

The change log

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Appendix 15. The change log

A15.1 Introduction

Following its launch in April 2008, the Cambridge Sub-region's SHMA will be subject to update, revision, consultation, improvement and development in the following months and years.

A15.2 Purpose of the change log

It is important that readers are clear that they are reading the most up-to-date version of a chapter in the SHMA, and the SHMA team has worked hard to try to keep this as clear as possible.

However, as time progresses there will most probably be some confusion as each chapter is worked on, small or major changes are made, and after each annual review when all chapters will be revisited to a greater or lesser extent.

A15.3 Page formats

To help ensure everyone looking at the SHMA knows what they are reading, why, and that it is the most up-to-date version each page is labelled with:

- Header for the whole SHMA with section and chapter numbers, and title for that chapter.
- In the footer are the: page number, version number, prefixed by "consultation draft" until approved, then version 1.0 initially, in-year revisions numbered 1.1, 1.2, 1.3 etc; following annual review will issue version 2.0. Also, includes published date as a double-check.

The change log provides a list of all the chapters issued, their reference numbers and dates, to ensure readers are confident they are looking at the most up-to-date version.

A15.4 Plan to revise and update the SHMA

The initial SHMA was commissioned in mid 2006, the consultation draft launched in December 2007 and the initial report signed off by the CRHB in March 2008. This provides the foundation for future research, updating and monitoring of the housing market, to create a "live" picture of the housing markets in our sub-region and the factors having greatest effect on them.

It is vital to recognize that this is the first time such an assessment has been commissioned for the Cambridge sub-region, and that we are developing our own model, based on the CLG guidance, in an attempt to create as full and in-depth an assessment as possible. However we are constrained by the availability of detailed information on specific issues within our sub-region, by difficulties collating and comparing data sets, and by constant changes and improvements in data being gathered which will, in time, provide much more detailed data but which at present may only provide a partial view of the issue concerned. To counter these issues, we have taken care to provide detailed references to the data used and dates the data was collected, and to set out a programme for updating the assessment and the detailed information it depends upon.

At the outset we plan to undertake an annual review of the information available and how much the market, and the information, has changed since the SHMA was first launched. We would also plan for re-publication once the outcomes of the Assessment are sufficiently changed that they need re-stating. This needs to tie in with the review of districts' Local Development Documents if it is to provide the most up to date assessment of the market possible to support them. To tie in with other timeframes and with our Service Level Agreement, we anticipate needing a complete revision of the SHMA at least once every 5 years, and more frequently if the changes described above have a significant effect on the housing market.

During the course of developing the Assessment, we will review the updates to data, new data, new information sources, alternative methods of analysing data such as Geographical Information Systems and databases, to develop our understanding and refinement of market data. Part of the SLA includes recruiting a full time housing researcher, who will keep all the data under review and, with sub-regional colleagues and partners, will be able to assess how radically new data or changes in the housing market affect our assessment of the market, and suggest whether the new information means a re-evaluation and re-publication of the Assessment is needed. When such reviews are carried out, the Project Team will recommend to the Cambridge Sub-Regional Housing Board whether parts or all of the Assessment need to be re-published. Table 1 below summarises:

Table 1: Monitoring and communicating changes

Change	Footer labelling	Communicating the change
Data will be refreshed as it becomes available. If this only makes minor changes, these may be issued as an "update" section at the end of the relevant chapter, until such time as the whole chapter needs a more thorough review.	First version will be labelled "version 1.0"	When update sections are added, this will be flagged on the Cambridgeshire Horizons website and the SHMA Partnership Team informed by email or briefing note.
Where chapters are significantly affected, they will be revised and updated versions posted on the website (suitably referenced to enable users to ensure they are using the correct version).	In the first year, a chapter which has been adjusted once will be labelled 1.1. If it is adjusted again, it will be labelled 1.2, and so on.	Again, partners will be informed by email or briefing note.
Where further consultation and development of a chapter or specific issue is needed, the SHMA Partnership Team will be invited to get involved and contribute, and to comment on the outcomes of this work.	Again, these adjustments will be labelled 1.1, 1.2 etc. If a new chapter needs to be added for an emerging issue, this will be given a new number (say, 40) and will start life as 40.0	Partners will be invited to get involved, and will be asked to help develop the work. All partners will be consulted on new draft chapters before it is finalised. All partners will be informed of the launch of a changed or new chapter by email or briefing note.
Each year, the whole SHMA will be revisited to check the effects of data changes and further development on the whole body of work. As needed, a new executive summary will be produced	Following review, in year 2, all footnote references change from 1.0 to 2.0. (If they have been adjusted during year one they may be 1.2 or 1.3, either way they will	All partners will be informed of and invited to contribute to the annual review, and will be emailed or receive a briefing note to keep up to date on its progress.

