

Type of decision and / or assessment	Who makes the decision
Creating a pool of applicants who will be prioritised for a Council or housing association home	Enfield's Housing Options and Advice Service: Officer level
Deciding which Council and housing association homes are to be let by direct offer or through the choice-based lettings scheme	Enfield's Housing Options and Advice Service: Officer level
Deciding which housing demand group a vacant Council or housing association home may be prioritised for	Allocations Team: Officer level
Shortlisting applicants who have bid for vacant Council and housing association homes via the choice based letting system	Allocations Team: Officer level
Deciding when an applicant should not be shortlisted for or made an offer of a Council or housing association home	Allocations Team: Officer level
Deciding where and when local lettings plans will be put in place	Community Housing Services: Head of Service
Deciding the target proportions of homes for each housing demand group	Community Housing Services, Head of Service recommendation ratified by the Lead Member for Housing

Additional information

- The role of Panels involves the need to make a judgement call, not, for example, assessing the number of points
- Reviews by Team Leader roles will be about issues such as arithmetic errors in calculating points
- The Assistant Director of Housing, Community Housing Services will hear appeals from Panel decisions.
- Where decisions have a political dimension, these should be made by the Lead Member for Housing as part of their portfolio and through a delegated authority report which the relevant Scrutiny Panel could then examine. There will be an annual report to Scrutiny on the housing allocations process.