

ALLOCATIONS**1.0 INTRODUCTION**

- 1.1 Our primary aim is to provide affordable and well managed rented accommodation to those in housing need, and at the same time to contribute to providing balanced and sustainable communities.
- 1.2 This Allocations Policy sets out the standards and general guidance which we will follow to ensure that our properties are allocated to those most in need of them.
- 1.3 We also aim to play a substantial role in the development of Special Needs Housing to provide:
- independent living for those with special needs;
 - in partnership with others, housing with appropriate support arrangements.
- 1.4 This policy is supported by detailed procedures.
- 1.5 This policy complies with:
- Communities Scotland Activity Standards AS1.1 and AS1.2 (November 2006)
 - Communities Scotland Guiding Standards GS1.2, GS2.1 & GS3.1 (November 2006)
 - Chapter 1 in the SFHA Raising Standards entitled 'Allocations' (March 2004)

The policy is also compliant with relevant sections the Housing (Scotland) Act 2001 and other relevant legislation as summarised at Appendix 1.

2.0 ADMISSION TO THE HOUSING LIST

- 2.1 We will accept applications from any applicant over the age of 16 years regardless of gender, marital status, age, ethnic origin, nationality, colour, religion or belief, sexual orientation, disability or health problem (including HIV infection or AIDS), financial circumstances or any local connections.
- 2.2 We will inform people of other housing options available to them. We work to the Scottish National Standards for Housing Information (Homepoint),
- 2.3 All applicants will be placed on our housing list and assessed in accordance with the system currently in operation (see section 3 below). Where there is excessive demand for particular properties we may not be able to actively consider those with lower

priority.

- 2.4 We will allocate housing to any applicant as detailed in para. 2.1 above, according to the procedures currently in place to match the suitability of available housing with the current highest need.
- 2.5 At all stages in the application and allocation process we will ensure that we comply with our Equal Opportunities Policy, which meets all current statutory requirements. All applications and allocations will be monitored to ensure compliance with equal opportunities.
- 2.6 We will work with others to simplify and maximise access routes into our housing. To ensure equal and fair access for all, information about Hillcrest and our Allocations policy will be made widely available in an easy to understand format, and also on request in appropriate minority ethnic languages, in braille, and on audio tape.
- 2.7 We have separate housing lists for Dundee, Fife and Angus areas.

In Perthshire and Edinburgh we are a member of the common registration scheme, applicants need only make a single application to be automatically considered by the Council and all member housing associations, therefore, certain sections of this policy will not apply to those applicants eg. Review of the Housing List and Change of Circumstances.

- 2.8 Current or former employees of Hillcrest, current or former members of the Committee of Management and their close family may apply for housing. Any resulting allocations will be made solely on the basis of housing need, and will require to meet current Communities Scotland requirements in terms of reporting and recording. All such allocations will require to be approved by the Communities Sub Committee.
- 2.9 We will operate an 'open' housing lists and will accept applications at any time.
- 2.10 We will actively promote access to application forms through organised promotional events and by distributing them to Local Authority Local Offices, and to appropriate offices of Voluntary Agencies and Advice Centres. We will accept requests for application forms by telephone, in writing, by personal visits to our offices, or via our website.
- 2.11 We will enter into Nomination Agreements with the Local Councils in whose areas we operate, whereby the Councils will be able to nominate applicants from their housing lists to an agreed proportion of our vacant properties.
- 2.12 Local authorities have the power to make referrals of statutorily homeless households. We have protocols in place with local authorities governing the operation of this.
- 2.13 We aim to give applicants the opportunity to make informed choices by:
 - no restriction on areas or choices

- the provision of quality information

2.14 We will assist Local Councils to achieve their Care in the Community objectives by entering into arrangements with Voluntary or Statutory organisations to provide supported housing for applicants with special needs.

2.15 We will develop appropriate procedures in association with the Local Authorities in whose areas we operate to ensure that we meet current statutory requirements for the provision of housing for homeless persons. Our housing management practices will seek to prevent homelessness wherever possible.

