

HJALTLAND HOUSING ASSOCIATION LTD

ALLOCATIONS POLICY

ADMISSION TO WAITING LIST

1. GENERAL WAITING LIST

In accordance with Section 9 of the Housing (Scotland) Act 2001 the general waiting list is open to application from anyone over the age of 16 who is not a Hjaltland tenant. It should be noted, however, that as many of Hjaltland's houses are on little estates in small communities, applicants with a history of anti-social behaviour may not be offered accommodation.

2. SPECIALLY ADAPTED AND SHELTERED HOUSING

Open to anyone of pensionable age or where rehousing is needed as part of their medical treatment or social care needs

3. TRANSFER AND MUTUAL EXCHANGES

Tenants may apply for a transfer if they have conducted their tenancy in a satisfactory manner.

Hjaltland also considers requests for mutual exchanges with tenants of other public sector rented accommodation. The Association will give approval where:-

- 1 the application is made jointly in writing
- 2 the other party meets the normal criteria of an applicant to the Association
- 3 both parties' rent records are satisfactory and that no other condition of tenancy has been broken
- 4 the incoming tenant accepts the property as seen
- 5 the other landlord approves the exchange.

LOCAL AUTHORITY NOMINATIONS/ SECTION 5 PROTOCOL

Arrangements are made with the Shetland Islands Council in whose area Hjaltland operates, whereby the Council may nominate applicants for consideration by the Association for a minimum of 50% of annual lettings, in each Hjaltland letting area, in accordance with the agreement with Shetland Islands Council.

A Section 5 Protocol is in place between the Association and Shetland Islands Council which enables the Council to nominate homeless applicants for consideration by the Association for properties where priority is to be given to applicants with points in Groups 2 and/or 5

HOMES

HOMES (Housing Organisations Mobility and Exchange Services) is a government funded agency dedicated to helping tenants move home. It encourages and assists associations to respond positively to the demand to move within the social rented sector.

There are two main mobility routes using HOMES:

- 1 HOMESWAP This is a national exchange scheme to help tenants find exchange partners.
- 2 HOMES Mobility Scheme. This scheme allows associations to refer their tenants to other participating landlords. Every participating landlord agrees to rehouse as many tenants as they have had rehoused. Hjaltland has a minimum target of rehousing as many tenants in, as are rehoused out, of our stock by other landlords.

ALLOCATIONS POLICY

ALLOCATION

GROUPS PLUS POINTS SCHEME

In the assessment of applications, Hjalmland operates a groups plus points scheme, which gives priority to those in greatest housing need, whilst considering the needs of the Shetland community. Applicants may state a preference for the type and location of the property, although it may not always be possible to meet these.

The size of accommodation offered is determined by the size of the applicant's household. However in non-pressured areas the Association reserves the right to allocate a property to those in greatest housing need without reference to the size of the household, provided the property is not then overcrowded.

Applications are divided into seven groups:

1. **Sub-standard - including Mobile Homes**
2. **Sharing amenities**
3. **Social Needs**
4. **Overcrowded**
- 4a. **Underoccupying**
5. **Insecure tenancies**
6. **Medical**
7. **Support**

Applicants are eligible for any points within the scheme. Applicants will be placed in points order within the group from which they receive most points.

SELECTION FOR ALLOCATION

The general and transfer waiting lists are each given a proportion of all houses becoming available for letting. Similarly, the seven groups in each of the lists are given a proportion of the houses becoming available within that list. The special needs waiting list is operated in a similar manner.

These proportions vary between each of the lettings areas and are reviewed periodically.

The lettings areas are:-

- Lerwick
- Scalloway
- Elsewhere in Shetland

Group/Area	Lerwick		Scalloway		Elsewhere	
	2003/4	2004/5	2003/4	2004/5	2003/4	2004/5
	%	%	%	%	%	%
General Needs	75	70	75	80	75	80
Transfer	25	30	25	20	25	20
Sub-standard Accommodation	5	0	1	1	5	5
Sharing Amenities	25	20	25	20	15	25
Social Needs	10	10	20	10	20	10
Occupancy	5	5	5	5	10	5
Insecure Tenancy	40	50	40	55	40	45
Medical	5	5	4	4	5	0
Support	10	10	5	5	5	10

ALLOCATIONS POLICY**ASSESSMENT OF PRIORITY**

In assessing priority between applicants in any one group with similar points, priority of need will be established by:-

- 1 adding points scored from each group.
- 2 adding points to that applicant who has lived longest with their housing condition

4. Points System**GROUP 1: SUB-STANDARD ACCOMMODATION**

An applicant's accommodation will be considered to be sub-standard where it falls below the tolerable standard as defined in the Housing (Scotland) Act 2001, Para.102 or where it lacks a bath, shower, wash-hand basin, or is affected by other major deficiencies. This group is only concerned with the physical condition of the property and not with any difficulties of an applicant.

