

**North East Derbyshire District Council**

**Cabinet**

**27 November 2025**

**Choice Based Lettings and Allocations Policy**

**Report of Councillor N Barker, Leader of the Council and Portfolio Holder for  
Strategic Leadership and Finance**

Classification: This report is public

Report By: **Lee Pepper**

Contact Officer: Diane Parker

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**PURPOSE / SUMMARY**

The Council's Choice Based Lettings and Allocations Policy details how Rykneld Homes Limited allocate the Council's housing stock. The policy also covers the allocation of properties belonging to Registered Providers and Housing Associations and some private rented accommodation via the nominations process.

A review has been carried out to ensure the policy is meeting the needs of the districts residents and to incorporate any new legislative changes.

The purpose of the report is for Cabinet to agree the key proposed amendments with a view to adopt the draft policy on 1 April 2026 to allow for training on the amendments. However as Flexible Tenancies are no longer offered as a tenancy option, this amendment will take immediate effect and this type of tenancy will be removed from the current policy.

The policy is in line with current housing legislation and guidance.

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**RECOMMENDATIONS**

1. Cabinet to agree the proposed amendments and adopt the draft policy.
2. Cabinet to agree the implementation date of 1 April 2026, except for the Flexible Tenancy amendment which will be withdrawn immediately as this type of tenancy is no longer in use.

Approved by the Portfolio Holder – Cllr Barker, Portfolio Holder for Strategic  
Leadership and Finance)  
*(Delete completely for Scrutiny Reports)*

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## IMPLICATIONS

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**Finance and Risk:** Yes ☐ No ☒

**Details:**

There are no financial implications associated with these policy amendments

On Behalf of the Section 151 Officer

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**Legal (including Data Protection):** Yes ☐ No ☒

**Details:**

There are no legal implications to the amendments and data protection will be in accordance with the Council's and Rykneld Homes Limited's data protection and GDPR policy and procedures.

The policy is in line with legislation and operational guidance.

On Behalf of the Solicitor to the Council

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**Staffing:** Yes ☐ No ☒

**Details:**

There will be no staffing implications as existing employees at Rykneld Homes Limited and the Councils Housing Options team will implement the amendments.

On behalf of the Head of Paid Service

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<b>Decision Information</b>	
<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:  <b>NEDDC:</b> <b>Revenue - £125,000 <input type="checkbox"/> Capital - £310,000 <input type="checkbox"/></b> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)	No
<b>District Wards Significantly Affected</b>	All indirectly
<b>Equality Impact Assessment (EIA) details:</b>	
<b>Stage 1 screening undertaken</b> <ul style="list-style-type: none"> <li>Completed EIA stage 1 to be appended if not required to do a stage 2</li> </ul>	Yes, superseded by stage 2
<b>Stage 2 full assessment undertaken</b> <ul style="list-style-type: none"> <li>Completed EIA stage 2 needs to be appended to the report</li> </ul>	Yes, appended.

<b>Consultation:</b> <b>Leader / Deputy Leader</b> <input checked="" type="checkbox"/> <b>Cabinet</b> <input type="checkbox"/> <b>SMT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input checked="" type="checkbox"/> <b>Members</b> <input checked="" type="checkbox"/> <b>Public</b> <input checked="" type="checkbox"/> <b>Other</b> <input checked="" type="checkbox"/>	Yes  Details: A full consultation was carried out with: <ul style="list-style-type: none"> <li>• Members (email/online survey)</li> <li>• Scrutiny committee</li> <li>• The public (online survey)</li> <li>• Waiting list applicants (letter and online survey)</li> <li>• Other housing providers and external organisations online survey.</li> <li>• Advertised on social media</li> <li>• The consultation survey was available on Rykneld Homes website with a link from the Council's website</li> </ul>
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<b>Links to Council Plan priorities;</b> <ul style="list-style-type: none"> <li>• <b>A great place that cares for the environment</b></li> <li>• <b>A great place to live well</b></li> <li>• <b>A great place to work</b></li> <li>• <b>A great place to access good public services</b></li> </ul>
A great place to live well A great place to access good public services

## REPORT DETAILS

### 1 **Background** *(reasons for bringing the report)*

- 1.1 For context, as at 31 March 2025, the Council owned 7,500 properties with 1,667 applicants on the housing waiting list. During 2024/25 there were 400 lets to Council owned properties and 97 nominations to Register Providers *(Source: LAHS 2024-2025)*.