3.0 REVIEW OF THE HOUSING LIST

3.1 Applications should be renewed on a 6 monthly basis. Applications can be renewed by phone, letter, e-mail or visit to the office. Failure to renew will result in applications being cancelled.

4.0 CHANGE OF CIRCUMSTANCES

4.1 If your housing circumstances change you must let us know.

5.0 EXCLUSION OF APPLICANTS

5.1 We will only exclude applicants from our housing list in the following circumstances

- The applicant has requested removal
- The death of the applicant
- Failing to renew your application form

6.0 SUSPENSION OF APPLICANTS

6.1 We may in certain cases suspend applications from the list for a limited period. The reasons for suspension are as follows:

- Debts relating to a current or previous tenancy in excess of one month's rent and an arrangement to clear the debt has not been adhered to for a period of at least 3 months,
- Provision of false and misleading information
- Clear evidence of serious anti-social behaviour relating to a current or previous tenancy which has taken place within the last two years.

6.2 We have a separate policy on Suspending Housing Applicants.

7.0 ASSESSING HOUSING NEED

7.1 To ensure fair access to our properties from different sections of the community, at each review of this policy we will set quotas (expressed as a percentage of total annual lettings) for the following categories:

- housing list applicants
- transfer applicants
- nominations from local authorities
- HOMES Mobility Scheme nominations

7.2 We will assess housing need by a system of points allocated to the existing housing circumstances of each applicant. The points system will be approved by the Communities Sub-committee, reviewed regularly in the light of experience and amended as required.

7.3 Any quota arrangements and points systems approved will take account of the need to give appropriate priority to the needs of homeless persons.

7.4 In areas where there are 'difficult to let' properties we may apply other criteria in place of a points-based assessment of housing need to the allocations process.

7.5 The points system will be publicised in the information available to applicants and details will be available in all of our local offices. The current points formula is detailed in the procedures which support this policy.

7.6 Priority will be awarded to applicants who:

- are homeless or threatened with homelessness (in addition, applicants are advised to contact the local authority) or
- Over-crowding or
- are occupying a property which does not meet tolerable standard
- are living under unsatisfactory housing conditions
- Medical condition which would benefit from re-housing
- Provision or receipt of support
- Harassment and abuse
- Insecurity of tenure

8. ALLOCATIONS FOR SPECIAL NEEDS

8.1 We will aim to identify clients at an early stage of the development process and work with the client, their Occupational Therapist and other specialists to tailor the needs of the client to the building process, as well as ensuring the re-usable nature of the property.

8.2 We will endeavour to participate in the Community Care Forums and Allocation Liaison Groups of all local authorities in our area of operation and will work within their policy frameworks to identify the priority needs within each of the communities

- 8.3 Our Housing and Development Sections will work closely together, assessing the feasibility of providing special needs housing close to supporting amenities in all new projects, and/or where there is a specific need identified.
- 8.4 As part of our overall Community Care planning, we will aim to:
- assess the contribution which adaptations to property may make;
 - provide and, where necessary enhance specifications for adaptations to allow individuals to live as mainstream tenants;
 - encourage user participation in making effective use of adapted dwellings.
- 8.5 We will assess all requests for adaptations in accordance with our procedures and good practice and will apply for grants towards the costs where appropriate.
- 8.6 Where grant aid is not available or accessible we will provide additional funding to ensure that the specific needs of tenants are met, and to encourage the enhancement to the property for future use.
- 8.7 We will endeavour to work closely with individuals and voluntary groups, as well as with statutory authorities, to identify priorities and seek appropriate ways of meeting needs.
- 8.8 In making housing provision, we will aim not to be prescriptive but to seek flexible solutions tailored to the needs of individuals.

9.0 HOMES MOBILITY SCHEME

- 9.1 We participate in the HOMES Mobility Scheme which helps people move throughout the country. Nominations are received from other participating landlords and properties. We will aim to allocate 4% of our total lets to applicants referred through the HOMES Mobility Scheme.

10.0 CONFIDENTIALITY

- 10.1 Once submitted all applications will be confidential between the applicant and the Association. We will take up tenancy references with previous, Local Authority and Registered Social landlords and applicants will be asked to agree to this as part of the application. Staff will respect the confidentiality of personal information at all times. We will only discuss details of the application with third parties having obtained the applicant's prior written consent.
- 10.2 We have in place a policy on confidentiality that is available on request.

