

(CCC) Assignment Statistics

In this request only information on voluntary assignments of council tenancies to those residing with the living tenant is requested (not court ordered transfers of tenancy, not succession following death and not mutual exchanges).

1. a. Please provide a typical Tenancy Agreement used by the council.
- b. Please provide your policy, decision making guides, procedures, forms, instructions related to the tenancy assignment procedure.
2. For each of the last 4 years please provide the number of assignment requests received broken down into categories based on the proposed recipient and on whether the original tenant proposes to stay in the property after the assignment:
  - a. to spouse/partner, original tenant staying
  - b. to spouse/partner, original tenant leaving
  - c. to other relatives, original tenant staying
  - d. to other relatives, original tenant leaving
3. How many requests have been approved by the council broken down by year and categories as in 2 above.
4. How many requests have been rejected by the council broken down by year and categories as in 2 above.
5. How many days it took on average from receiving the request to applicants being notified of the decision broken down by year and category as in 2 above.
6. For the requests refused can you provide brief grounds for refusal grouped by year and categories as in 2 above.

If it would significantly improve efficiency feel free to align years to calendar/accounting/reporting/tax years that you use.

If responding to the request in full would take you over the applicable cost limit, then please narrow down the above request by reducing the number of years covered by the request to a number of years that would bring it within the limits. If even after reducing the time-frame just to one year the request is still outside the cost limit, please narrow it down to just one year and narrow down further by removing 6, then 5, then 4 from the above until the request is within the cost limits.

If breaking down information into categories specified in 2. would be prohibitively expensive/impossible please combine some of the categories to make the request possible.

**Response:**

Thank you for your request for information above. The appropriate department have dealt with your request under the terms of the Freedom of Information Act (FOI) 2000 and from their assessment they estimate that to locate, retrieve and extract the information would exceed the 'appropriate limit' set for local government at £450 which represents 18hrs of one staff member.

Section 12 of the FOI Act provides a refusal exemption on this basis. As you provided parameters for refinement in your request we have provided as much information that we hold below, within the appropriate limits.

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1. a. Please provide a typical Tenancy Agreement used by the council.

**Our Tenancy Agreement can be accessed via this webpage - [Council tenancy agreement - Cambridge City Council](#)**

- b. Please provide your policy, decision making guides, procedures, forms, instructions related to the tenancy assignment procedure.

**Our Assignment Policy can be accessed via this webpage - [Housing services policies - Cambridge City Council](#)**

2. For each of the last 4 years please provide the number of assignment requests received broken down into categories based on the proposed recipient and on whether the original tenant proposes to stay in the property after the assignment:

- a. to spouse/partner, original tenant staying
- b. to spouse/partner, original tenant leaving
- c. to other relatives, original tenant staying
- d. to other relatives, original tenant leaving

**Our housing management system does not record any information on the relationship between the tenants in the assigned tenancy and the previous tenancy.**

2. How many requests have been approved by the council broken down by year and categories as in 2 above.

**2018: 17**

**2019: 24**

**2020: 4**

**2021: 10**

3. How many requests have been rejected by the council broken down by year and categories as in 2 above.

**Our housing management system does not record any information on assignment rejections. Following a request for officers to check their records there has been an average of 2 rejections per year since 2018.**

4. How many days it took on average from receiving the request to applicants being notified of the decision broken down by year and category as in 2 above.

Our housing management system does not record any information on length of time between request and notification of a decision.

5. For the requests refused can you provide brief grounds for refusal grouped by year and categories as in 2 above.

**Our housing management system does not record any information on grounds of refusal. As our housing management system does not record some of the information requested and the cost limit would be exceeded in answering your request, we have narrowed it down and provided information held within the limits.**

Alternatively, you may choose to pay the fee for work to be undertaken to answer your request. This charge will be calculated in accordance with section 13 of the FOI Act and the Freedom of Information Fees Regulations and is required prior to work commencing so please let us know and we will inform you of the fee.

We aim to provide a quality service to you and hope that you are satisfied with this response, however if you have any questions, please contact us.

Further queries on this matter should be directed to [foi@cambridge.gov.uk](mailto:foi@cambridge.gov.uk)