



Protocols for re-housing of staff members, Board members and elected members and their relatives

Staff members, elected members and Board members and their relatives are eligible to register for rehousing by Nottingham City Homes. The aim is to minimise the number of people handling applications by restricting this to the Central Allocations Team (CAT) and provide a robust audit trail.

The following protocols must be followed when dealing with their applications:

1. The application form will contain a question about whether they are a staff, Board or elected member or if they are related to such a person. The question will be repeated on the offer letter.
2. These protocols apply to staff working for Nottingham City Homes, Nottingham City Council or HomeLink partner RSLs
3. Staff must not be involved in the processing of their application or their relative's application at any stage – including registration, amendments or an allocation. **All processing should be carried out by the Central Allocations Team** (or by a housing office if the staff member works in that team). Employees are also prohibited from lobbying others about an allocation. There will be occasions when staff other than Central Allocations will have to be involved in actions. However this will only be as directed by Assistant Director/Director. **It is potentially a disciplinary offence for staff with regard to non-compliance with this procedure.**
4. Where special circumstances exist, the case can be referred to the allocations panel for the award of additional priority as for any other applicant. The report must be prepared by CAT (although the local office management will be involved in carrying out investigation if staff member is a tenant) and approved by an AHM from an office different to where the staff member works, before it is submitted to Allocations Panel. Final approval will have to be given by Director **and** Assistant Director or Chief Exec **and** Director in line with the offer approval route before additional priority is awarded.
5. For sensitive circumstances where anonymity should be preserved, the award of additional priority can be authorised by an Assistant Director and Director or Director and Chief Executive. Such cases will be monitored via the Allocations Panel Monitoring whilst preserving confidentiality (Case papers including a full audit trail will be kept by Central Allocations within panel monitoring and related party case papers.

6. All allocations must be recorded on IWorld as a possible match. An “Allocations to staff, Board and elected members” proforma is to be completed, approved by a Lettings Manager and sent with copies of screen print-outs showing shortlist before possible match, and applications by-passed, evidence to justify the Banding category and comments as necessary, to CAT. All print outs must be signed by the Lettings Officer and Lettings Manager as true and correct. CAT will make relevant checks, attach an offer audit (signed to show true and correct) and make comments before sending to the Assistant Director, Housing Services and the Director of Housing Operations (for staff members and their relatives) or to the Director of Housing Operations and Chief Executive (for board, elected members and their relatives). Note both officers must approve each request as designated.
7. Immediately following approval, copies of the paper work **must in all instances** be sent back to CAT. CAT will then make the offer.
8. If employees come across an application from a person known to them as a friend, they must declare the fact to their line manager. They should not then handle the application although it could still be processed in the area office or within the Lettings team.
9. The number and distribution of allocations to staff, Board and Elected Members will be included in reports to the Director and Assistant Director at the Tenancy/ Estates and Allocations Meetings and Performance & Regulatory Committee.