11 APPEALS

- 11.2 Applicants who are dissatisfied with the way their application has been assessed, reviewed, suspended or any other decision taken in relation to their application, can make an appeal in writing to the Director of Housing. Should the applicant remain dissatisfied with the response a further appeal may be made to the Communities Sub-Committee.
- 11.3 We also have a formal complaints policy and procedures copies of which are available on request.

12.0 MONITORING

- 12.1 We will publish our Allocations Policy and distribute a copy to each local authority and appropriate partner agencies.
- 12.2 We will ensure that all staff receive the necessary training to enable them to implement this policy and the procedures which support it.
- 12.3 Quarterly reports on the following are submitted to the Communities Sub-Committee:
- movement in the housing lists and the current total numbers;
 - the numbers and tenancy types of allocations made;
 - the proportion of lettings (as detailed in section 3.1) as compared to current targets.
- 12.4 Annual reports on the following are submitted to the Communities Sub-Committee:
- the percentage breakdown of allocations made in comparison to the quota targets set;
 - the results of equal opportunities monitoring of allocations made.
- 12.5 This policy will be reviewed by the Communities Sub-Committee at least every 3 years. In reviewing the policy we will consult with all key stakeholders and partner agencies.

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Policy approved by	Communities Sub-Committee
Date of next review	January 2010
Policy complies with	Activity Standards AS1.1 and AS1.2 Guiding Standards GS1.2, GS2.1 & GS3.1 Raising Standards Chapter 1 - 'Allocations'

Relevant Legislation

List of Legislation affecting allocations by Housing Associations

- Housing (Scotland) Act 1987
- Housing (Scotland) Act 2001
- Homelessness etc (Scotland) Act 2003
- Race Relations Act 1976 as amended by Race Relations (Amendment) Act 2000
- Sex Discrimination Act 1975
- Disability Discrimination Act 1995
- Human Rights Act 1998
- Matrimonial Homes (Family Protection) (Scotland) Act 1981
- Data Protection Act 1998

Relevant Documentation

- SFHA Information Note – March 2007 – Allocation and Immigration Status (Appendix 3)

Definition of Homelessness

“Someone is homeless under section 24 of the 1987 Act if he or she has no accommodation in the United Kingdom or elsewhere which he or she is entitled or permitted to occupy in one of the following ways:-

- *Is entitled to occupy by virtue of an interest in it (an owner or tenant)*
- *Has a right of permission, or an implied right or permission to occupy (eg as a lodger or in tied accommodation)*
- *Currently occupies as a residence by virtue of some protection given by law*

Section 24(2A) and (2B) of the 1987 Act provide that a person is to be treated as homeless even if he or she has accommodation, if it would not be reasonable for the person to continue to occupy it. Some examples may be:

- Living in Bed and Breakfast accommodation
- Hostel or other short stay accommodation
- External violence including racial or other harassment
- Occupation of the accommodation poses a substantial risk to the person’s health (including mental health)
- The accommodation is impracticable for a particular applicant because of physical disabilities

Section 24(3) of the 1987 Act defines as homeless someone who has accommodation but cannot use it for one of the reasons listed below:

- They cannot secure entry to it eg. unlawfully evicted tenants
- An attempt to live in the accommodation would likely to be met with violence or threats of violence likely to be carried out from someone else living in it
- A moveable structure eg caravan with no place to put it
- Both overcrowded and a danger to health eg effect of dampness on a respiratory disease
- It is not permanent accommodation and the person was classed as homeless immediately prior to the commencement of occupation.

Appendix 3

SFHA Information Note, March 2007



Allocations and Immigration Status

Introduction

This Information Note replaces the previous Information Note on this issue (August 2004) and provides updated information to members on allocation issues relating to immigration status and entitlement to housing and benefits. It is intended to complement the Raising Standards chapter on allocations. The Note is aimed primarily at housing management staff.