Structurally unstable OR		
Poor condition - mobile homes		2
Outside WC		2
Water ingress - roof/walls/windows		2
No wholesome water		2
No internal bath/shower		2
Chemical toilet		1
Penetrating or rising damp		1
Hazard arising from poor layout - internal		1
Hazard arising from poor access -external		1
Inadequate kitchen facilities		1
No hot water supply		1
Inadequate heating or lighting		1
Antiquated electrical wiring		1
No wash-hand basin		1
Condensation		1
For each year in sub-standard accommodation		1
	MAX:	5

Pointing Procedure

Applicants are eligible for points from all categories, depending on which amenities are lacked.

Maximum points in group: 25

ALLOCATIONS POLICY**GROUP 2: SHARING AMENITIES**

An applicant will be eligible for points from this group if, in their present accommodation, the WC, kitchen or bath/shower are shared with people outside their own household. **Applicants may define their own household.**

Category	Pts
a) Applicant aged under 18 and living at home	3
Applicant aged under 18 and living with friends or relatives	7
Applicant aged under 18 sharing private let bedsit amenities	10
b) Applicant aged over 18 and living at home	10
Applicant aged over 18 and living with friends or relatives	15
Applicant aged over 18 sharing private let bedsit amenities	20
c) Applicants under 18 sharing with 4 or more	3
Applicants over 18 sharing with 4 or more	5
d) Written notice to leave	5

Pointing Procedure

The criteria will be applied as follows:

- a) Age of applicant and composition of household:
Single applicants under 18 will be dealt with separately from all other households and will have a different level of pointing.
- b) All other applicants and composition of household
Examples of households might be: elderly parent(s) living with a son, his wife and their children; adult son/daughter living with parents; man and woman living at home of a parent or other householder; etc.
- c) The number of other people who share the amenities
- d) Notice to Leave - an additional five points may be awarded if an applicant has been asked to leave. (Written evidence required) These points will be withdrawn after the expiry date of the notice.

Maximum points in Group

30

ALLOCATIONS POLICY**GROUP 3: SOCIAL NEEDS**

This group is concerned with social needs.

Category 1:	Incoming Workers defined as moving into Shetland from either mainland of Britain or other country Or moving to different area within Shetland. Essential defined either job specific i.e. emergency service workers Or outwith pressured areas workers with either a job or a firm offer of a job.	25
Category 2:	Applicants who are forced to move from an area due to continued racial or sexual harassment, or domestic violence (Clear evidence provided)	20
Category 3:	Applicants who have to travel undue distance to their place of employment when they have no means of transport and there is inadequate public transport or a ferry journey is required.	15
Category 4:	Applicants who are forced to move from an area due to continued racial or sexual harassment, or domestic violence	10

Pointing Procedure

The categories of this group are exclusive. Applicants will not be eligible for points from more than one category.

Maximum points in group: 25

GROUP 4: OVERCROWDED

Applicants will be considered to be overcrowded where their present accommodation falls below the following occupancy standard:

Each member of the household should have their own single bedroom, except where the household consists of:

- a) A couple, single parent or pregnant woman in a double bedroom
- b) Two children under five in a double bedroom
- c) Two children of the same sex under the age of 16, where the age difference is less than 3 years in a double bedroom

Living with immediate family	
1 bed space lacked	5
2 bed spaces lacked	10
3+ bed spaces lacked	15
Living with other people	
1 bed space lacked	10
2 bed spaces lacked	18
3+ bed spaces lacked	25

Pointing Procedure

Points will be calculated according to the size of the accommodation and the composition of the household and not according to the household's use of the existing space

Maximum points in group: 25

ALLOCATIONS POLICY**GROUP 4a: UNDEROCCUPYING**

An applicant already living in social rented housing will be considered to be underoccupying where, according to the occupancy standards detailed above, there is surplus space in their present accommodation.

1 surplus bed space	5
2 surplus bed spaces	14
3+ surplus bed spaces	25

Pointing Procedure

Points will be calculated according to the size of the accommodation and the composition of the household and not according to the household's use of the existing space. Points will only be awarded in this category where rehousing the applicant would free their current accommodation into the social rented sector

Maximum points in group: 25

GROUP 5: INSECURE TENANCIES

This group is concerned with the degree of insecurity of the applicant's accommodation, and deals with applicants whose accommodation is short term or where there is a threat or loss of that accommodation.