Change	Footer labelling	Communicating the change
highlighting key changes and improvements.	restart as 2.0 at the start of year 2.)	
Every five years, the SHMA will be comprehensively reviewed and re-published, building on work undertaken in the preceding years.	Depending how radically the SHMA has evolved, the year 5 version will be numbered 5.0 initially, following the system above. It may be that chapter numbers need to be revisited to help accessibility as part of this comprehensive review.	All partners will be informed of and invited to contribute to the annual review, and will be emailed or receive a briefing note to keep up to date on its progress.

Table 3 sets out the contents of the SHMA and the version number at launch (April 2008). If new chapters are added, they will be numbered as simply as possible and publicized via the Cambridgeshire Horizons website, emails and briefing notes to the SHMA Partnership Team.

An example is provided in Table 2, to demonstrate how we predict the system working. The dates are only examples, this is not our actual plan for launching new versions and chapters, it only aims to explain the kinds of notes we might make and the changes to version numbering.

The Cambridgeshire Horizons website will host the SHMA and the most up to date version of each chapter will be available on the website. If people want to see a previous version, these will be archived by Cambridgeshire Horizons or Cambridgeshire County Council, and will be available on request. This will help ensure the correct versions are being referred to, though once chapters have been printed off, it will not be so easy to ensure the most recent version is being used.

The list of files to “click” on, on the website, will include the version numbers, to help double-check on version control.

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Table 2: An Example Change Log

Chapter		Version launched	Date updated	Brief note of change(s) made	Note of any other chapters affected
Section A: Introduction to the SHMA					
1	Introduction and context	1.0	April 2008	Launch.	
		1.1	July 2008	Changes to text in paragraphs x, y and z	Annex 12 affected
		1.2	November 08	Changes to numbers in tables x, y and z.	Chapter 27 affected (minor)
		2.0	April 2009	Annual review, update and re-launch.	
Section C: The current housing market					
12	Housing stock condition	1.0	April 2008	Launch.	
		1.1	July 2008	BRE research published and incorporated	Chapter 27 affected; minor change to social stock available to re-let
		1.2	November 08	Districts' action plans in light of BRE research published and incorporated	
14	Changes in property prices from 2001 to 2006	1.0	April 2008	Launch.	
		1.1	August 2008	Prices over the years compared using HomeTrack and new section added to chapter	Chapter 21, current affordability and income affected: new model possible with further research & consultation. Major change possible.
15	The private rented market	1.0	April 2008	Launch.	
		1.1	January 08	Further consultation undertaken, research completed and a new, improved chapter launched.	Chapter 21, current affordability and income affected: minor change to price info.
17	Social rented housing turnover, registers and lettings	1.0	April 2008	Launch.	
		1.1	May 2008	2006/7 HSSA forms incorporated into tables x, y and z	Affects formulae in Chapter 27: needs update.
		1.2	October 2008	2007/8 HSSA figures incorporated	Affects formulae in Chapter 27: needs complete update alongside 2007/8 HSSA data
		2.0	April 2009	Whole chapter revised and re-written incorporating new HSSA and other data	

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Chapter		Version launched	Date updated	Brief note of change(s) made	Note of any other chapters affected
27	Identifying housing need	1.0	April 2008	Launch.	
		2.0	April 2009	All changes to chapters assessed and transmitted into formula for CLG needs model. Learning from this and other SHMAs, model re-considered and adjusted in light of any new guidance. Model re-run. New outcomes compared to first iteration, significance of changes assessed and chapter updated.	Executive summary.

