

Consultation Plan – Allocations Policy Review

Name of consultation	Allocations Policy Review
Why do you need to consult? (Brief Summary)	<p>Firstly, to meet the statutory requirement of section 166A (13) of the Housing Act 1996 to give social housing providers an opportunity to comment on a change of the Council’s Allocations Policy.</p> <p>Secondly, to meet the common law legitimate expectation doctrine to consult where a change in policy by a public authority may result in a withdrawal of benefits to members of the public, with potential significant impacts to be considered.</p>
What are the main aims and objectives?	<p>To put the proposed changes to the Council’s Allocations Policy to potentially affected stakeholders and give them the opportunity to respond to the proposed changes.</p>
What do you need to find out? (Essential)	<p>Before making a major change to our Allocations Policy, we have a statutory duty to consult every registered provider of social housing with which we have nomination agreements - under section 166A(13) of the Housing Act 1996. We will consult with the registered providers of social housing with which we have nomination agreements using email marketing with a link to an online consultation survey. The survey on our public online consultation portal will give the option to confirm where replies are made on behalf of a registered provider of social housing. We will email the registered providers of social housing a copy of the changes we propose to make to the Allocations Policy, and we will give them a reasonable opportunity to comment on the proposed changes.</p> <p>After making a change to our Allocations Policy, section 168(3) of the Housing Act 1996 places a duty on us to take reasonable steps to bring those changes to the attention of those likely to be affected by it. Those most likely to be affected by changes to the Allocations Policy are those households who are currently qualifying persons on the Council’s Housing Register. However, there is no statutory duty to consult with anyone other than registered providers of social housing, before making changes to the policy.</p>
What do you need to find out? (Desirable)	<p>We have no statutory duty to consult wider than is outlined above. However, we will engage with communities and stakeholders in the city before making changes to our Allocations Policy. We will make the proposed changes to the Allocations Policy publicly available with an accompanying survey to find out whether consultees agree with the proposed changes. We will allow answers to be made on a sliding scale, such as from ‘Strongly agree’ to ‘Strongly disagree’, and a free text box will be given for more open responses.</p>
What do you already know? (from previous consultation, knowledge or experience)	<p>Stakeholders to consult are identified in the Allocations Policy Change Project Plan</p> <p>A potential structure for questions to ask in the consultation can be found in the report on the consultation from the 2016 Allocations Policy review here: https://democracy.brighton-hove.gov.uk/documents/s102156/Draft%20Housing%20Allocations%20Policy.pdf</p>

Name of consultation	Allocations Policy Review
Who will you consult with?	We have a statutory duty to consult with the registered providers of social housing in Brighton & Hove. Although we have no statutory duty to consult other groups, before making a change to the Allocations Policy, we will consult the applicant households who are currently qualifying persons on the Council's Housing Register, as well as Council tenants, members of the public and third sector organisations, via engagement group sessions and the Council's online consultation portal.
When will you consult?	14 February 2024 – 9 May 2024
How will you consult?	Using the consultation portal on the Council's website and in-person engagement groups. We will produce a survey on our online consultation portal, which any member of the public can respond to. The changes we propose to make to the Allocations Policy will accompany the survey, to enable consideration of the proposals. We will write to all households registered on our Housing Register, asking them to respond to the survey and promote online links to the survey to increase awareness particularly in groups affected by the changes. We will hold community engagement groups with tenants of Brighton & Hove City Council. We will also hold virtual engagement groups. We will publish a press release to publicise the consultation survey. We will take all responses to the consultation into account. However, when formulating the policy in response to the consultation, more weight will be given to the responses of statutory stakeholders than non-statutory stakeholders.
How long will it take to set up the consultation portal?	1 week
How long will it take to arrange the community engagement groups?	4 weeks
How will the consultation be communicated/ publicised?	On the Council's public website, on the Homemove website for those who bid on properties advertised via the Homemove Partnership and by email and/or letter to the registered providers of social housing in Brighton & Hove.
Who will the results be reported to and when?	Housing & New Homes Committee – 13 November 2024
How will you provide feedback to respondents and when?	By email – 18 July 2024

Consultation Timetable Outline

Action	Deadline
Proposals incorporated into consultation document Consultation questions and materials assembled	31 January 2024
Set up consultation portal	7 February 2024
Community engagement groups begin	28 February 2024
Statutory Consultation will include: <input type="checkbox"/> On-line survey <input type="checkbox"/> Community Events <input type="checkbox"/> Engagement with stakeholders	Start: 14 February 2024 End: 9 May 2024
Consultation responses analysed and considered	5 July 2024

Stakeholders to include:

Internal

Housing & New Homes Committee, Elected Members, relevant Council services

External

Existing Housing Register applicants, Council tenants

Registered Providers: Anchor Trust; Brighton Housing Trust; Brighton Lions Housing Society Ltd; Brighton YMCA; Brighton & Hove Almshouse Charity; Brighton & Hove Jewish Housing Association Ltd; Clarion Housing; Hanover Housing Association; Hyde Housing; Moat Homes Ltd; Optivo; Orbit South Housing Association; Places For People; Sanctuary Housing; Saxon Weald Homes Ltd; Stonewater; Sussex Housing and Care; The Guinness Partnership; Worthing Homes

Local Third Sector Organisations: JustLife; Brighton Women's Centre; RISE; Change Grow Live; The Clocktower Sanctuary; Off The Fence; Knight Support; Sussex Nightstop; Emmaus; Street Support; Friends, Families and Travellers; Sussex Homeless Support; St Mungo's; Arch Healthcare; St Peter's; ONE CIC Housing & Support; Voices In Exile; Refugee Radio; Brighton & Hove LGBT Switchboard; MindOut; The Rainbow Hub; Speak Out Brighton & Hove; Possability People; Amaze Sussex; Grace Eyre; Carousel; SSAFA Sussex; Royal British Legion; Service Champions

HM Probation Service