

# CORE 2017/18 Log Change Guidance

## Process for Changes

Each year a review takes place to identify necessary changes to the data collection forms (aka 'Logs'), including reductions and deletions, to reflect changes in social housing activities and to meet new policy and data provider needs.

The review sought proposals from key stakeholders within DCLG, across Government and across all social housing providers. These proposals were reviewed and assessed by the CORE project team, and resulted in a set of specific changes for the 2017/18 data collection year for both Lettings and Sales.

## Lettings Log Changes Summary:

1. Recording of all lettings of Rent to Buy General Needs and Rent to Buy Supported Housing lettings through two new letting types, to match the changing nature of the social housing market. New forms have been created asking the same information as for Affordable Rent and Social Rent.
2. Question 2c guidance has been improved to clarify that the introductory period should be subtracted from tenancy length for fixed term tenancies. The response options have remained the same.
3. Question 6: Option 5 'Universal Credit' has been split into 6 'UC - with housing element (and not in receipt of Housing Benefit)', 7 'UC – without housing element (and not in receipt of HB and tenants not eligible for housing support, e.g. residential care home)', and 8 'UC – without housing element (and in receipt of HB)'; to clarify response categories.
4. Question 9a: Options 5 'End of assured shorthold or fixed term tenancy', 6 'Eviction or repossession' and 15 'Couldn't afford rent or mortgage' have been replaced with the new expanded categories 32 'End of Assured shorthold or Fixed Term tenancy - on a 'no fault' basis', 33 'End of Assured shorthold or Fixed Term tenancy - eviction; tenant at fault', 34 'Repossession', 35 'Couldn't afford fees attached to renewing the tenancy', 36 'Couldn't afford the increase in rent', 37 'Couldn't afford rent or mortgage - welfare reforms', 38 'Couldn't afford rent or mortgage – employment' and 39 'Couldn't afford rent or mortgage – other'; to improve data on the drivers and patterns behind homelessness.
5. Question 12c: Question wording has been amended to clarify 'continuous' residency in the local authority area and the response categories have been expanded to single years, to provide more specific information for monitoring the use of residency test guidance.

6. Question 14b: A further option of 'Don't know' has been added to allow more providers to answer 'Yes' to question 14a where applicable.
7. Question 18d: Question wording has been amended to 'After housing benefit and/or housing element of Universal Credit' to reflect changes in question 6.
8. Question 19: Question wording and guidance has been amended to capture the date of renewal for those lettings.
9. Question 20: Question wording has been amended to 'available for relet since the last tenancy ended or as a first let' to provide clarity on responses.
10. Question 26: A further option of 4 'A Rent to Buy basis' has been added to reflect the new Rent to Buy letting types.
11. Question 27: Option 2 'Relet – internal transfer' has been replaced with 13 'Relet – internal transfer (excluding renewals of a fixed term tenancy)' and 14 'Relet – renewal of fixed term tenancy' in order to better distinguish renewals.

### **Sales Log Changes Summary:**

1. Question 8: Question wording amended to remove the reference to 're-housing'.
2. Question 16: Option 26 'Rent to HomeBuy' has been removed and a new option 28 'Rent to Buy' has been added to reflected changes in social housing products.
3. Question 30: Two further options, 27 'Voluntary Right to Buy' and 29 'Rent to Buy – full ownership' have been added.
4. Three identical new questions have been added, one for each section of Part C: 24a, 34a, 41a 'Name of mortgage lender'.

### **Further Information on Lettings Log Changes:**

#### **1. Rent to Buy letting types**

Rent to Buy lettings are new to the market from April 2017. Rent to Buy lettings are provided at intermediate rent for a minimum period of 5 years. After that minimum rental period, the property can either be a) sold at market value of the day b) sold on shared ownership terms c) relet at market rent d) continue to be let at an intermediate rent.

To reflect the changing nature of the social housing market we are now collecting information on Rent to Buy lettings by Private Registered Providers as a separate letting type.

We have introduced two new logs, Rent to Buy General Needs and Rent to Buy Supported Housing, which ask for the same information as the existing logs for Affordable Rent and Social Rent tenancies.

The logs should be completed either via the single log submissions through the CORE website or as part of a bulk upload. For single log submissions, select the appropriate form and complete as usual. For bulk uploads, select the correct code in the eCORE template and upload as usual.

**2. Question 2c: 'If the main tenancy is a fixed term tenancy, please provide the length of the fixed term (to the nearest year) excluding any starter/introductory period'**

Since future local authority fixed term tenancies will include any introductory period but the log says to exclude any introductory period we have updated the guidance to ensure that local authorities exclude the introductory period (which will initially be 12 months) from the tenancy length given at question 12c. This will make the recording of tenancy length comparable with the way PRPs record this information.

