

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet 8 September 2005
AUTHOR/S: Development Services Director and Housing & Environmental Services Director

SUB-REGIONAL CHOICE BASED LETTINGS SCHEME

Purpose

1. To consider participation in a proposed Choice Based Lettings (CBL) Scheme for the Cambridge Sub-Region.

Effect on Corporate Objectives

2. Quality, Accessible Services	The overriding principle of CBL is 'putting the customer first' CBL can also contribute to the e-government agenda through development of an interactive website, amongst other methods, to enable applicants to access information on available housing and express their choices.
Village Life Sustainability	The Council's Lettings Scheme will determine which households in housing need can be assisted within available resources and thereby contribute to the balance and sustainability of existing and new communities.
Partnership	The Council is already committed to working in partnership with Cambridge City Council in delivering planned new settlements. Joint working on lettings policies will enhance our abilities to create sustainable communities. This proposal is being developed in partnership with other district housing authorities and Housing Associations in the Cambridge Sub-Region.

Background

3. In the Housing Green Paper of April 2000 *Quality and Choice: A Decent Home for All* the Government put forward its proposals for reforms to lettings policies to give tenants in social housing real choice over the house they live in.
4. By offering people choice about where they live it is envisaged that tenants will be more satisfied, stay longer, pay their rent, look after their homes and tenants will invest in and engage with their local communities. In addition, by giving housing applicants a more active role in the process, it is hoped that applicants with very little chance of getting the housing they want will make greater efforts to look for alternative solutions.
5. The ODPM published targets for moving towards greater choice in spring 2002 as follows:
 - a. 25% of local authorities are required to have CBL schemes by the end of 2005 and,
 - b. 100% of local authorities to have a CBL scheme by 2010

6. The Office of the Deputy Prime Minister (ODPM) 5 year housing plan *Sustainable Communities: Homes For All* published on 24 January this year set out the Government's plans for taking forward its CBL policy.
7. In this latest housing policy document the existing target for all local authorities to operate a CBL by 2010 has been extended to include all social rented housing, shared ownership and low cost home ownership options.
8. In addition the extension of CBL schemes to cover the private rented sector is to be encouraged with the stated aim of making it as easy as possible for tenants to move between local authority, housing association and privately owned accommodation.
9. Further the government have stated that they want to see CBL schemes developing on a regional or sub-regional basis.
10. A scheme operated on CBL principles enables people to apply/express an interest in available properties – typically vacancies are advertised in a variety of ways including in the local press, inter-active website, newsletters, one stop shops. This approach enables applicants to see the full range of properties that become available and apply for any of those for which they meet the matching criteria detailed in the advertisement.
11. The successful applicant under a CBL scheme will be the one that has the highest priority for the property for which they have made a bid. The relative priority of one applicant over another will be determined by the Lettings Policy adopted by individual housing organisations.
12. The main difference between the traditional approach to lettings and CBL is that applicants are required to be proactive in seeking a home rather than wait for a local authority or housing association to contact them about a property they can be 'allocated'. It is therefore important that the system is straightforward, understandable, explicable, transparent and fair.
13. For these reasons in many of the existing CBL schemes a banding system has been preferred as this is considered to be more simplistic and easier for applicants to understand than points systems.
14. With this type of scheme applicants need to review vacancies on whatever is the agreed cycle for advertising properties eg weekly/fortnightly and make bids for those that they are eligible for in accordance with the 'labelling' on the advert eg 3 bed homes for families with two or more children, sheltered properties for people aged over 60.
15. Another feature of CBL is that feedback needs to be made available to unsuccessful applicants so that they can understand why their application was not successful. This can be by way of general information included as part of future newsletters, through the website, etc as well as personal responses eg letter, e-mail This feedback will help applicants assess their likelihood of receiving an offer for any similar properties that may arise in the same area and decide whether to review their expectations and search criteria in order to find a suitable home including reviewing other options:
 - a. private rented sector
 - b. mutual exchange
 - c. mobility schemes eg MoveUK

