CORE 2018/19 FORM REVIEW – PROPOSALS

Summary

This paper presents proposals being considered for the 2018/19 CORE Lettings Log. CORE data providers are invited to provide feedback on these proposals. This feedback will be taken into account along with that provided by local authorities via a CLIP housing meeting and that from other stakeholders to produce a final set of 2018/19 log revisions for the single data list Gateway Group.

Background

Data is collected on social housing lettings from local authorities and private registered providers on a continual basis during the year via the CORE (COntinuous REcording) system. Data are collected on general needs and supported housing let at social rents and affordable rents. The resultant data is used by social housing providers as management information, as well as by DCLG policy teams and other bodies such as the Homes & Communities Agency, National Housing Federation and the Greater London Authority to inform housing policy. CORE is a requirement under the single data list.

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 current review will affect data collected from April 2018.

The review sought proposals from key stakeholders within DCLG, across Government and across all social housing providers. These proposals have been reviewed and assessed by the CORE project team, and a limited set of specific changes are now being put forward for consideration. There are 6 proposals in this paper.

This paper presents the consolidated proposals and a copy of how the changes would appear in the form. We aim to produce a final version of the 2018/19 log by the beginning of 2018.

Please see the current 2017/18 log for background reference.

Details of Proposals

Question 2ba –

Change type: Adding a new question, to be responded only by those who have ticked 'Other' in question 2b (Type of Main tenancy)

Proposal: New question: If you responded 'Other' in question2b, please state tenancy type.

Rational for change: In around 3% of lettings 'other' is ticked meaning that a form of tenancy other than a secure/assured or licensed tenancy was made. Although the numbers are small it is important to understand whether there are any other type of tenancies and possibly add them as new choices in future years.

Question 7 -   How much income comes from universal credit, state pensions or benefits (excluding child & housing benefit, council tax support or tax credit)

Type of change: Change of wording to existing question

Proposed Change (in red): How much income comes from UC, state pensions or benefits (excluding child & housing benefit, UC housing element, council tax support or tax credit)

Rationale for Change: Data providers should also exclude the housing element of universal credit when stating how much income comes from universal credit.

Question 8 -   Tenant's and partner's net weekly income (after tax deductions)

Type of change: Change of wording to existing question

Proposed Change (in red): For those receiving Universal Credit, enter net weekly income from employment, pensions and Universal Credit. Exclude child benefit, housing element of universal credit and council tax support)

Rationale for Change: Data providers should also exclude the housing element of universal credit when stating the tenant's and partner's net weekly income for those receiving universal credit.

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

Type of Change: Change of categories – two categories split into four new categories.

Proposal for Change: Categories 32 (End of Assured shorthold or Fixed Term tenancy- on a 'no fault' basis) and 33 (End of Assured shorthold or Fixed Term tenancy – eviction; tenant at fault) to be split into four new categories (in red):

Category 40 End of assured shorthold tenancy – no fault

Category 41 End of assured shorthold tenancy- eviction; tenant at fault

Category 42 End of fixed term tenancy – no fault

Category 43 End of fixed term tenancy –eviction; tenant at fault

Rational for Change: We currently combine the end of assured shorthold tenancy and end of a fixed term tenancy into one of the possible reasons for living the last settled home. However they cover quite different issues and we would like to be able to analyse separately.

Question 9aa –

Change type: Adding a new question, to be responded only by those who have ticked 'Other' in question 9a (In the tenant's view what was the main reason the household left their last settled home?)

Proposal: New question: If you have responded 'Other' in question 9a, please state the reason for leaving last settled home.

Rational for change: 'Other' is one of the most cited reasons for people living their last settled home. We would like to understand what are the main reasons included under this category so that we can refocus Question 9a in future years.

Question 12d–

Change type: New question, imbedded in the question 'Length of residence in the local authority area of the property being let'

Proposal: New question: How long has the household been in the waiting list of the local authority district where the new letting is located?

