

Derby City Council's (DCC) Allocations Policy allows Derby Homes (DH) discretion to make offers of accommodation out of turn in certain circumstances. The Derby Allocations Policy 2020-25 states this is to 'support sustainable communities and other Council initiatives'. Examples of Council initiatives would include the revised 2020 Succession Policy on non statutory succession.

A discretionary, or an out of turn allocation, can also be considered if a tenant has an very urgent need to move. Such reasons 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. A Discretionary Allocation request will however only be done where the circumstances are described, or the urgency is such that this cannot be addressed through the working of the normal allocations process.

Derby Homes Housing Management or Housing Options staff will make a recommendation/Discretionary Allocation request. Approval must be obtained from both Heads of Service for Housing Management & Housing Options & Homelessness before a discretionary allocation can take place.

Approved Discretionary 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.

## **Allocations to Registered Landlord (RSL) Properties**

Where Derby Homes manages properties for RSL's 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 a discretionary allocation request being made for them, we have the following extra layer in place.

Discretionary allocations for a member of staff or their relatives, of Derby Homes or the Policy Directorate of Derby City Council, a board member or a councillor anywhere in the City, must be agreed by the Heads of Housing Management & Housing Options. 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 which is managed by the Derby Homes Allocations Team. The Allocations team will triage requests on a daily basis to the Heads of Housing Management & Housing Options & Homelessness.

Once approved by Derby Homes. Following final approval by the Heads of Housing Management & Housing Options & Homelessness. the case will be managed by the Social Housing Options Manager 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 Heads of Housing Management & Housing Options & Homelessness.. 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 Heads of Housing Management & Housing Options & Homelessness.

### **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](mailto: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.