- d. low cost home ownership
 - e. help to remain at home eg adaptations
16. What CBL does not aim to do in high demand areas such as the Cambridge Sub-region is increase the numbers that can be assisted as the supply of housing is not affected. Further it should be recognised that CBL is a process rather than a policy in itself and, therefore, local authorities, working individually or, in partnership with others at a sub-regional or regional level, retain discretion over the actual lettings policy which will determine who receives priority for any particular vacancy.
 17. The Homelessness Act of 2002 has laid the foundation for a wider introduction of CBL schemes. Whilst long awaited guidance which was finally published in March 2005 outlines the key issues for implementing and developing CBL schemes, statutory guidance is expected to follow by the end of 2005 and this should provide a framework for local authorities in considering available options within the CBL approach.
 18. The Council has been piloting CBL since 2001 at West Way, Meldreth – letting of family-sized units on an estate of 28 properties, some of which have been sold under the Right to Buy. The current Lettings Policy adopted in April 2003 extended CBL principles to the operation of our Equity Share Register – all nominations for low cost home ownership options. There are approximately 900 applicants on the Equity Share Register.
 19. The feedback from staff involved in the operation of the Council's own CBL pilots is positive and anecdotal evidence seems to support the view that applicants prefer this system to the traditional approach as they find it more understandable and feel more actively involved in the process.
 20. In February this year the Executive considered a report outlining a proposed review of the Council's Lettings Policy. It was agreed that a Member-led Advisory Group comprising the Housing Portfolio Holder and up to 6 other Members and relevant Officers should be set up to oversee the project which will be supported by a core officer group with representation from external partner agencies eg Cambridge City Council. An RSL forum was also to be convened to engage all affordable housing providers in the process and enable further steps to be made towards a Common Lettings Policy.
 21. The terms of reference for the proposed Advisory Group was to offer advice as to how to achieve the following objectives for the review:
 - a. to make best use of both the existing and new affordable housing in terms of meeting the housing needs of the district/sub-region
 - b. to offer appropriate housing choices to those in housing need
 - c. to contribute to maintaining sustainable communities within existing villages and the creation of balanced communities in the major new developments
 22. It was also agreed that the following areas be included in the scoping of the review:
 - a. an evaluation of the current Lettings Policy in respect of the Council's own housing stock and nominations to Registered Social Landlords
 - b. the allocation of properties adapted for or suitable for adaptation for people with physical or other disabilities
 - c. the letting of properties to young people under the age of 18
 - d. the Equity Share Register
 - e. Choice-based Lettings(CBL)
 - f. information and monitoring requirements

- g. the Housing Register review mechanism
 - h. voids and average relet periods
 - i. organisational and staffing issues
 - j. mobility schemes eg mutual exchanges, HEMS
 - k. to compare approaches to the letting of affordable housing between LA and RSL housing providers in the Cambridge Sub-region
 - l. ICT issues
 - m. Audit Commission Key Lines of Enquiry (KLOE) No 7 Allocations and lettings
23. The review was due to commence in May 2005 and to conclude by September 2005 with any recommend policy changes to be implemented by April 2006 unless CBL was the preferred option in which case a longer implementation period would be required. Unfortunately due to other pressures and constraints it has not yet been possible to commence work on this project.

24. Further no Members have as yet volunteered to participate in a Member Advisory Group although requests have been included on the Weekly Bulletin on two separate occasions.

Considerations

25. The Government has recently announced a £4m Fund for the development of Regional or Sub-Regional Choice Based Lettings Schemes. This fund is to assist with implementation costs only and monies will be made available over 3 years. The deadline for submission of bids to the ODPM is 7 October. Successful bids will be announced by the end of November and funding for 2005/06 would be made available by end of December 2005.
26. It is not clear at this stage what mechanism will be used to allocate any remaining monies for future years and therefore it is recommended that a bid should be made at this stage although it is anticipated that a CBL scheme for the Cambridge Sub-region could not be in operation before 2007. The experience of other local authorities who have already introduced CBL schemes and ODPM guidance issued in February this year suggests that a minimum lead in time for implementation of a CBL scheme should be 18 months.
27. The ODPM are prepared to contribute up to 60% of the total development costs of successful bids, with a limit of £100,000 per scheme. The type of development costs which could be included are:
- Commissioning ICT
 - Project management
 - Staff training
 - Consultation and dissemination
28. As the ODPM consider that the largest element of the costs of setting up a scheme is likely to be ICT the funding will normally be made available on the following basis:
- 60% capital
 - 40% resource funding

It should be noted that the ODPM are not prepared to contribute towards the ongoing costs of operating a CBL scheme.

