Preliminary Work
Initial evidence gathering (partially completed)

Identify purpose of scheme i.e. what will the scheme achieve to reduce identified problems?

Paper to meet statutory requirements – e.g. have all other options been exhausted? For instance, has a voluntary accreditation scheme been considered?

Are we satisfied that there is no practical beneficial alternatives?

Yes

Preliminary decision making
To cover extent (less than/ more than 20%)
Basis on which application could be made?

Yes

Report for committee prepared

Committee decision as to whether to proceed to next stage, including committee decision on expenditure for full evidence gathering.

Committee decides to proceed

No

What else needs to be considered?

No/ insufficient evidence to support any grounds for the scheme

There is no further option to proceed

Committee decides not to proceed
Evidence gathered, recommendations made by way of report to committee. Committee decision as to whether to proceed to the next stage. If so, and approval obtained to commence scheme, to consult as per statutory requirements.

Strategy to coordinate with homelessness, empty properties, and ASB work.

Terms of licence and proposed fees should also be set out in consultation documents.

Matters to take into account will include likely impact on the private rented sector i.e. rent increases, reduction in number of PRS properties etc.

Committee decides to proceed

Committee decides not to proceed

There is no further option to proceed/ committee directs further information/enquiries

Consultation period 10 weeks

Analysis of consultation results. Information to be included in a committee report for final decision making.

Do all the above requirements continue to be applicable?

Equalities impact assessment required.

Subject to committee approval, proceed to the next stage.
There is no further option to proceed/further work is required.

If scheme is greater than 20% geographically or 20% of PRS, then Secretary of State approval must be sought.

Stated aim for Secretary of State turnaround time is 8 weeks.

If scheme is less than 20% geographically or less than 20% of PRS, only option available is a judicial review.

Secretary of State refuses

If scheme is greater than 20% geographically or 20% of PRS, then Secretary of State approval must be sought.

Stated aim for Secretary of State turnaround time is 8 weeks.

Secretary of State confirms

Committee decides to proceed

Committee decides not to proceed

Notification of scheme requires at least 3 months.
Guidance suggests that there should be support provisions in place for landlords.

Sufficient resources need to be available to support tenants, carry out monitoring visits, and review of how the scheme is operating.