Just moved to Local Authority area

Less than 1 year

1 year but under 2 years

2 years but under 3 years

3 years but under 4 years

4 years but under 5 years

4 years but under 5 years

5 years or more

Don't know

Rational for change: We are currently lacking of suitable data to assess the waiting time for social housing at local authority level. In previous attempts to introduce this question data providers have cited concerns with the fact that applicants may be on more than one waiting list, but we have phrased the question in a way that it only refers to the waiting list of the local authority area where the letting is located, to avoid double counting. We are using the same categories as the question on the length of residence, for consistency.

CORE Lettings Log 2018/19

Is this an <u>Affordable Rent</u>, <u>Social Rent</u> or <u>Rent To Buy</u> Letting Log?

AR ☐   Social ☐

Rent To Buy ☐

1. Key Dates (e.g. 12/05/17)   Day   Month   Year

Tenancy start date
DO <u>NOT</u> LEAVE BLANK

LANDLORD / LETTINGS DETAILS   ✓ one only   Social AR Rent To Buy

1a. Type of Letting

Private Registered Provider   Letting in ⟨
- General Needs unit ☐ 1 5 9
- Supported unit ☐ 2 6 10

(HA) Landlord

OR

Local Authority landlord: Letting in ⟨
- General Needs unit ☐ 3 7
- Supported unit ☐ 4 8

FOR GENERAL NEEDS HOUSING ONLY

1b. Who is the landlord on the tenancy agreement?

This landlord ☐ 1   Another RP (HA/LA) ☐ 2

If another RP (HA/LA)   CORE code

Name _____

FOR SUPPORTED HOUSING ONLY

1c. Please enter the management group and scheme code for the property

Management group code   Scheme code

1d. Is this the first letting in a supported housing unit / bed space which has been newly built, converted or newly acquired?

Yes ☐ 1   No ☐ 2

TENANCY DETAILS

2a. Is this a starter / introductory tenancy?   Yes ☐ 1   No ☐ 2

2b. Type of main tenancy (after any starter/introductory period) ✓

Secure (inc flexible) ☐ 1   Licence agreement (supported housing/almshouses only) ☐ 5

Assured ☐ 2   Other ☐ 3

Assured shorthold ☐ 4   Tenant Code _____

2ba. If you responded 'Other' in question 2b, please state tenancy type. _____

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   Years ☐

HOUSEHOLD DETAILS

3. HOUSEHOLD CHARACTERISTICS. Enter all demographic details required for person 1. For all other household members enter age, sex, relationship to person 1 and economic status. If joint tenancy, enter most economically active tenant first.

	Age	Sex	Relationship to person 1	Economic status	Ethnicity	Nationality
Person 1			n/a			
Person 2						
Person 3						
Person 4						
Person 5						
Person 6						
Person 7						
Person 8						

PLEASE ENTER RELEVANT CODE. PLEASE REFER TO CODE LISTS BELOW

Sex
M = Male
F = Female
R = Refused

Relationship to person 1
P = Partner
C = Child (eligible for child benefit, under 16 or under 20 if still in full-time education)
X = Other
R = Refused

Age: Enter the age of each household member in years. Use whole numbers for the ages of children. For those aged 0-1 enter "1" in the box. If age has been refused, please enter 'R'.

4ai) Has anyone in the household ever served in the UK Armed Forces as a regular or a reserve? (Excluding National Service)
Yes - regular ☐ 1   Yes - reserve ☐ 4   No ☐ 2   Refused ☐ 3

ii) If they've ever served as a regular, have they left within the last five years?
Yes ☐ 1   No ☐ 2   Refused ☐ 3

4b. Has anyone in the household been seriously injured or ill as a direct result of their time and activities serving as a regular or a reserve?
Yes ☐ 1   No ☐ 2   Refused ☐ 3

