

Policy Title: Allocations and Lettings

1. Aim

- 1.1** To allocate and let our homes in a fair and equitable way, ensuing all legislation and contractual responsibilities are met.
- 1.2** To achieve our aim we are committed to:
- Providing for local demand by allocating our homes in partnership with local authorities Integrated Care Boards (ICB) and care providers.
 - Robustly assessing all nominated persons to ensure the accommodation and support provided is appropriate to meet their needs.
 - Completing all legislative checks to ensure nominated persons meet the requirements.
 - Ensuring the appropriate support is provided to sustain the tenancy.
 - Ensuring compliance with legal guidelines and good practice
- 1.3** Nominated persons and their appointed advocates are expected to take responsibility for ensuring that throughout the allocation process, any requested and supporting documentation is made available.
- 1.4** We will inform nominated persons of their rights and responsibilities as part of the tenancy or licence. It is a condition of the tenancy/licence that they engage and receive support provided to help them sustain the tenancy.

2. Scope

- 2.1** This policy applies to all colleagues involved in the allocation and letting of our homes.

3. Partners

- 3.1** The associations work in partnership with local authorities, ICB's and care providers to allocate homes. These include local authorities, health commissioners and care providers nominations for specialist supported housing.

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4. Nominated Persons

- 4.1** We are contracted by local authorities and ICB's to provide specialist or low level supported and temporary housing to nominated persons.
- 4.2** We depend on the local authority, ICB or care providers to complete initial assessments before sending a nomination.
- 4.3** Upon receiving a nomination, we will complete our own assessment to verify the person meets the criteria for accommodation. Assessments are either completed through in-person interviews or a desktop assessment considering all relevant information.
- 4.4** The support needs of the nominated person are a key consideration as our specified accommodation caters to specific needs including:
- Crises and short stay
 - Low level support - includes practical and emotional support for people to become tenancy ready and able to live independently in the community.
 - Learning disabilities
 - Physical health issues
 - Enduring mental health issues
 - Other categories of supported care services for which the support provider is registered with the Care Quality Commission

5. Restrictions and Exclusions

- 5.1** Persons nominated must be over 18 years of age to qualify for a tenancy or licence.
- 5.2** Any criminal convictions must be disclosed, a risk assessment will be completed to protect the nominated person, other tenants, residents, and the local community.
- 5.3** Some of the properties are adapted for persons with specific needs and we prioritise these to people who match the accommodation.
- 5.4** We have a legal obligation to make sure we house people in homes with the adequate immigration status (Right to Rent). We will not grant a tenancy to any nominated persons who are not legally eligible for social housing.

6. Rejection

- 6.1** Nominations may be rejected where:
- The person's needs are too low or are greater than the support provided by the association or partner.
 - False or misleading information has been provided.
 - The persons present a high risk to colleagues, care providers, neighbors, or the wider community.
 - Incorrect or insufficient documentation has been provided.
 - The accommodation does not meet the needs of the person.
- 6.2** Where a nomination is rejected, we will notify the reasons to the applicant, their advocates and any other organisation involved in the nomination.

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- 6.3** Where the association reject a nomination, the local authority, person nominated, or their advocate can appeal within 10 days of the decision. The appeal will be considered by the Head of Housing (Hilldale).

7. Transfers and Mutual Exchange

- 7.1** Tenants with an assured shorthold tenancy have the right to request a transfer to another of the association's homes or a mutual exchange.
- 7.2** Requests for either will be considered by the association and the Care Provider to ensure all support and accommodation requirements are met.
- 7.3** The request maybe rejected if the requirements are not met. The tenant will be notified of the reasons and may appeal as set out in 6.3.

8. Procedures

- 8.1** Each association has its own allocation and lettings procedures which informs the approach they take, depending on the accommodation type and support provided.
- 8.2** Homes are allocated through nominations as the associations do not operate a waiting list system.

9. Definitions

Term	Definition
Specialised Supported Housing	As set out in the Policy Statement on rents for social housing February 2019 – Chapter 5 – 5.5
Temporary Social Housing	As set out in the Policy Statement on rents for social housing February 2019 – Chapter 5 – 5.10
Assured Shorthold Tenancy	A fixed term tenancy of initially 6 months followed by a weekly periodic tenancy
Licence	A short-term occupancy agreement used exclusively in short term accommodation
Nominated Persons	Individuals who are <i>nominated</i> by LAs or are <i>qualified</i> for the accommodation, and whose individual needs match the support and accommodation provided

10. Responsibilities

Job Title	Responsibility
Boards	Approve this policy and seek assurance that it is being complied with
Employees	Policy implementation Staff training

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11. References

- Housing Act 1996
- Housing Act 2004
- The Localism Act 2011
- Equality Act 2010
- Homelessness Act 2002
- Homelessness Reduction Act 2017
- Right to Rent
- Regulator of Social Housing – Tenancy Standard

12. Document Change History

Version	Date	Change	Owner
V1.0	18.09.23	New document	Head of Operations

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