



Discretionary Allocations Policy

Derby City Council's (DCC) Allocations Policy allows Derby Homes (DH) discretion to make offers of accommodation out of turn in certain circumstances. The allocations policy says that this is to 'support sustainable communities and other Council initiatives'.

A discretionary, or an out of turn allocation, can also be considered if a tenant has a very urgent need to move for other reasons such as a recent traumatic event, if they are at serious risk of harm in their current address, or where their current tenancy has become unsustainable. This will, however, only be done where the circumstances are such, or the urgency is such that this cannot be addressed through the working of the normal allocations process. Each case will be judged on its own merits.

Derby Homes Housing Management or Housing Options staff will make a recommendation and agreement must be obtained before a discretionary allocation can take place. Offers will be on a like for like basis wherever possible, will take into account eligibility under the Allocations Policy, and only one suitable offer will be made. Discretionary allocations will be kept to a minimum and will be used only for serious cases. Approved discretions are processed in date order.

Allocations to Registered Providers' (RP) Properties

Where Derby Homes manages properties for RPs the allocation of these properties is covered within the management agreements. Any discretionary offers to such properties will be handled in accordance with the management agreement.

Discretionary allocations to members of staff, board members and councillors

We are conscious that Derby Homes staff, their relatives, Councillors and or Board Members may live in the homes that we manage. To ensure transparency in the event of them requesting a discretionary allocation, we have the following extra layer in place:-

Discretionary allocations to a member of staff or their relatives, of Derby Homes or Derby City Council, a Board Member or a Councillor, must be agreed by the Head of Housing Management before making the offer. The Managing Director of Derby Homes will be informed once approval has been given and before an offer is made.

[Discretionary Procedure](#)

A request form will be completed and sent for approval to the DH-Discretionary Allocation' inbox. Requests are monitored on a daily basis by the Housing Services Manager, Homelessness Manager and in the event of either being unavailable the Tenancy Sustainment & Safeguarding Manager.

Once the discretionary has been through the approval process of the Housing Services Manager, Homelessness Manager and or the Tenancy Sustainment & Safeguarding Manager, the case will be managed by the Senior Allocations Officer to find an appropriate property.

Hierarchy – who does what

It is very important that there is a clear audit trail for the generation and approval of discretionary allocations. This is explained in the [discretionary procedure](#). They can be initiated by any member of Housing Management or Housing Options staff but can only be approved by the Housing Services Manager, Homelessness Manager and or the Tenancy Sustainment & Safeguarding Manager. No other individuals shall be involved in the approval of a discretionary allocation.(see exeptional circumstances paragraph below).

Audit and Control

A list of all discretionary allocations will be kept and reviewed on a quarterly basis by the Head of Housing Management and Housing Options

Appeals Process

If the customer wishes to challenge the decision their case will be reviewed by Derby City Councils Housing Strategy Unit within 28 days of the decision. An appeal can be made verbally, in writing to the Head of Strategic Housing at The Council House, Corporation Street, Derby DE1 2FS or by email to housing.strategy@derby.gov.uk

Exceptions

There may be exceptional circumstances over-riding the approval and sign off processes contained within this policy. These would be on the advice of DCC Legal Services, for example, where an eviction has occurred and the tenant makes full payment of arrears due shortly following the execution of a warrant for possession. Approval for such exceptional circumstances would be agreed at Head of Service Level or Higher, and would be supported by DCC Legal Services.