Table 3: The Change log

Chapter		Version	Date	Brief note of change(s) made	Note of any other chapters affected
Section A: Introduction to the SHMA					
1	Introduction and context	1.0	April 2008	Launch	
2	Links between planning policy and SHMAs	1.0	April 2008	Launch	
3	Project structure and accountabilities	1.0	April 2008	Launch	
4	The participation ladder	1.0	April 2008	Launch	
5	Robust and credible	1.0	April 2008	Launch	
Section B: Cambridge sub-regional Context					
6	Profile of the Cambridge sub-region	1.0	April 2008	Launch	
7	Defining housing markets using commuting patterns	1.0	April 2008	Launch	
8	Defining housing markets using postcode sectors	1.0	April 2008	Launch	
Section C: The current housing market					
9	Economic context and forecasting	1.0	April 2008	Launch	
10	Demographic context and forecasting	1.0	April 2008	Launch	
11	Dwelling profile & occupation	1.0	April 2008	Launch	
12	Housing stock condition	1.0	April 2008	Launch	
13	Current property prices	1.0	April 2008	Launch	
14	Changes in property prices from 2001 to 2006	1.0	April 2008	Launch	
15	The private rented market	1.0	April 2008	Launch	
16	The buy-to-let market	1.0	April 2008	Launch	
17	Social rented housing turnover, registers and lettings	1.0	April 2008	Launch	
18	Homelessness	1.0	April 2008	Launch	
19	Registers for intermediate housing including homes for key workers	1.0	April 2008	Launch	
20	Purchasers of intermediate housing including homes for key workers	1.0	April 2008	Launch	

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Chapter		Version	Date	Brief note of change(s) made	Note of any other chapters affected
21	Current affordability and income	1.0	April 2008	Launch	
Section D: The future housing market					
22	Planning for housing delivery	1.0	April 2008	Launch	
23	Past and future housing delivery	1.0	April 2008	Launch	
24	Links to strategic land availability assessments	1.0	April 2008	Launch	
25	Key drivers of the housing market and building industry	1.0	April 2008	Launch	
26	Delivering mixed, balanced communities	1.0	April 2008	Launch	
Section E: Housing need					
27	Identifying housing need	1.0	April 2008	Launch	
28	Observers data	1.0	April 2008	Launch	
29	Future sizes of homes	1.0	April 2008	Launch	
30	Indication of affordable tenures	1.0	April 2008	Launch	
Section F: Housing requirements of specific household groups					
31	BME housing issues	1.0	April 2008	Launch	
32	Introduction to migrant worker housing issues	1.0	April 2008	Launch	
33	Gypsy and Traveller housing issues	1.0	April 2008	Launch	
34	Housing for different household types	1.0	April 2008	Launch	
35	Disability and housing issues	1.0	April 2008	Launch	
36	Rural housing	1.0	April 2008	Launch	
Appendices:					
A1	Research brief	1.0	April 2008	Launch	
A2	MRUK household survey outcomes	1.0	April 2008	Launch	
A3	Private rented survey	1.0	April 2008	Launch	
A4	Estate agents survey	1.0	April 2008	Launch	
A5	Letting agents survey	1.0	April 2008	Launch	
A6	First briefing note	1.0	April 2008	Launch	

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Chapter		Version	Date	Brief note of change(s) made	Note of any other chapters affected
A7	Second briefing note	1.0	April 2008	Launch	
A8	Third briefing note	1.0	April 2008	Launch	
A9	Fourth briefing note	1.0	April 2008	Launch	
A10	Outcomes of consultation throughout the process	1.0	April 2008	Launch	
A11	Quality assurance	1.0	April 2008	Launch	
A12	Consultation form	1.0	April 2008	Launch	
A13	Technical appendix	1.0	April 2008	Launch	
A14	Key facts and figures for each district	1.0	April 2008	Launch	
A15	The change log	1.0	April 2008	Launch	
A16	Summary of learning from first SHMA and plans for new research	1.0	April 2008	Launch	
	Executive summary	"First"	April 2008	Launch	