



Department for  
Communities and  
Local Government

# CORE 2015/16 Log Change Guidance

May 2015

Department for Communities and Local Government



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Local Government

2015\_16 Log Change Guidance Version 3

## Lettings Log Changes Summary:

1. Question 4a has been reworded with the addition of '(Excluding National Service)' to provide clarity on responses. The response options remain the same.
2. Question 6: 'As a result of this tenancy' has been removed from the wording to provide clarity on responses. The response options remain the same.
3. Question 9b Option 1 'Yes', has been split into: 4 'Yes: Removal of the spare room subsidy', 5 'Yes: Benefit cap' and 6 'Yes: Both'; to track the impact of the policy measures individually.
4. A new question has been added: 12c 'How long has the household lived in this local authority district (for the property being let) prior to the letting?'
5. Question 17: A further option of 10 'Weekly for 53 weeks' has been added to allow for this rent period.

## Guidance to help answer the changes on the Letting Log:

### 1. Question 4a: 'Has anyone in the household ever served in the British regular armed forces?'

To provide further clarity, text has been added, to be clear that those that were in National Service are not to be included under 1 'Yes'.

**Key change:** Additional text to provide clarity on those that were in National Service.

4a. Has anyone in the household ever served in the British regular armed forces? (Excluding National Service)

Yes  1      No  2      Refused  3

### 2. Question 6: 'As a result of this tenancy, is the tenant in receipt of or likely to be in receipt of the following:'

From 2013 there has been a difference in how households receive benefits payments, through the introduction of Universal Credit. This will combine benefits schemes into a single payment. As such, this question was inserted to capture whether the tenant is eligible for Universal Credit or housing benefit for the letting the CORE Letting Log was being completed for.

Due to provider feedback, the phrase 'As a result of this tenancy' has been removed from the wording of the question, as the tenant could be in receipt of Housing Benefit or Universal Credit before the tenancy began.



The relevant options of 'Universal Credit' or 'Housing Benefit' should be selected in either of the following situations:

- The tenant is currently in receipt of either housing benefit or Universal Credit and this will continue in the new tenancy, or
- The tenant will be in receipt of either Universal Credit or housing benefit as a result of the new tenancy.

This is not a question about whether the tenant might qualify for Universal Credit sometime in the future.

Continued care needs to be taken in relation to whether households have come from, or are moving into, Universal Credit areas for certain household profiles e.g. new claims from single people (please reference DWP website for the Universal Credit rollout timetable).

**Key change:** 'As a result of this tenancy' has been removed from the wording of the question.

6. Is the tenant in receipt of or likely to be in receipt of the following:					
Universal Credit	<input type="checkbox"/>	5	Housing Benefit	<input type="checkbox"/>	1
			(if not in receipt of Universal Credit)		
Neither	<input type="checkbox"/>	2	Don't know	<input type="checkbox"/>	3

**3. Question 9b: 'Was the reason for leaving a direct result of the removal of the spare room subsidy or benefit cap introduced from 2013?'**

This question is designed to specifically identify whether two policy initiatives have impacted on the need for households - in their own opinion - to relocate to new properties. Namely the 'removal of the spare room subsidy' and the 'benefit cap'.

**The removal of the spare room subsidy** – where households have been classified as residing within properties deemed disproportionately large in relation to their personal circumstance (often defined by bedrooms per permanent household resident). Under these circumstances households will be required to make income contributions to compensations for this 'advantage'. This was introduced as part of the Welfare Reform Act of March 2012.

**The benefit cap** – is a limit to total benefit claims that non-working households may receive, designed to ensure that no household out of work receives benefit payments in excess of the average working household earnings. Notable exceptions to this cap include households where a partner or any dependent child qualify for Working Tax Credit or receive any of the following: Disability Living allowances; Personal Independence Payments; Attendance Allowances; Industrial Injuries benefits; Employment Support Allowance (if paid with the support component); Armed Forces Compensation Scheme payments; or War Pension Scheme payments.

The split of option 1 into 'spare room subsidy', 'benefits cap' and 'both'; is to track the



impact of the measures individually; to thus better monitor and assess the effects of welfare reform and track underlying causality.

Validation rules for this question will reflect the new response options at Q9b. An error will flag if Q9a has been answered with 28 'Don't know' and Q9b has not been answered with 3 'Don't know'. There is also an error if Q9a has been answered with any of options: 2, 3, 7, 8, 10, 11 or 13 and Q9b has been answered with any of the 'Yes' options (4, 5, or 6); due to the unrelated nature of these options. This validation can be overwritten by data providers if they need to.

**Key change:** Option 1 'Yes', has been split into: 4 'Yes: Removal of the spare room subsidy', 5 'Yes: Benefit cap' and 6 'Yes: Both'

9b. Was the reason for leaving a direct result of the removal of the spare room subsidy or benefit cap introduced from 2013? (this is most likely to apply if options 1, 6, 15 or 21 were selected for 9a)			
Yes: Removal of the spare room subsidy	<input type="checkbox"/>	4	
Yes: Benefit cap	<input type="checkbox"/>	5	No <input type="checkbox"/> 2
Yes: Both	<input type="checkbox"/>	6	Don't know <input type="checkbox"/> 3

#### 4. Question 12c:

The purpose of this question is to monitor the implementation and impact of Government policy; and to provide more detailed information to the public at a national and local level about who is receiving social housing.

It is not intended to directly measure residency policies but more generally to increase information about who is receiving social housing to:

- Allay public concerns that social housing is being allocated to people with little connection to the local area
- Meet concerns expressed by the Cross Party Group on Balanced Migration about a lack of transparency in relation to social lettings

To complete the question, enter how long the household has lived in the same local authority as the property being let, for a continuous period, immediately prior to this new letting.

For households whose previous accommodation is in the same local authority as the new property being let, enter how long the household has continuously lived in that local authority (tick one of options 2, 3, 4 or 5). If the household's previous accommodation was not in the same local authority as the property being let then please tick option 1 'New to Local Authority'.



Previous accommodation can include temporary accommodations such as a B&B. If you do not know how long the household has lived in this local authority then please tick option 6 'Don't know'. If the household is a newly forming household then answer the question for Person 1 as defined in question 3.

**12c. How long has the household lived in this local authority district (for the property being let) prior to the letting?**

New to Local Authority  1    Less than 1 year  2    1-2 years  3  
2-5 years  4    More than 5 years  5    Don't Know  6

For general needs forms only, there are two validations for this question. An error will flag if option 1 'New to Local Authority' has been selected for Q12c but the Local Authorities selected in Q12a and Q28 are the same. Conversely, an error will flag if any of options: 2, 3, 4 or 5 have been selected for Q12c and the Local Authorities in Q12a and Q28 are not the same.

This question may be left blank.

#### 5. Question 17: 'Rent and other charges period'

If your organisation uses a rent period of 'Weekly for 53 weeks' please contact the CORE helpdesk via 0800 446 8888 or [core@team.research-int.com](mailto:core@team.research-int.com)

#### Sales Log Changes Summary:

None.

#### Guidance to help answer the changes on the Sales Log:

Not applicable.

