy” to “The banding scheme”
Pg 30, Sn 15.26	38,	14.13 Priority band	Extra sentences to clarify how urgent medical priority is assessed.
Pg 31, Sn 15.31	39,	14.18 Under occ by 2 or more bedrooms	Consolidated paragraphs
Pg 32, Sn 15.36	40,	14.22 Emergency welfare need	Clarification on what emergency welfare need is
Pg 45 Sn 19.2	45	16.3 Property Types	Changing property types to differentiate between person size properties and not bedroom sizes
3. Sections moved within the policy			
6, 1.12	13	1.12 Direct Matches	Entire paragraph moved to section 6.8
5.3	13,	7.1 Eligibility	Paragraph moved to eligibility section
20	27	10.1 Application Requirements	Introduced section on Household definitions to expand on what we class as a household
21 10.7	29	10.7.c Pregnant home seeker	Moved this under new section bedroom requirements
22, 10.14	29	10.7.b Bedroom requirements	Moved foster carers under bedroom requirements
28, 13.9	37,	14.7 Moving between housing bands	Moved under assessment of applications
39 15.49	35	11.10 Additional preference groups	Moved under effective dates from the end of banding description as relates more to dates and exceptions than bands.
35, 15.51	40,	14.22 Emergency welfare need	If you are fleeing to the borough from another area, we will assess your

			situation by taking a homeless application.
24, 10.24	40,	14.25 Homeless Prevention and Relief duties	Moved people owed a relief duty in line with those in a prevention
46 19.8	48,	16.4 Hard to let properties	Moved hard to let description under direct lets
Added to the policy			
22, 10.13	21, 9.12	9.12 – Rent arrears and other housing related debts	Inclusion of a section on rent arrears and other housing related debt Made specific reference to any monies owed to MBC which includes CT debts and monies owed to housing options from temp accommodation More descriptive on level of rent arrears and that they are equivalent of 8 weeks rent. Provides more clarity on route to take if not eligible due to rent arrears and of action MBC will take to assist to rectify behaviour Also included arrears to a private landlord which was not previously included
	26,	8.33 and 8.34 Who cannot join the scheme? Adaptations, home renovation, right to buy	Inserted those who have had a adaptations through a grant scheme, home renovation grant or right to buy can't join for 5 years unless circumstances have changed
	26,	9.35 Who cannot join the scheme? Mitigating circumstances	Inserted paragraph to explain decision making process and what factors we consider
26	32	Verification 10.8 and 10.9 Medical Need	Inserted new paragraph re medical documentation to be provided
27	33	11.2 Medical Need	First paragraph inserted
27	33	11.3 Medical Need	Inserted guidance on assessing medical conditions to provide more transparency on decision making process. Also more clarity on