5. Does the household contain a pregnant woman?
Yes ☐ 1   No ☐ 2   Refused ☐ 3

6. Is tenant in receipt or likely to be in receipt of the following: (✓ one only)

Housing Benefit (Not in receipt of UC) ☐ 1

Not in receipt of UC or HB ☐ 9   Don't know ☐ 3

UC – with housing element (and not in receipt of Housing Benefit) ☐ 6

UC – without housing element (not in receipt of HB and tenants not eligible for housing support, e.g. residential care home) ☐ 7

UC – without housing element (and in receipt of HB) ☐ 8

7. How much of your income comes from UC, state pensions or benefits (excluding child & housing benefit, UC housing element &council tax support or tax credit)?
All ☐ 1   Some ☐ 2   None ☐ 3   Don't Know ☐ 4

8. Tenant's or tenant and partner's <u>net weekly</u> income (after tax deductions)
For those receiving Universal Credit, enter net weekly income from employment, pensions and Universal Credit. Exclude child benefit, housing element of universal credit and council tax support.
For those not receiving Universal Credit, enter net weekly income from employment, pensions and other benefits. Exclude housing benefit, child benefit and council tax support.
Please ✓ if Q8 refused ☐   Round to nearest £

9a. In the tenant's view what was the main reason the household left their <u>last settled home?</u>

- Permanently decanted from another property owned by this landlord ☐ 1
- Left home country as refugee ☐ 2
- Discharged from prison or from long-stay hospital or other institution ☐ 3
- Loss of tied accommodation ☐ 4
- Domestic abuse ☐ 7
- (Non-violent) relationship breakdown with partner ☐ 8
- Asked to leave by family or friends ☐ 9
- Racial harassment ☐ 10
- Other problems with neighbours ☐ 11
- Property unsuitable because of overcrowding ☐ 12
- End of Assured shorthold tenancy ⟨ 'no fault' eviction ☐ 40 / 'eviction/ tenant at fault' ☐ 41
- End of Fixed Term tenancy ⟨ 'no fault' eviction ☐ 42 / 'eviction/ tenant at fault' ☐ 43
- Repossession ☐ 34   Other ☐ 20

- Under occupation – offered incentive to downsize ☐ 29
- Under occupation – no incentive ☐ 30
- Property unsuitable because of ill health / disability ☐ 13
- Property unsuitable because of poor condition ☐ 14
- Couldn't afford fees attached to renewing the tenancy ☐ 35
- Couldn't afford the increase in rent ☐ 36
- Couldn't afford rent or mortgage – welfare reforms ☐ 37
- Couldn't afford rent or mortgage – employment ☐ 38
- Couldn't afford rent or mortgage – other ☐ 39
- To move nearer to family / friends / school ☐ 16
- To move nearer to work ☐ 17
- To move to accommodation with support ☐ 18
- To move to independent accommodation ☐ 19
- Don't know ☐ 28   Hate crime ☐ 31

9aa. If you responded 'Other' in 9a, please state main reason _____

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, 29, 30, 33, 34 or 37 were selected for 9a)
Yes: Removal of the spare room subsidy ☐ 4   No ☐ 2
Yes: Benefit cap ☐ 5
Yes: Both ☐ 6   Don't know ☐ 3

10. Does <u>anyone</u> in the household require (At least one box must be ticked)
(a) Fully wheelchair accessible housing ☐
(b) Wheelchair access to essential rooms ☐
(c) Level access housing ☐
(f) Other disability requirements ☐
(g) No disability requirements ☐
(h) Don't know ☐
Note that option (f) may be selected in conjunction with one of (a), (b) or (c)

Economic status
1 Full time work (30 hrs or more per week)
2 Part-time work (less than 30 hrs per week)
3 Government training/ New deal
4 Job seeker
5 Retired
6 Not seeking work
7 Full-time student
8 Unable to work because of long term sickness or disability
9 Child under 16
0 Other adult
10 Refused

Ethnic Group
A. White
1 English, Scottish, Welsh, Northern Irish, British
2 Irish
18 Gypsy, Irish Traveller
3 Other

