

LOCAL LETTINGS POLICY FOR NEW BUILD DEVELOPMENT

Scheme	Pine View Bungalows, Danesmoor
Landlord	Rykneid Homes Limited
Implementation date	January 2023
Authority	<p>Section 166A(6)(b) of the Housing Act 1996 enables housing authorities to allocate particular accommodation to people of a particular description, whether or not they fall within the reasonable preference categories, provided that overall the authority is able to demonstrate compliance with the requirements of S.166A(3) <i>‘to give overall priority for an allocation to people in the reasonable preference categories’</i>.</p> <p>This is the statutory basis for ‘local lettings policies’, which may be used to achieve a wide variety of housing management and policy objectives.</p>
Properties covered by the Local Lettings Policy	<p>The development will provide a total of 9 properties comprising: 9x Bungalows - 2 bedroom</p> <p>These properties are located at Pine View, Danesmoor</p> <p>This Local Lettings Policy details the method of allocation of rented units made available to applicants through Choice Based Lettings; or direct match as set out below.</p>
Purpose of this Local Lettings Policy	<p>The policy aims to create a thriving and sustainable community from the outset. The Policy was created in response to a new build scheme, which will result in a significant number of lettings occurring over a short duration in a small locality. This requires appropriate consideration to the mix of the new community, the sustainability of tenancies, and that housing needs in Danesmoor and Clay Cross are addressed as a priority.</p> <p>The Local Lettings Policy is designed to promote community cohesion. To ensure that the new community thrives, the policy sets out a mechanism to evaluate the ability of households to sustain a tenancy and make a positive contribution to the new community.</p>
Risks	<p>As compared to allocations from normal turnover in an area, a new build scheme represents a higher risk to sustainability. Due to the concentration of new households introduced to the community over a short period. This community has extremely low turnover and the influx of 9 new households will have a significant impact on them due to the geography of the site / close proximity to the current residents.</p> <p>To ensure the long term viability of the scheme it is necessary to create a community that is balanced in terms of risk by evaluating potential households:</p> <ul style="list-style-type: none"> • Vulnerability and ability to access support. • Affordability. • Evidence of acting in a <i>‘tenant like manner’</i> in their upkeep of the property. • Evidence to support good conduct of the tenancy. • Best use of housing stock.

	<ul style="list-style-type: none"> • Links to the local area that offer a support network to encourage lower turnover on the scheme.
Marketing of the Development	<p>Properties will be advertised on Choice Move with the following exceptions: Properties will be allocated to households in accordance with the allocations policy and this Local Lettings Policy.</p> <p>Applicants via the Choice Based Lettings system will undergo a first stage assessment of priority/eligibility based on the Allocations Policy. They will also be advised of the requirement to undergo a second stage selection process based on the criteria set out in this Local Lettings Policy.</p>
Allocations criteria	<p>The following mix will be used as far as is practicable to encourage a balanced community on first lettings:</p> <ul style="list-style-type: none"> • Only in exceptional circumstances will properties be let to anyone who already owns their own home, these will be assessed case by case • The Bungalows will be allocated to households over 60 years of age in keeping with the specific and intended objective to address older person's housing need unless a priority medical need (band 1 or 2) for this type of property has been confirmed for younger applicants. • Households will be assessed for compliance against the local connection criteria as set out below. • Properties may be refused to households with a history of anti-social behaviour or poor conduct of a previous tenancy. • Properties may be refused to households with a history of rent arrears. • Properties may be refused to households that are unable to demonstrate affordability in respect of the rent and other charges. • Properties may be refused to households that do not agree to an appropriate support plan or where a support plan is not feasible. • Properties may be refused to households that cannot demonstrate ability to act in a 'tenant like manner' in terms of upkeep of the property.
Local connection	<p>All applicants must first demonstrate recognised housing need in accordance with the Allocations Policy. The local connection criteria will operate on a tiered basis of priority as follows:</p> <ol style="list-style-type: none"> 1. Applicant has lived in Danesmoor or Clay Cross for at least 2 out of the previous 5 years. 2. The applicant has a member of their immediate family living in Danesmoor or Clay Cross (mother, father, child) who has lived there for at least 5 out of the previous 10 years. 3. The applicant has been employed for more than six months out of the last year in a contract for at least 16 hours per week. 4. The applicant has an essential need to live in Danesmoor to provide essential care to a resident who has lived in Danesmoor or Clay Cross for more than 5 out of the previous 10 years. (Evidence must be provided to confirm that the applicant is the main carer e.g. care related welfare benefit).

