Annual Rent Increase Process September/October November/December December/January February February February CMT considers increase to be Tenants and Leaseholder Panel HRA Accountant reconciles UDC receives notification of Rent Cabinet approves rent increase HRA Accountant applies rent applied in coming year, for consulted on proposed rent Northgate report against Rent Policy from Gov.UK (will be subject to full Council recommendation to Cabinet increase increase to each property on the Spreadsheet approval) Housing Asset List PA to CEO sends to Director of Informal Cabinet considers HRA Accountant completes HRA Accountant signs Rent Housing Board debates and Directors notify Finance, Housing recommendation from Officers calculations of new rent on Rents Setting Sign Off form and returns Housing, Health, Communities/ agrees increase for Operations and Revenues Team and makes decision on rent Spreadsheet before 8th January to Revenues Manager and Director of Finance recommendation to Cabinet of Cabinet decision and sends to Director of Finance Housing Income Manager increase Director of Finance checks Housing Income Manager runs Directors share with Finance, calculations and completes the report of current Housing Rents Housing Operations and Full Council approves rent Rent Setting Sign Off Form by 8th List and shares with Home Revenues Teams increase January Ownership Officer and Housing Strategy Officer Director of Finance sends Rent Setting Sign Off form and Rent Directors notify Housing Income Spreadsheet to Housing Income Housing Asset list validated to Manager in writing of Council Manager include houses sold, houses re Decision modelled, houses acquired/built Housing Income Manager updates Northgate with new Housing Income Manager rents Director Housing, Health and arranges notification letters -Communities approves final must be sent by last day of Housing Asset List and completes February Housing Income Manager Rent Setting Sign Off Form generates report of updated rents and sends to HRA Accountant by 20th January Housing Income Manager Rent Setting Sign Off Form sent notifies Communications/ to Housing Income Manager and Customer Service and Housing Operations Team Revenues Manager Housing Income Manager sends Asset List with Rent Setting Sign Off Form to HRA Accountant









