



## Ministry of Housing, Communities & Local Government

### **CORE social housing lettings and sales log review 2019/20 invitation for Proposals**

The Ministry for Housing, Communities and Local Government (MHCLG) collects information on new social housing lettings and sales from Local Authorities (LAs) and Private Registered Providers (PRPs) through the COntinuous REcording (CORE) system. PRPs and LAs provide data on social rent, affordable rent, and rent to buy lettings. In addition PRPs also provide data on their social housing sales. The data are collected through questionnaires called CORE logs and it is the 2019/20 CORE logs MHCLG are reviewing.

Policy makers and practitioners regard the system as an essential tool for monitoring housing costs, assessing affordability and developing 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.

MHCLG is reviewing requirements for what data should be collected from April 2019.

The annual 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 28<sup>th</sup> September 2018**.

Any changes may have a significant cost attached to them in terms of piloting the change, altering over 12 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/>



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Local Government

**CORE social housing lettings and sales log review 2019/20 change request form**

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.

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](#).

### Change Details

**1. Name of proposer & organisation (if applicable)**

**2. Area of policy responsibility or job title (If you are a member of the public who uses CORE data please specify that here)**

**3. Which log(s) does the proposal impact?**

Social Rent General Needs  Social Rent Supported Housing   
Affordable Rent General Needs  Affordable Rent Supported Housing   
Rent to Buy General Needs  Rent to Buy Supported Housing  Sales

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

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 proposals are (i.e. specific wording)**

### Implications of Change

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

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? Yes  / No

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

13. Do you consider that the importance of the change outweighs the additional burden on providers?

Yes	Not Sure	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you would like to provide any further comments, please do so here:

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