B. Mixed
4 White & Black Caribbean
5 White & Black African
6 White & Asian
7 Other

C. Asian or Asian British
8 Indian
9 Pakistani
10 Bangladeshi
11 Other

D. Black, African, Caribbean or Black British
12 Caribbean
13 African
14 Other

E. Chinese or other ethnic group
15 Chinese
19 Arab
16 Other
Refused
17 Refused

Nationality
1 UK national resident in UK
2 UK national returning from residence overseas
3 Czech Republic
4 Estonia
5 Hungary
6 Latvia
7 Lithuania
8 Poland
9 Slovakia
10 Slovenia
14 Bulgaria
15 Romania
16 Croatia
17 Ireland
11 Other EU Economic Area (EEA*) country
12 Any other country
13 Refused

*Other EEA countries are Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden and Switzerland

11. The housing situation for this household immediately before this letting
(✓ one only)

Local Authority general needs tenancy	1
Private Registered Provider (HA) general needs tenancy	2
Owner occupation (private)	26
Owner occupation (low cost home ownership)	27
Private sector tenancy	3
Tied housing or rented with job	4
Supported housing	6
Housing for older people	8
Residential care home	9
Living with friends or family	28

Women's refuge	21
Hospital	10
Prison / Approved Probation Hostel	29
Direct access hostel	7
Bed & Breakfast	14
Mobile home / caravan	23
Any other temporary accommodation	18
Home Office Asylum Support	24
Children's home / foster care	13
Rough sleeping	19
Other	25

LOCATION OF PREVIOUS ACCOMMODATION

12a. Enter LA in which household lived immediately before this letting
(including temporary accommodation)

Name of local authority   **DO NOT LEAVE BLANK**
ONS LA code

(Please refer to appendix F of the CORE manual for ONS codes)

If full postcode not known or previous accommodation was temporary, please tick ☐

12b. If the household has moved from **settled** accommodation (Immediately prior to being re-housed), enter the full postcode for the previous accommodation

LENGTH OF RESIDENCE IN THE LOCAL AUTHORITY AREA OF THE PROPERTY BEING LET

12c. How long has the household continuously lived in the local authority area where the new letting is located?
12d. How long has the household been in the waiting list of the local authority district where the new letting is located?

	12c	12d
Just moved to Local Authority area	1	1
Less than 1 year	2	2
1 year but under 2 years	3	3
2 years but under 3 years	4	4
3 years but under 4 years	5	5
4 years but under 5 years	6	6
5 years or more	7	7
Don't know	10	10

13. Immediately prior to this letting, was this household ...? (✓ one only)
1 ☐ Not homeless
2 ☐ Found 'statutorily homeless' by a housing authority and owed a main homelessness duty
6 ☐ Found 'statutorily homeless' by a housing authority but not owed a main homelessness duty
7 ☐ Other homelessness i.e. not found statutorily homelessness by a housing authority but considered to be homeless by the letting landlord

14a. Was the household given Reasonable Preference (i.e. priority) for housing by the Local Authority? Yes ☐ 1 No ☐ 2 Don't know ☐ 3

14b. If yes, which of the following reasons for Reasonable Preference apply?
1 ☐ Homeless or about to lose their home (within 28 days)
2 ☐ Living in insanitary, overcrowded or unsatisfactory housing
3 ☐ A need to move on medical and welfare grounds (including a disability)
4 ☐ A need to move to avoid hardship to themselves or others
5 ☐ Don't know

15. Was the letting made under any of the following allocations systems? (✓ each row)
	Yes	No
Choice-based lettings (CBL)	1	2
Common housing register (CHR)	1	2
Common Allocation Policy (CAP)	1	2

16. Source of referral for this letting? (See Manual) (✓ one only)
Internal transfer	1	Social services	9
Tenant applied direct (no referral or nomination)	2	Police, probation, prison	12
PRP lettings only – nominated by a local housing authority	3	Youth offending team	13
PRP supported lettings only – referred by local authority housing department	4	Community mental health team	14
		Health service	15
Relocated through recognised national, regional or sub-regional housing mobility scheme	8	Voluntary agency	7
Other social landlord	10	Other	16