29. As the South Cambridgeshire district is within the Cambridge Sub-Region the Council has been invited to join with the other local authorities and Registered Social Landlords (RSLs) within the Sub-Region to submit a bid. The bidding guidance states that bids must indicate whether they have the full support of elected members in all partner local authorities and the full commitment of other partners eg housing associations.
30. For the purpose of submitting a bid Cambridge City Council is leading on this project and is willing to allocate the necessary resources with input from the other seven local authorities as they already have member support for a CBL scheme to be introduced in Cambridge by 2007.
31. The other local authorities and the stock transfer RSLs have all expressed an interest in working together on this project and are actively seeking the relevant approvals. The actual number of partners has yet to be finalised as responses are still awaited from other RSLs about their willingness to participate either now or at some stage in the future.
32. In order for a Sub-Regional scheme to work there are a number of areas where partners will have to reach agreement:
 1. the specification and procurement of an ICT system that is compatible with all partner organisations back office systems
 2. the proportion of each partner landlord's stock (including nomination rights where applicable) that will be included in the scheme both initially and in the longer term ie by 2010 at the latest
 3. the proportion of each partner landlord's stock and/or nomination rights that will be made available for cross boundary movement
 4. the nature of the stock to be made available for cross boundary moves-eg a percentage of all lettings, a percentage of RSL nominations, lettings/sales in sheltered housing etc
 5. whether partner landlords are to adopt a common banding system and/or allocations criteria for all their stock or just for the cross boundary moves
 6. the timescale for implementation of the scheme
33. Given that Cambridge City Council are already committed to introducing CBL and an implementation target date of November 2007 this would be the earliest achievable date for a Sub-Regional scheme.

Options

34. In view of the interest expressed by local authorities in the Cambridge Sub-region in participating in a sub-regional CBL scheme the Council has to consider which if the following options, if any, it wishes to pursue.

Option 1
35. Not to participate in a Sub-Regional CBL scheme and to continue with the planned review of the Lettings Policy which would consider a move to a CBL scheme as an option only at this time.
36. If this option is preferred then there would not be any pre-determined outcomes for the review but if the outcome of the review was not to recommend a move to a CBL approach this would have to be reviewed again by 2008 at the latest in order that the Council could meet the ODPM target of 2010.

37. Any major changes to the Lettings Policy would require formal consultation with relevant agencies as well as all tenants and residents, which would be both a lengthy and costly process. It is therefore unlikely that any major changes could be made to the Lettings Policy, outside of a move to CBL, in any review undertaken at this time.
38. This situation gives limited scope for changes should a review demonstrate that the current policy is not meeting national and local policy objectives related to CBL schemes and cross border moves or sub regional schemes

Option 2

39. To agree to participate in a sub-regional CBL scheme and conduct a review of the Lettings Policy as part of the local implementation of such a scheme.
40. This option would to some extent predetermine the outcome of the review although there would still be local flexibility about whether to operate CBL for all lettings or just those to be included in the cross-boundary moves. However, there are inevitably inefficiencies in such an approach and potentially additional costs.
41. Further, the potential for receipt of central government funding towards implementation costs provides an opportunity for local authorities to work together to make overall long term savings and efficiencies. This could be achieved by joint procurement (especially of an ICT system) and shared work.
42. However, it should be appreciated that to move to a full CBL scheme means a lot of work for authorities even in a partnership approach which will be difficult for the Council to resource in the current financial climate. Secondly, the control over the timing of any additional expenditure will be more difficult to control because of the need to fit in with collectively agreed timescales.
43. As an alternative it is possible to include a small percentage of properties into the sub-regional scheme ie those that would be available for cross boundary moves in the initial stages and add more properties in later. The Council could take this route and agree to participate in principle at this stage and not be a full partner in the scheme. A timeframe within which we would anticipate becoming a full member of the sub-regional scheme would, however, have to be included in any bid for ODPM funding. If the bid is successful the Council would then be required to fulfil this commitment.
44. The potential disadvantages of not being a full partner at the outset are not being able to maximise cost savings from joint procurement etc, and also having less influence over the shaping of the scheme.
45. The Officer's preferred option is option 2 as it offers the most cost effective means of achieving the implementation of CBL and the timing will enable the implications of a move to this approach to be co-ordinated with other planned internal projects eg restructuring of housing services, sheltered housing review.
46. However, in order to participate in a Sub-Regional CBL scheme the Council will need to agree the proportion of stock and/or nomination rights that will be made available: for cross boundary movement. The following are suggested options for consideration:
 - a) 10% of the Council's stock in line with other local authority partners and/or
 - b) 25% of nomination rights to existing and planned major developments eg Cambourne, Cambridge Northern Fringe (Arbury Camp), Northstowe and other fringe developments around Cambridge.

Note: people from South Cambs can also bid for properties within the Sub-Regional pool. The only difference in applying the sub-regional over the local policy will be that local connection will not be relevant criteria in determining which applicants are successful.