Category 1: 15

1. Protected tenancy (under 1 year lease, insecure)
2. Owner occupier **obliged** to sell and unlikely to be able to buy suitable accommodation with proceeds and foreseeable income.
3. Tied tenancy.
4. SIC Temporary/emergency accommodation

Category 2: 20

1. Short tenancy (under 1 year lease)
2. Holiday let
3. Short-term protected tenancy.
4. Protected tenancy with Notice to Quit
5. Marriage break-up (accommodation insecure)
6. Lodgings with board/part board-
7. Owner occupier **obliged** to sell and unlikely to be able to buy suitable accommodation with proceeds and foreseeable income. With fixed entry date

Category 3: 25

1. Short tenancy with Notice to Quit
Holiday let with Notice to Quit
Short-term protected tenancy with Notice to Quit
2. Homeless or shifting applicants
(this would be a provisional assessment. Final assessment would be based on the situation in which applicant most commonly finds him/herself).
3. Tied accommodation with Notice to Quit
4. Lodgings with board/part board where Notice to Quit-

Pointing Procedure

Applicants who stay with parents are not eligible for points from this group.

The categories of this group are exclusive and applicants will not be eligible for points from more than one category.

Maximum points in group: 25

ALLOCATIONS POLICY**GROUP 6: MEDICAL**

Applicants are awarded medical points where rehousing is needed as part of the treatment of their condition. Points will be given on the basis of the assessment by an independent medical practitioner, using the following guidelines.

Category1:	5
Category2:	10
Category3:	15
Category4:	20
Category5:	25

Pointing Procedure

An applicant who, on initial assessment, is awarded no points other than medical will be sent a medical questionnaire for immediate completion by his/her doctor. An applicant who is otherwise adequately housed may not be eligible to remain on the waiting list if assessed at Category 1 or 2

Maximum points in group: 25

GROUP 7: SUPPORT

This group is concerned with certain other specific reasons for an applicant wishing alternative accommodation but where the need for rehousing is less great.

Category 1:	Special Needs Accommodation required to receive/provide support of family, friends, or social support groups	25
Category 2:	Residency Access where there is a legal document specifying access rights in which an average of three nights over the year are to be spent with the applicant	15
Category 3:	General Needs Accommodation required to receive/provide support of family, friends, or social support groups, OR Residency Access where there is a legal document specifying regular access rights eg averaging two weekends a month; or written confirmation from the former partner of access rights similar to these or Category 2	10
Category 4:	Residency Access where there is a legal document or written confirmation from the former partner that children visit regularly even if infrequently	5

Pointing Procedure

The categories of this group are exclusive and applicants will not be eligible for points from more than one category.

Maximum points in group: 25

ALLOCATIONS POLICY

PET POLICY

Although the Association does not restrict access to the waiting list, in accordance with the Dog Fouling (Scotland) Act 2003 it reserves the right not to allocate properties with shared garden areas to applicants with pets.

FALSE INFORMATION

If an applicant attempts to gain advantage by giving false information or by withholding vital information, Hjalmland reserves the right to remove the applicant's name from the waiting list or withdraw any offer of housing.

APPEALS

Applicants who have a grievance about an allocation may appeal to the Management Committee, who will arrange an interview to discuss the matter. The final decision on any allocation rests with the Management Committee of Hjalmland Housing Association Ltd.

CONFIDENTIALITY

Applications for housing are confidential, and only staff processing housing allocations have access to housing applications.

Staff allocate houses in accordance with policies drawn up by the Management Committee of Hjalmland Housing Association Ltd.

Where individual applications being considered for allocation fall outwith existing policy, staff will present only such information as is necessary for Members to form a judgement in principle.

Any applicant has a right of access to personal information relating to that person in held in Association files. This is in addition to the rights given to all individuals under the Data Protection Act 1998.

An applicant has the right to see and obtain copies of their housing application and any other information supplied by them about themselves and their family.

The Association will not provide information which indicates its intentions relating to any individual. In addition, information will not be given which is likely, in the Association's view, to result in serious harm to the applicant or any other person; or where it is likely to result in the identity of another person being disclosed; or where the information comes from a health professional, who refused to allow access to that information; or information held for the purpose of prevention or detection of crime or where claims of legal privilege can be maintained.

REVIEW

The lettings policy is reviewed periodically.