

**SOCIAL HOUSING LETTINGS AND SALES ("CORE")
REVIEW OF DATA COLLECTION
Invitation for Proposals for the 2017/18 collection
year**



Department for
Communities and
Local Government

The Department for Communities and Local Government (DCLG) collects information on social housing lettings and sales through survey forms submitted by registered providers of social housing. This is commonly known as the "CORE" system, which stands for the COntinuous REcording of Lettings and Sales. Both private registered providers and local authorities provide data on social and affordable rent lettings. Private registered providers also provide data on their social housing sales.

Policy makers and practitioners regard the system as an essential tool for monitoring and developing social housing policy. The data provides an invaluable source of information about lettings and sales, and households and tenants; including information on economic status, income, ethnicity, primary reason for housing, source of referral, previous tenure of occupant and types of low cost home ownership sales.

The Department for Communities and Local Government is reviewing requirements for what data should be collected. The revised forms will be introduced for use by providers from **1st April 2017**.

The review will balance emerging policy needs with the need to manage the overheads on social housing providers. It aims to:

- Ensure that existing questions are still relevant to current requirements;
- Amend questions where clarity is required by those providing the data;
- Amend the guidance where clarity could be improved;
- Seek proposals from stakeholders to remove questions that are no longer required for their work area;
- Check consistency against other data sources; and
- Seek proposals for any necessary changes arising from new policy.

If you would like to submit a proposal for change, please complete and submit the following form to [CORE Log Review](#) by **Friday 30th September 2016**.

Any changes may have a significant cost attached to them in terms of piloting the change, altering software systems, producing amended guidance, training staff within the hundreds of providers of CORE data, and training staff who manage and analyse CORE data. Please consider the relative importance of your proposal against any impacts, as outlined in the change request form.

For more information about CORE, including the current lettings and sales logs, please visit <https://core.communities.gov.uk/>

**SOCIAL HOUSING LETTINGS AND SALES ("CORE")
REVIEW OF DATA COLLECTION
Change Request Form for the 2017/18 collection
year**



Department for
Communities and
Local Government

This form should be used by CORE stakeholders to propose changes (including deletions) to the data collected on social and affordable lettings, and on social housing sales, and/or changes to the associated guidance for use by social housing providers from **1st April 2017**.

Please note that proposals must meet at least one of the following criteria:

- 1) policy requirements where there is a clear need for data to inform specific policy areas, and where CORE is deemed to be the most appropriate collection method
- 2) any deletions to the logs
- 3) data consistency across social housing datasets (e.g. to make definitions consistent)
- 4) data consistency with other national data standards (e.g. the Census)
- 5) rationalisation of data collected across different systems.

To ensure that CORE provides appropriate data without unnecessary burden upon data providers, each proposed change should be clearly specified and justified.

It should be noted that changes to the CORE forms are both costly and complex to implement, and risk disrupting the continuous recording of key information; therefore consider how critical the change is, what benefits it will bring, and whether CORE is the right place to collect the information required.

ONE form should be completed for **EACH** proposed alteration.

Please complete electronically and email using the following hyperlink to [CORE Log review](#) by **30th September 2016**.

Change Details

1. Name of proposer & organisation

2. Area of policy responsibility or job title

3. Which log(s) does the proposal impact (please tick all boxes that apply)?

General Needs Lettings Supported Housing Lettings Sales Affordable Rent

4. Is the change proposed: (tick one box only)

| | |
|---|--------------------------|
| A change to guidance only | <input type="checkbox"/> |
| A new question and new guidance | <input type="checkbox"/> |
| Amending a question and guidance (Question number) | <input type="checkbox"/> |
| The removal of a question and guidance (Question number) | <input type="checkbox"/> |

5. Please specify what the proposal is (i.e. specific wording)

Implications of Change

6. Who will be affected by the change? (tick one box only)

| | |
|---|--------------------------|
| All registered providers of social housing | <input type="checkbox"/> |
| Local Authorities only | <input type="checkbox"/> |
| Private registered providers only | <input type="checkbox"/> |
| Specific sub groups (please specify) | <input type="checkbox"/> |
| Any other organisation/ body (please specify) | |

Justifications for Change

7. What is the main reason for requiring this change?

8. If a question has been added or changed, what business decisions will be made as a result?

9. Is there another source where the same data may be found?

10. Has anyone else been consulted over the changes?

| Name | Job Title | Organisation | Please tick if they support this change |
|------|-----------|--------------|---|
| | | | <input type="checkbox"/> |

11. How critical to business do you consider the proposed change?

| Not critical | Important | Critical |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

12. If important or critical please explain why, and what the impact of the change will be, and the impact if the change is *not* made.

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