**3. Question 6: 'Is the tenant in receipt or likely to be in receipt of the following:'**

This question is designed to understand the support that tenants might have with their housing costs. Due to the changing benefits system with the introduction of Universal Credit, care needs to be taken in order to accurately cover all benefits receipt with no duplication.

Question 6 as worded in previous years does not currently state whether providers are to record those in receipt of Universal Credit, but not the housing element, or just those who use UC to cover their housing costs. This has been made more explicit through revised response categories and guidance. As some tenants will receive both Universal Credit and Housing Benefit due to the staged roll-out of the UC system options have been provided for these circumstances.

**4. Question 9a: 'In the tenant's view what was the main reason the household left their last settled home?'**

This question is designed to understand the drivers and patterns behind the need for social housing. The additional categories are important in building a picture around the causes and instances of homelessness that people applying for social housing have experienced to allow the Department to create better informed policy decisions around preventing and reducing homelessness.

**5. Question 12c: 'How long has the household continuously lived in the local authority area where the new letting is located?'**

This question is designed to monitor the use of residency test guidance. The expansion of categories in this question to single year brackets allows for more flexible analysis of residence test proposals.

**6. Question 14b: 'If yes, which of the following reasons for Reasonable Preference apply?'**

This question is intended to monitor the use of Reasonable Preference categories and to understand the drivers and patterns behind the need for social housing.

The addition of a 'Don't know' response category is intended to allow more providers to answer 'Yes' to question 14a (where applicable) when they are unable to answer question 14b.

**7. Question 18d: 'After housing benefit and/or housing element of UC payment is received, will there be an outstanding amount for basic rent (18ai) and/or benefit eligible charges (18aii)?'**

This question has been modified to reflect the changes to question 6. The guidance has also been modified accordingly.

**8. Question 19: 'Void (or new build handover / renewal) date'**

This question and its accompanying guidance have been amended to provide clarity on the dates required in the case of a renewal, where the void date should be the date of renewal.

**9. Question 20: 'How many times has this unit been previously offered since becoming available for relet since the last tenancy ended or as a first let?'**

Due to provider feedback 'since becoming available for relet since the last tenancy ended or as a first let' has been added to provide further clarity on the question.

**10. Question 26: 'If this is a relet, was the property most recently let on...?'**

This question has been modified to reflect the introduction of Rent to Buy lettings.

**11. Question 27: 'Reason for vacancy'**

The expansion of the internal transfer category is intended to provide a better way to record renewals of fixed term tenancies for general needs lettings. Previously recording renewals required a complex set of responses so this change should improve ease of recording for providers and ease of analysis.

**Further Information on Sales Log Changes:**

**1. Question 8: 'Which organisation(s) were the purchaser(s) registered with?'**

The reference to 're-housing' has been removed as it is not an appropriate phrase to use for social housing sales.

**2. Question 16: 'Shared ownership schemes – Type of sale'**

Changes have been made to the response categories to reflect the changing nature of the social housing market.

Rent to Buy lettings are new to the market from April 2017. Rent to Buy lettings are provided at intermediate rent for a minimum period of 5 years. After that minimum rental period, the property can either be a) sold at market value of the day b) sold on shared ownership terms c) relet at market rent d) continue to be let at an intermediate rent.

Rent to HomeBuy is no longer a grant funded housing product so has been removed.

### **3. Question 30: 'Full ownership scheme – Type of sale'**

Rent to Buy – as for question 16.

Voluntary Right to Buy – Voluntary Right to Buy is currently being piloted and the Government has plans to extend Right to Buy to more housing association tenants that are not listed as part of the Voluntary Right to Buy pilot. The change of response categories will capture all future VRTB sales. See here for more information:

<https://righttobuy.gov.uk/am-i-eligible/housing-association-tenants/>

### **4. Question 24a, 34a, 41a: 'Name of mortgage lender'**

This additional question is intended to capture information demonstrating which lenders are active in social housing markets and to allow the Department to provide better informed evidence in their work to expand lending in the shared ownership sector.

The question has been split into three, one for each section of Part C. Only one section should be completed so providers should only answer one of question 24a, 34a and 41a.

A drop-down list of lenders will be available in the screen for online single log submissions, and in the eCORE template for bulk uploads. If the lender is not on the list, providers should select 40 'Other' and then type the name of the lender in the free text field.