CLEARING HOUSE
Nomination Policy & Procedure

Appendix A – Allocations and Prioritisation

This appendix has been provided to explain the process used to manage the Clearing House waiting list and specifically to ensure transparency for the process by which nominations are made.

Basics

When the Clearing House accepts a client referral that referral is allocated an Accepted Date and a Weighting.

- The Accepted Date is the date that the referral was accepted following assessment.
- The Weighting is an allocated band, either A, B, or C.

All referrals that are on the Clearing House waiting list will have both of these pieces of information.

Prioritisation of allocations is based on a "Waiting list date" which is calculated by a simple formula using these two pieces of information:

Accepted date + Weighting category = Waiting list date

The Weighting categories relate to different values as shown here:

Category	Days
A	-365
B	-90
C	0

How are Weighting Bands decided?

Band A

This is for High Priority transfers. These are cases when someone is already living in a Clearing House flat but due to circumstances outside of their control they are at risk of harm and need to move home.

Band B

This band is for people in identified groups such as the RS205 and others. These typically relate to people who have a long, often complex, rough sleeping history and have been identified by the GLA as being in need of enhanced service offers.

Band C

Band C is the "standard" weighting for clients who do not qualify for bands A or B.

Example 1:

  Accepted date (08/02/2016) + Weighting A (-365) = Waiting list date (08/02/2015)

Example 2:

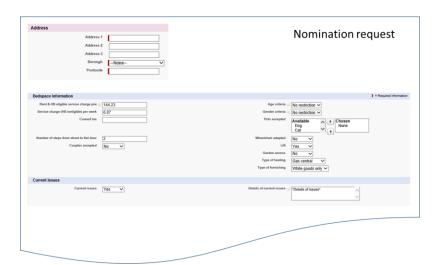 Accepted date (08/02/2016) + Weighting B (-90) = Waiting list date (10/11/2015)

Example 3:

  Accepted date (08/02/2016) + Weighting C (0) = Waiting list date (08/02/2016)
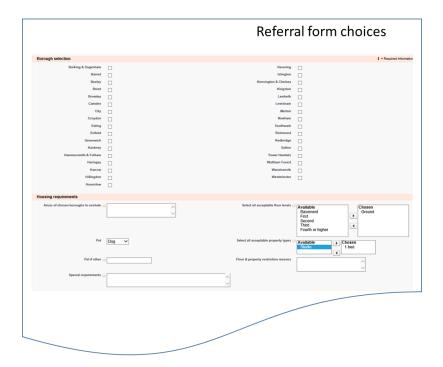
Allocation

The Clearing House is notified of a void property for which a landlord requires an RSI nomination when a lettings officer completes the Clearing House online nomination request form.

The request form includes all of the details of the void property, including location, floor level, special requirements, etc.

The Clearing House system uses the information provided in the request form and compares it to the information collected in our clients' referral forms to generate a list of possible matches from the pool of all accepted referrals available at that time.

Below you can see an example of a waiting list which has been narrowed down based on the location and floor level information that we were given about a new property.

Name	Accepted date	Weighting	Calculated Waiting List Date	Boroughs selected	Acceptable floor levels	Acceptable property types	Pet
Graham Coburn	04/01/2016	A	04/01/2015	Barnet; Brent; E	All	1 bed, studio	None
Isak Ferrer	06/06/2016	A	07/06/2015	Hounslow; Islin	Ground floor	1 bed, studio	Dog
Blanch Morin	30/08/2015	C	30/08/2015	Camden;	Ground floor, 1:	1 bed, studio	None
Errol Mason	28/12/2015	B	29/09/2015	Brent; Camden;	All	1 bed, studio	None
Afrim Kerper	05/02/2016	C	05/02/2016	Ealing; Hamme	All	1 bed, studio	None
Praveena Ready	12/05/2016	B	12/02/2016	Barking & Dage	Ground floor	1 bed, studio	None
Lakshmi Moser	21/04/2016	C	21/04/2016	Westminster	All	1 bed, studio	Dog
Hartley Whitaker	06/06/2016	C	06/06/2016	Hammersmith &	1st, 2nd, 3rd, 4t	1 bed, studio	None
Lila Witherspoon	23/09/2016	B	25/06/2016	Camden; Enfiel	All	1 bed	None
Homer Vernon	17/08/2016	C	17/08/2016	Barking & Dage	All	1 bed, studio	None
Roxanna Sanderson	11/10/2016	C	11/10/2016	Brent; Camden;	All	1 bed, studio	None

Name	Accepted date	Weighting	Calculated Waiting List Date	Boroughs selected	Acceptable floor levels	Acceptable property types	Pet
Graham Coburn	04/01/2016	A	04/01/2015	Barnet; Brent; E	All	1 bed, studio	None
Isak Ferrer	06/06/2016	A	07/06/2015	Hounslow; Islin	Ground floor	1 bed, studio	Dog
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Lakshmi Moser	21/04/2016	C	21/04/2016	Westminster	All	1 bed, studio	Dog
Lila Witherspoon	23/09/2016	B	25/06/2016	Camden; Enfiel	All	1 bed	None

This filtered, shortened list is sorted using the Waiting List Date. Referrals with the oldest Waiting List Date are placed first, and referrals with the most recent Waiting List Date are placed last.

Name	Accepted date	Weighting	Calculated Waiting List Date
Graham Coburn	04/01/2016	A	04/01/2015
Isak Ferrer	06/06/2016	A	07/06/2015
Blanch Morin	30/08/2015	C	30/08/2015
Errol Mason	28/12/2015	B	29/09/2015
Afrim Kerper	05/02/2016	C	05/02/2016
Praveena Ready	12/05/2016	B	12/02/2016
Lakshmi Moser	21/04/2016	C	21/04/2016
Hartley Whitaker	06/06/2016	C	06/06/2016
Lila Witherspoon	23/09/2016	B	25/06/2016
Homer Vernon	17/08/2016	C	17/08/2016
Roxanna Sanderson	11/10/2016	C	11/10/2016

The Clearing House member of staff handling the nomination request will then review the list of suitable referrals, starting with the first (oldest Waiting List Date), and compares the referral form information with the nomination request information. The first referral that the member of staff comes to which meets all of the criteria and for which the opportunity would be appropriate is nominated to the void flat.

Getting Help

For help and advice about this document please contact a member of the Clearing House Team on 020 3856 6008 or at ch@mungos.org.