Financial Implications

47. If a Sub-Regional bid is successful it will contribute up to a 60%, subject to a maximum of £100,000, towards the implementation costs of the scheme. It is envisaged that if a successful Cambridge Sub-Regional partnership bid were made for the maximum available ie £100,000 each local authority/RSL partner will need to contribute a minimum of £10,000 towards implementation costs based on there being at least 7 partners.
48. However, whilst all Local Authority and RSL partners in the Sub-Region are being invited to participate, the exact number of partners has yet to be confirmed. If more than 7 partners can be attracted then the costs to be apportioned to each organisation should reduce accordingly.
49. At the time of writing this report, due to the limited time available in which there has so far been to prepare a bid, more accurate indicative costs of setting up a Sub-Regional CBL scheme are not yet known.
50. At this stage in principle agreement is only being sought and further details of any proposed cost-sharing agreement can be considered once the outcome of the bid is known.
51. It should be noted that in the event that a bid were not successful this time then the partners would need to decide whether to proceed 'at risk' in order to be able to attract any remaining funding at a later date. Without any central funding then the full costs of implementation would need to be met by the partners which could increase the contribution required from individual partner organisations to up to a minimum of £24,000.
52. However, the benefits of sharing implementation costs eg procurement of ICT, consultation and dissemination, with or without ODPM funding, are significant. Further these costs are inescapable given that the Council will be required to implement CBL by 2010.
53. It is suggested that the Council's contribution towards the development and implementation costs of a CBL scheme will be met within existing budgets after having taken into account any savings requirements within the Housing Portfolio.
54. The ongoing revenue costs of operating a CBL scheme are even more unclear at this time and much will depend on the preferred model. The experience of some of the pilot CBL schemes suggest that advertising costs have the potential to increase the overall costs of the administration of the Housing Register and allocations functions. However, there is potential for efficiencies to be achieved through the operation of a CBL scheme which could contribute to Gershon efficiency targets in future years.
55. The advantage of considering a move to CBL at this time is that the planned reorganisation within Shire Homes can take account of any necessary staffing and administrative changes to enable the introduction of a CBL scheme.

56. If this option is agreed it is proposed that the ongoing revenue costs in terms of administration of the scheme will be assimilated within existing HRA budgets as this activity is currently wholly met from this source. There would, therefore, be no implications for the General Fund, beyond the contribution to development costs, of operating a CBL scheme at this time although it should be noted that this would only be the case whilst stock retention is the Council's preferred option.
57. Further details of estimated ongoing revenue costs can be provided for approval at a later stage if the initial bid is successful and the scheme able to progress.

Legal Implications

58. It should be noted that any policy changes including a move to CBL will need to take into account current legislative requirements in relation to allocations as set out in the Housing Act 1996 as amended by the Homelessness Act 2002.
59. This initiative will help ensure that the Council will meet the deadline of implementing CBL by the target date of 2010.
60. It is acknowledged that some vulnerable applicants and those for whom English is not their first language may have problems bidding for a home under a CBL scheme. It will therefore be essential to ensure that any CBL scheme meets with any legal requirements in relation to equal opportunities and disability legislation.
61. In order to meet the needs of vulnerable and excluded households, partners will need to adopt a twin track approach:
 - a. Provide advice and support to vulnerable groups eg assistance from the housing advice team, through training for social workers to support their clients to make bids and by making properties available in a number of ways i.e. newspapers, telephone and via the Website and,
 - b. Developing policies and procedures which ensure that vulnerable people in housing need receive appropriate priority for available housing.

Staffing Implications

62. In order to develop and implement a CBL scheme at sub-regional level, significant input from staff within Shire Homes as well as Housing Strategic Services will be required. Other staff within the Council will need to be consulted to ensure any CBL scheme reflects corporate objectives eg ICT, Community Services.
63. If it is agreed that we move to a CBL scheme for all our lettings and not just those to be included in a Sub-Regional Scheme, further additional work will be required which will fall to existing staff to deliver within the same timetable ie by November 2007. However, this work cannot be avoided and would need to be carried out by 2010.
64. The CBL scheme could have an impact on future staffing levels within Shire Homes particularly if the preferred option is to move to a full-blown CBL scheme that will incorporate all lettings. The planned restructuring of Shire Homes will then need to accommodate the operation of a CBL scheme. It is likely that new roles will be created that require a different skills base and training needs will have to be identified for any affected staff.
65. In order to manage the introduction of a CBL scheme, a project plan will be developed in line with the Sub-Regional implementation plan and a core Officer team

will oversee the project with the Head of Housing Strategic Services acting as the Council's lead officer for both the internal and sub-regional projects:

Risk Management Implications

66. The financial risk of agreeing to be included in this scheme bid will be limited to an agreed contribution towards the development and implementation costs associated with a Sub-Regional scheme. This could be around £10,000 or more in the event of a successful bid for ODPM funding but up to £24,000 or more in the absence of this source of funding.
67. Measured against this is the risk of having to implement a CBL scheme independently at some stage before 2010 with potentially significantly higher costs to the authority in the future.
68. Whilst the Council could indicate a willingness to participate in the future rather than join as a full partner at this stage, this option would:
 - a. provide less opportunity to help influence the scheme and,
 - b. not avoid expenditure on this project in the longer term as certain costs are unavoidable and these will need to be budgeted for within the next 3 years and,
 - c. lessen the potential to derive cost savings from partnership working, joint procurement of ICT and shared work
69. If it is decided not to participate in the Sub-regional scheme, an opportunity will be missed to co-ordinate the introduction of CBL schemes and this could impact on our ability to agree common Lettings policies or at least common policy principles. If policies are not consistent across the Cambridge Sub-region this could affect the successful delivery of sustainable communities on shared major developments in and around Cambridge.

Consultations

70. In order to introduce any major changes to the existing Lettings Policy eg a move to CBL, the Council would need to undertake consultation with external partners including RSL's, other Local Authorities in the Cambridge Sub-region and other key stakeholders as well internal consultation with key staff from across the Council. This requirement has been set out in the guidance accompanying the Homelessness Act 2002 provisions in relation to Allocations.
71. The benefits of working together on a Sub-Regional CBL scheme is that the consultation work could be shared thereby reducing both costs and staffing resources for the participating organisations and making responses easier for consultees.
72. In addition the Council will also be required to ensure within a reasonable time that those likely to be affected by the change have the effect of any proposed alterations to the Lettings Scheme brought to their attention – this would include all 3,800+ applicants currently registered for housing with the Council

Conclusions/Summary

73. In the Housing Green Paper of April 2000 *Quality and Choice: A Decent Home for All* the Government put forward its proposals for reforms to lettings policies to give tenants in social housing real choice over the house they live in.

74. The ODPM published targets for moving towards greater choice in spring 2002 as follows that will require 100% of local authorities to have a CBL scheme by 2010.
75. The Office of the Deputy Prime Minister (ODPM) 5 year housing plan *Sustainable Communities: Homes For All* published on 24 January this year set out the Government's plans for taking forward its CBL policy including that they want to see CBL schemes developing on a regional or sub-regional basis.
76. The main difference between the traditional approach to lettings and CBL is that applicants are required to be proactive in seeking a home rather than wait for a local authority or housing association to contact them about a property they can be 'allocated'. It is therefore important that the system is straightforward, understandable, explicable, transparent and fair.
77. It should be recognised that CBL is a process rather than a policy and, therefore, local authorities, working individually or, in partnership with others at a sub-regional or regional level, retain discretion over the actual lettings policy which will determine who receives priority for any particular vacancy – except for those made available for cross boundary movement.
78. The Council has been piloting CBL since 2001 at West Way, Meldreth and in April 2003 extended CBL principles to the operation of our Equity Share Register. The feedback from staff involved is positive and anecdotal evidence seems to support the view that applicants prefer this system to the traditional approach
79. In February this year the Executive considered a report outlining a proposed review of the Council's Lettings Policy. It was agreed that a Member-led Advisory Group comprising the Housing Portfolio Holder and up to 6 other Members and relevant Officers should be set up to oversee the project which will be supported by a core officer group with representation from external partner agencies
80. The review was due to commence in May 2005 and to conclude by September 2005 with any recommend policy changes to be implemented by April 2006 unless CBL was the preferred option in which case a longer implementation period would be required. Unfortunately due to other pressures and constraints it has not yet been possible to commence work on this project.
81. The Government has recently announced a £4m Fund for the development of Regional or Sub-Regional Choice Based Lettings Schemes. This fund is to assist with implementation costs only and monies will be made available over 3 years.
82. The ODPM are prepared to contribute up to 60% of the total development costs of successful bids, with a limit of £100,000 per scheme but are not prepared to contribute towards the ongoing costs of operating a CBL scheme.
83. South Cambridgeshire district has been invited to join with the other local authorities and RSLs within the Cambridge Sub-Region to submit a bid. The bidding guidance states that bids must indicate whether they have the full support of elected members in partner local authorities.
84. The options are to either to agree:
 - 1) not to participate in the scheme and to continue with the planned review of the Lettings Policy which would consider a move to a CBL scheme as an option only at this time or,