- 1.2 The Choice Based Lettings and Allocations Policy is owned by the Council and implemented by Rykneld Homes Limited and the Council's Housing Options team (when assessing Homelessness applicants).
- 1.3 A review has been carried out in conjunction with Rykneld Homes Limited to ensure the policy is meeting the needs of the districts residents and those in most need is able to access secure accommodation.
- 1.4 A full consultation has been carried out for 28 days, ending 5 September 2025, receiving 205 respondents. 76.24% of the respondents were registered with Choice Move and currently on the housing waiting list, the amendments will affect this group the most. From all 205 respondents the majority agreed with all the proposed amendments by a large margin. **See Appendix 3**

## **2. Details of Proposal or Information**

- 2.1 The key proposed amendments can be found in **Appendix 1**, giving a more in-depth overview of the reasons for concern, current procedure and the proposed amendments.
- 2.2 A summary of the Key proposed amendments are as follows:

- 1. Banding amendment - Create a new category in Priority Band 3 for non-emergency/urgent Homeless Prevention cases**

Non-Urgent - prevention of Homelessness Measures (Section 195(2) following Investigations by the Councils Housing Options Team.

- 2. Banding amendment – Reword the category in Band 2 - People living in temporary accommodation pending enquiries.**

To read: Victims/survivors of domestic abuse, living in temporary accommodation, including living in bed and breakfast, Council owned homeless units, refuges and other supported accommodation who require settled accommodation.

Children under the age of 18 are victims of domestic abuse if they see, hear or experience the effects of abuse, and are related to the perpetrator or the person experiencing the abuse.

- 3. Banding amendment – Statutory Housing Health and Safety Rating System (HHSRS) Category 1 and 2 Hazards**

Split the banding into Category 1 and 2 Hazards as defined in the HHSRS to ensure that applicants living in the worst conditions have a higher priority.

Band 1 - Statutory Overcrowding as defined in the Housing Act 1985 and Category 1 Hazards

Band 2 - Housing Health and Safety Rating System (HHSRS) category 2 hazards

**4. Use and Occupation - New Banding Criteria**

Applicants on a Use and Occupation Agreement who are required to leave the current property and are eligible to join the housing register.

**5. Refusing offers**

Reduce applicants refusing properties from 3 to 2 refusals

**6. Removal of Flexible Tenancies**

Due to no longer offering these types of tenancy remove from the Allocations Policy

**7. Armed Forces – Award an additional 12 months ‘waiting time’ without the need of a local connection**

To award an additional 12 months ‘waiting time’ to Armed Forces applicants’ or ex partners without the need for a local connection

**8. Insert Band 3 general medical priority and Band 4 No priority medical need**

Band 3 - Applicants suffering from general ill-health, as assessed by a medical professional, which would be helped by a move to another property but not in urgent/emergency need.

Band 4 - Applicants suffering from mild or temporary health conditions who are adequately housed

**9. Insert Pet Ownership**

Rykneld Homes will conduct a risk assessment on the number of pets in the household, including types and breeds against property suitability. Guide/assistance dogs are exempt from the assessment.

If an applicant is in ownership or cares for any breed of dog banned under the Dangerous Dogs Act (1991) and does not have a Certificate of Exemption the applicant may be registered but will not be allocated a property whilst the pet is still in their ownership or care.

- 2.3 In addition to the key proposed amendments a number of wording changes have been identified and incorporated into the policy. This is to strengthen the wording to ensure clarity when implementing the policy and does not create any policy changes.

- 2.4 The draft policy which includes the proposed amendments can be found in **Appendix 2**

### **3 Reasons for Recommendation**

- 3.1 The amendments will ensure that the Council continues to operate a robust policy which enables Rykneld Homes Limited to allocate the council's housing stock to those in most need in the most effective and transparent way. It will also allow the Council to make best use of its housing stock and help with anti-social behaviour.
- 3.2 The policy was last reviewed in October 2022, with minimal amendments, therefore a full review was due in October 2025.

### **4 Alternative Options and Reasons for Rejection**

- 4.1 An alternative option was not to amend the policy, however this would not resolve the issues identified, therefore this was rejected as an unviable option.
- 4.2 The current policy is due to expire, therefore conducting a review in 2025 is essential, therefore not to review the policy at this time was rejected.

## **DOCUMENT INFORMATION**

<b>Appendix No</b>	<b>Title</b>
1	Key Proposed Amendments
2	Draft Choice Based Lettings and Allocations Policy
3	Consultation Results
4	EIA
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet you must provide copies of the background papers)	