

Policy	Allocations
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1. Scope This Policy applies to all Abbeyfield Scotland staff (permanent, temporary and casual) and residents of Abbeyfield Scotland.

2. Aim The aim is to address the housing need within the context of Abbeyfield Scotland and legislation and to comply with the requirements of the Registered Social Landlord

3. Policy Statement In developing this Policy, Abbeyfield Scotland has taken account of Housing Act legislation, Raising Standards and Communities Scotland Performance Standards (e.g. Access to Housing” and “Lettings”). It is part of Abbeyfield Scotland’s good practice, in line with Part 2 of the 2001 Act, to review this Policy in consultation with tenants / residents and to implement changes in line with the drivers of legislative change and good practice. Due regard has been given to the European Convention of Human Rights.

Statement

It is the Policy of Abbeyfield Scotland to consider the needs of an individual in as complete a way as possible and to offer full, clear and accurate information regarding the services and accommodation it provides, including choice, its criteria for assessment and selection and any financial assistance which may be available.

Tenancy Types

Abbeyfield Scotland will offer tenants a Scottish Secure Tenancy (SST) thus complying with the terms of the Housing (Scotland) Act 2001.

If an applicant had been evicted in the last three years by any landlord for anti social behaviour, Abbeyfield Scotland would consider offering only Short Scottish Secure Tenancy (SSST). Should a tenant be served an ASBO, Abbeyfield reserves the right to convert an SST to an SSST (consistent with Schedule 1 of Housing (Scotland) Act 2001).

If an applicant requires a housing support service which cannot reasonably be provided with a SST, Abbeyfield may offer a SSST where tacit relocation will apply.

Application types include direct applications to the Association and transfers within the Association’s stock for existing tenants.

Abbeyfield Scotland will engage with Local Authorities for nomination rights, referral systems, participation in Common

Housing Registers where available and appropriate, participation in Choice Based Lettings where available and appropriate and in Section 5 referrals in accordance with the Housing (Scotland) Act 2001, as amended and the Homelessness Etc (Scotland) Act 2003.

Financial Reference

Abbeyfield Scotland recognises that it should, where possible, ensure the ability of an applicant to pay due rent and will seek references from a previous landlord. Abbeyfield Scotland will not take into account rent arrears accrued which are no longer outstanding, nor where the tenant has made due effort to repay or the amount is not more than one-twelfth part of the annual amount payable. However, it is considered that repayment of arrears to previous landlord of more than this amount (i.e. one months due rent) will reduce the ability of the person to pay new rent.

Lettings Initiatives

Abbeyfield Scotland does not currently operate any special lettings initiatives. Future initiatives will require Management of Committee approval and will form an addendum to this policy.

Review

This Policy will be reviewed every three years, but will be reconsidered earlier if legislative or regulatory body requirements indicate change is required.

4. Equal Opportunities

It is recognised that group living is enhanced by the compatibility of fellow residents and to this end applicants are encouraged to meet those living in the house of their choice prior to commitment. Nevertheless, Abbeyfield Scotland strives to offer equal opportunities in all its practices and is opposed to discrimination in any form. It respects community diversity and therefore will seek to ensure its services will be relevant and accessible to all sectors of the community irrespective of colour, creed, race, gender, sexual orientation or disability, where possible.

Communication will be in an appropriate format - e.g. large print, audiotape, and translation. Where appropriate, assistance will be offered to fill out relevant forms. See Abbeyfield Scotland's Policy on "Equal Opportunities".

Status:
Approved:

Date of Next Review: **2010**