- 2) to participate in a sub-regional CBL scheme and conduct a review of the Lettings Policy as part of the local implementation of such a scheme
85. The Officer's preferred option is option 2 as it offers the most cost effective means of achieving the implementation of CBL and the timing will enable the implications of a move to this approach to be co-ordinated with other planned internal projects eg restructuring of housing services, sheltered housing review.
86. However, in order to participate in a Sub-Regional CBL scheme the Council will need to agree the proportion of stock and/or nomination rights that will be made available for cross boundary movement.
87. It is envisaged that if a successful Cambridge Sub-Regional partnership bid were made for the maximum available funding of £100,000 each local authority/RSL partner will need to contribute a minimum of £10,000 towards implementation costs based on there being at least 7 partners.
88. Without any central funding then the full costs of implementation would need to be met by the partners which could increase the contribution required from individual partner organisations to upwards of £24,000.
89. At this stage in principle agreement is only being sought and further details of any proposed cost-sharing agreement can be considered once the outcome of the bids are known.
90. However, the benefits of sharing implementation costs eg procurement of ICT, consultation and dissemination, with or without ODPM funding, are significant. Further these costs are inescapable given that the Council will be required to implement CBL by 2010.
91. It is suggested that the Council's contribution towards the development and implementation costs of a CBL scheme will be met within existing budgets after having taken into account any savings requirements within the Housing Portfolio.
92. The ongoing revenue costs of operating a CBL scheme are not known at this time but the advantage of considering a move to CBL at this time is that the planned reorganisation within Shire Homes can take account of any necessary staffing and administrative changes to enable the introduction of a CBL scheme and ensure that costs are managed within existing financial constraints on the HRA.
93. It is acknowledged that some vulnerable applicants and those for whom English is not their first language may have problems bidding for a home under a CBL scheme. It will therefore be essential to ensure that any CBL scheme meets with any legal requirements in relation to equal opportunities and disability legislation.
94. In order to develop and implement a CBL scheme at sub-regional level will require significant input from staff within Shire Homes as well as Housing Strategic Services..
95. If it is decided not to participate in the Sub-regional scheme an opportunity will be missed to co-ordinate the introduction of CBL schemes. If lettings policies are not consistent this could affect the successful delivery of sustainable communities on shared major developments in and around Cambridge.

96. By working together on a Sub-Regional CBL scheme some of the consultation requirements of any major change to existing lettings policies could be shared – the Council will still, however, have to notify all housing applicants and tenants of the proposed changes.

Recommendations

97. In principle to work in partnership with other local authorities and RSLs in the Cambridge Sub-Region on a Sub-Regional Choice Based Lettings Scheme in order that a bid can be submitted to ODPM by the deadline of 7th October 2005
98. To agree in principle to share associated costs subject to:
- i) costs being met within the Housing General Fund baseline budget after the Council Tax capping savings requirement target for the Housing Portfolio have been identified
 - ii) a formal cost-sharing agreement being brought back for consideration at a later date once the outcome of the bid is known and actual costs have been identified.
99. To agree that the proportion of stock and/or nomination rights that will be made available for cross boundary movement as follows:
- i) a maximum of 10% of the Council's stock in line with other local authority partners and,
 - ii) 25% of the Council's share of nomination rights to existing and planned major developments eg Cambourne, Cambridge Northern Fringe (Arbury Camp), Northstowe and other fringe developments around Cambridge
100. To introduce a CBL scheme for all lettings and nomination rights in South Cambridgeshire as part of the implementation of a Sub-Regional scheme in order to maximise the potential benefits of joint procurement and shared work.
101. That the ongoing costs of operating a CBL scheme are to be managed within the existing financial constraints on the Housing Revenue Account.

FOR DECISION

Background Papers: the following background papers were used in the preparation of this report:

Housing Green Paper: *Quality and Choice: A Decent Home for All*
ODPM April 2000

Allocation of Accommodation: Code of guidance for local housing authorities
ODPM November 2002

Sustainable Communities: Homes for All
ODPM January 2005

Implementing and Developing Choice Based Lettings: A guide to key issues
ODPM March 2005

Fund for the Development of Regional and Sub-Regional CBL Schemes: Bidding Guidance
ODPM July 2005

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