

Decision Number: 48 (2012/13)

## Portfolio Holder Executive Decision Statement

The Local Authority (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012

### **The Decision:**

To agree to continue to accept on line applications onto the Sevenoaks District Housing Register but hold these applications as pending for the months of April and May 2013 to allow for the conversion of existing applications from points to bands. Once the new Policy is implemented on 03.06.13, each on line application will then be looked at in strict date order of when it was completed on line. Support with this process will be available to applicants who need it.

**Date the decision was made: 19.03.13**

### **Reason for Decision** *(please set out in full)*

Council members have agreed a new Allocations Policy for the District which provides a local response to Localism legislation, welfare reform and as well as delivering a prioritisation methodology consistent with the rest of Kent – Banding.

There are currently just over 1900 applicants on the register and it is a labour intensive process to implement the new policy, converting all applications from the existing points system to the new banding policy, manage the software changes and train staff in order to reduce numbers of applicants on the housing register. This additional work requires supplementary resources, which are not available. It has therefore been negotiated with Management at West Kent Housing Association (subject to your approval) a way forward that has minimal costs.

During April and May 2013, the Register will remain open to provide advice and will continue to respond to and process urgent applications, for example, applications for homeless people.

### **Details of any alternative options considered and rejected by the Member when making the Decision:**

None

(For Democratic Services use)

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**Local Member (s), other Portfolio Holders and/or Directors/Heads of Service Consulted**

Cllr Carol Clark Portfolio Holder for Housing/Balanced Communities  
Pat Smith Head of Housing and Communications

**Details of any conflicts of interest**

**a) declared by any executive member who is consulted by the Decision Taker**

None

**b) and any details of dispensations granted by the Chief Executive in respect of any declared conflict**

n/a

**Decision taken by:**

Housing &  
Portfolio Holder for Balanced Communities

**Signed by Portfolio Holder**

[Redacted Signature]

**Record made by:**

19.03.13

**Date of record:**

Charlie Shaddock