

Request:

1. Please can you send us copies of all documents currently used by your housing officers to conduct these housing affordability assessments (such as guidance notes, briefings, training sessions and template forms). If any of these documents are already in the public domain, please can you send a link to where we can retrieve these exact documents? These documents could include (but not be limited to): (a) Guidance for housing officers on how to carry out affordability assessments; By email to the Local Authorities listed in the Annex LON60476067/2 140651-0022 2 | 10 (b) Training materials on how to assess affordability; (c) Template income and expenditure forms; (d) Details of what costs are regarded as essential living needs; and (e) Costs of essential living needs, for different family types, used in affordability assessments.
2. If not included in the above documents, please can you send us the following information: (a) A list of items that are regarded as essential living needs, for the purpose of assessing affordability; and (b) A list of costs of essential living needs, for different family types, that are used for the purpose of assessing affordability

Response

North Tyneside Council's Housing teams follow an Affordability procedure prior to an offer of accommodation to ensure a property is affordable to an applicant (see attached). It references an online tool used to assess affordability - link here - <https://www.betteroffcalculator.co.uk/calculator/new/step1>

At the point of making an offer of accommodation, a further assessment is made to determine affordability of the proposed property and to identify any additional support needs

With regards to determining a homelessness case's affordability/intentionality, this is made in line with the Homeless Code Of Guidance : <https://www.gov.uk/guidance/homelessness-code-of-guidance-for-local-authorities>.

On occasion the attached "Blank FAF" form the Money Advice Service has been used to record/assess affordability