



Data Protection Officer
Freedom of Information
NW Leicestershire District Council
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Leicestershire
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Telephone: 01530 454763

Date: 01 April 2021

FREEDOM OF INFORMATION REQUEST 1536

I write further to your email dated 11 March 2021.

Your request has been dealt with under the terms of the Freedom of Information Act 2000 (FOIA), explained on our [freedom of information](#) page.

Your 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;
 - (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.

Our response:

Everything we use for assessments is on the one form, please see our Triage Form attached, we do not separate out. If we think someone has accommodation which may not be affordable we refer through to Citizens Advice for money advice as ask them to do an assessment and have a direct referral agreement with them.

The supply of information in response to a freedom of information request does not confer the right to re-use the information. UK copyright law allows information supplied for the purposes of private study and non-commercial research to be used without permission. Information supplied can also be re-used for the purposes of news reporting except for in the case of photographs.

GOING FORWARD

If you are dissatisfied with the information supplied please feel free to contact me on the number above for any queries in relation to this response. Please note that in responding to further enquiries I can only comment on the information contained within this correspondence and cannot provide any further information that may pertain to an additional FOIA request.

If you remain dissatisfied following the conclusion of the above informal review, you have the right to ask for an internal review. A request for a review whether formal or informal should be submitted within two calendar months of the date of receipt of the response to your original letter and should be sent to DPO@NWLeicestershire.gov.uk or the address above.

Please remember to quote the Authority's four digit reference number given at the top of this email in any future communications.

Further details on our appeals and complaints procedure can be found on our website [here](#).

If you remain dissatisfied following the conclusion of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at accessicoinformation@ico.org.uk.

Yours sincerely

Mackenzie Keatley
Information Governance Officer