	<ol style="list-style-type: none"> 5. The applicant has been a volunteer for at least six months with a local community group that provides community benefit in Danesmoor or Clay Cross. 6. The applicant has lived in Danesmoor or Clay Cross previously for a period of more than 5 years out of the last 10 years. 7. No local connection to Danesmoor or Clay Cross but evidence of a connection to the administrative area of North East Derbyshire District Council with priority based on the tiers set out above. 8. No local connection but a connection to an area immediately abutting the administrative area of North East Derbyshire District Council. 9. No local connection.
Age restrictions	<p>With respect of the age restrictions on bungalows, lets to people 60 years and over will be prioritised unless there is an evidenced medical need for this type of accommodation by younger applicants and are prioritised in priority band 2 or above in line with the Choice Based Lettings and Allocations Policy.</p>
Compliance with the policy	<p>To limit the detrimental impact of long term vacant properties, in the event that insufficient bids are received from applicants meeting the criteria, Rykneld Homes Limited reserves the right to direct match properties in order to maintain a sustainable mix in the community.</p> <p>The Allocations Policy will be employed after three unsuccessful attempts to comply with the Local Lettings Policy for each vacant property.</p>
Selection of shortlisted applicants	<p>All applicants will be initially assessed using the Allocations Policy and each shortlisted applicant will then be subject to the selection procedure which may include:</p> <ul style="list-style-type: none"> • A personal interview with all candidates to ascertain their circumstances. • A verification visit to their current accommodation to confirm household circumstances and evaluate ability to act in a 'tenant like manner' in terms of upkeep of property and garden. • Checks on current and former tenant rent accounts where applicable. • Checks to confirm good conduct of previous tenancy. • Checks with the Probation Service. • A risk assessment of vulnerability to evaluate feasibility of support plans to sustain the tenancy. • Assessment against local connection criteria. • Credit checks and affordability evaluation using household income and expenditure. • Evaluation of risk in relation to uncontrolled debt. • Medical needs assessment in relation to specially designed properties. <p>Successful applicants, if not already a secure/assured tenant, will be offered a tenancy appropriate to the intended use with a probation period to be successfully completed before security of tenure is confirmed via a Secure tenancy.</p>

	Households will be required to confirm agreement to provide regular access and participate in progress visits (with reasonable notice) with Rykneld officers to ensure ongoing sustainability of the tenancy.
Duration of the Local Lettings Policy	This Local Lettings Policy will apply to first lets only on practical completion of the scheme.
Monitoring and Review	The policy will be reviewed once all properties have completed their first let.
Equal opportunities	The Local Lettings Policy is required to comply with equality legislation and in particular, to ensure that there is no unlawful discrimination in the allocation of dwellings.
Refusal and appeal	<p>The checks will be used to evaluate the sustainability of potential tenancies and of contribution to the overall mix of the scheme. The selection framework and checks employed may not be an automatic barrier to access. Where appropriate they will inform discussions with candidates in terms of their needs and vulnerability in order to explore suitable support plans.</p> <p>Applicants who are refused accommodation through the Local Lettings Policy will be advised of the reason in writing. If an applicant is not satisfied that the Local Lettings Policy has been administered correctly they must set out the reason in writing to request a review of the decision.</p> <p>The review will be conducted by the Allocations Manger, independently of the original decision.</p>
Elected Members' Involvement in Allocation Decisions	<p>The Allocation of Housing (Procedure) Regulations 1997 (SI 1997/483) prevent an elected Member from being part of a decision-making body at the time an allocation decision is made, when either:</p> <ul style="list-style-type: none"> • the accommodation concerned is situated in their division or electoral ward, or • the person subject to the decision has their sole or main residence there <p>The regulations do not prevent an elected Member from representing their constituents in front of the decision making body, or from participating in the decision making body's deliberations prior to its decision. The regulations also do not prevent elected Members' involvement in policy decisions that affect the generality of housing accommodation in their division or electoral ward rather than individual allocations; for example, a decision that certain types of property should be prioritised for older people.</p>