RENT AND OTHER CHARGES (✓ one only)
17. Rent and other charges period

Fortnightly ☐ 2   Calendar monthly ☐ 4   Four-weekly ☐ 3
Weekly for _____ weeks (Please enter number of weeks) ☐ 1

18. Complete only one of sections (a) (b) or (c), then complete (d)

18a. Rent and Charges
i) Basic rent (eligible for HB or UC) (for period shown in Q17)   £ [ ]
ii) Service charge (eligible for HB or UC)   £ [ ]
iii) Personal service charge (not eligible for HB or UC e.g. heating, hot water excluding water rates)   £ [ ]
iv) Support charge (charges made to fund housing related support services included in the tenancy agreement)   £ [ ]
v) **TOTAL CHARGE** (i+ii+iii+iv)   £ [ ]

18b. Charges for Care Homes
Total charge (for period shown in Q17)   £ [ ]

18c. Please tick if there is neither rent nor charge to the occupant for the accommodation ☐

Only answer 18d if the tenant is in or due to be in receipt of housing benefit and/or housing element of UC for this letting. If the housing benefit and/or housing element amount is unknown please estimate difference.

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)?   Yes ☐ 1   No ☐ 2   Don't know ☐ 3

If yes, what do you expect the amount to be (for period shown in Q17)?   £ [ ]

19. Key Dates (e.g. 12/05/17)
	Day	Month	Year
Void (or new build handover / renewal) date			
Major repairs completion date (if major repairs carried out during void period)			

If the unit is in a supported scheme for stays of one month or less, ignore dates above and tick here to confirm. ☐

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? For an Affordable Rent or Rent To Buy Letting, only include number of offers as that type. (For a property let at the first attempt enter '0')
DO **NOT** LEAVE BLANK

21a. Property reference [ ]
21b. UPRN [ ]
(Unique Property Reference Number)

Q22 – 28 ARE FOR GENERAL NEEDS LETTINGS ONLY

PROPERTY DETAILS
22. Number of bedrooms (If shared accommodation, enter number of bedrooms occupied by this household; a bed-sit has 1 bedroom) [ ]

23. Type of unit (✓ one only)
Flat / maisonette	1	Shared flat / maisonette	4
Bed-sit	2	Shared house	9
House	7	Shared bungalow	10
Bungalow	8	Other	6

24. Type of building
Purpose built ☐ 1
Converted from previous residential or non-residential property ☐ 2

25. Is the property built or adapted to wheelchair user standards?   Yes ☐ 1   No ☐ 2

26. If this is a relet, was the property most recently let on
A social rent basis	1	A Rent To Buy basis	4
An affordable rent basis	2	Don't know	3

27. Reason for vacancy (✓ one only)
1 ☐ First let of newbuild, conversion, rehabilitation or acquired property (Do not select if changing between Social Rent, Affordable Rent and Rent To Buy)
10 ☐ Relet – tenant evicted due to arrears
11 ☐ Relet – tenant evicted due to ASB or other reason
5 ☐ Relet – tenant died (no succession)
12 ☐ Relet – tenant moved to other social housing provider
9 ☐ Relet – to tenant who occupied same property as temporary accommodation
6 ☐ Relet – tenant abandoned property
8 ☐ Relet – tenant moved to private sector or other accommodation
13 ☐ Relet – internal transfer (excluding renewals of a fixed-term tenancy)
14 ☐ Relet – renewal of fixed-term tenancy

28. Location of property
Name of local authority   ONS LA code E [ ]
(please refer to Appendix F of the CORE Manual for ONS codes)

Full postcode of property [ ]

If previous postcode (Q12b) and new postcode (Q28) are the same, please tick ☐

LOG SIGNATURES / INITIALS   For RP use only

The CORE guidance manual, log completion guide and logs can be downloaded from the CORE website