

Appendix 2: Milestones of New Allocation Policy¹

Action	Timescale
Project initiation Document	2-3 weeks
Analysis of existing households on the housing register	2-4 weeks
Arrangements for community engagement on existing policy	2-4 weeks
Community engagement on existing policy	4-6 weeks
Analysis of feedback from community engagement	4-6 weeks
Development of proposals for the purposes of consultation	2-4 weeks
Initial workshop with members to determine the options that will be considered during consultation	2-4 weeks (to enable preferred options to be agreed)
Report to Housing Committee on options appraisal for consultation	4-6 weeks (depending upon Housing Committee cycle)
Proposals incorporated into consultation document – Draft Allocations Policy	8-10 weeks
Set up consultation portal	2-4 weeks
Statutory Consultation (Start to Finish) <ul style="list-style-type: none"> • On-line survey • Community Events • Engagement with social housing providers 	12 weeks
Consultation responses analysed and considered	4-6 weeks
Equalities Impact Assessments	6-8 weeks
Report recommending changes drafted for Housing Committee	4-6 weeks (depending upon Housing Committee cycle)
Housing Committee agreeing proposed recommendations	-
Recommendations incorporated into new Allocations Policy	4-6 weeks
Attend Political Groups to advise on new policy	6-8 weeks
Changes to the I.T platform if required	12-16 weeks
Review of current cases on the Housing Register (eg changes to banding, qualification, etc)	12-16 weeks
New Allocations Policy goes live	-

¹ Broad timescales are given setting out the estimated time required. Where this coincides with an election period (eg May 2023) additional consideration will be needed with regard to any restrictions relating to Purdah