This is an area where rights and entitlements are both complex and constantly changing. Members should be aware that this Note reflects the law and good practice at the date of production only: we will be issuing updates to this Note as and when required. The Note is intended as an overview only and is not intended to be, nor should it be used as, a definitive statement of the law as it applies in all cases. A separate Information Note specifically covering asylum seeker and refugee rights and entitlements was produced in November 2003 and is available at www.sfha.co.uk.

Access to Housing Lists

There are no restrictions in the Housing (Scotland) Act 1987 as amended by the 2001 Act on the grounds of nationality, residence and/or immigration status to any individual or household making an application to a housing association. All applicants on a housing list are entitled to an assessment of housing need. Associations have no requirement to make enquiries about immigration status when accepting someone onto the housing list.

Allocation of Housing

Many housing associations are unclear what classes of people may be excluded from obtaining a tenancy as a result of their immigration status. **There are no legal restrictions on an applicant being allocated housing on the basis of their immigration status.** Housing associations are not restricted in the same way that local authorities are by immigration law in the allocation of housing. Associations involved in Common Housing Registers should therefore ensure that applicants are not excluded from offers of housing by an association on the basis of their immigration status because of restrictions placed on local authorities.

Entitlement to Benefits

There are many different reasons why people are resident in Scotland, and the reason for residence, along with their country of origin/nationality, will impact on their rights and entitlements to access housing, benefits and welfare entitlements such as health care. Many associations are rightly concerned about:

- only asking questions about immigration status relevant to an applicant's housing and not invading privacy and/or appearing to make assumptions about particular applicants
- the consequences of making an offer of housing to someone who may not be eligible for, and/or have no means of accessing, housing benefit

The following advice may help associations meet both of the above concerns.

Immigration status and benefit entitlement is a complex area of law and applicants and tenants should always be referred to appropriate advice and information services. It is not appropriate for associations to advise on immigration status. The information below is intended to provide information to associations on issues which may be relevant to decisions on allocations and applicants' ability to sustain a tenancy.

Are there restrictions, based on immigration status, on who can access housing association tenancies?

While there are restrictions on certain classes of people accessing council housing and help through homelessness legislation, there are no such restrictions on people accessing housing association tenancies in Scotland. The issue for applicants is not whether they have a right to access housing association tenancies but whether, if they are not employed and have no independent funding, they can meet their contractual obligation to pay rent.

What does 'No recourse to Public Funds' mean?

Some people are subject to immigration control and may have passports stamped with 'No recourse to public funds'. Section 115 of the Immigration and Asylum Act 1999 specifies the classes of people who are excluded from benefit; Section 118 of the same Act excludes classes of people from assistance from a housing authority. Housing association tenancies are not included in the law's definition of public funds. Public funds do include council housing, help through homelessness legislation and benefits such as housing benefit and 'in work' benefits such as child tax credit and working tax credit.

People who are 'subject to immigration control' can fall into many categories depending on their reason for residing in the UK, e.g. as visitors, students, fiancés, spouses or sponsored relatives etc and are from countries outside the European Economic Area (EEA – European Union states plus Iceland, Liechtenstein and Norway). This also applies to Switzerland although not a member of the EEA). However there are some exceptions, e.g. students whose funds from abroad have been temporarily disrupted may be able to claim benefit for a limited period. In addition some countries outside the EEA have ratified the European Convention on Social and Medical Assistance or the Council of Europe Social Charter, and nationals of these countries who are 'lawfully present' in the United Kingdom may be able to claim benefit.

Housing associations assessing applications for housing may want to be aware of restrictions on accessing help from the local authority as it means applicants may have no access to emergency accommodation from the local authority if homeless.

What are the rules for claiming benefits for EU nationals?

All 'people from abroad', including from EEA countries, who apply for income related benefits have to pass a 'habitual residence test'. This is a test which means that a person has to satisfy the decision-making authority that he/she is either habitually resident or should be treated as habitually resident in the UK. The Habitual Residence Regulations have recently been amended to include an additional requirement which is the 'right to reside' in the UK (*Statutory Instrument 2004 1232 – The Social Security (Habitual Residence) Amendment Regulations 2004*). Some people from EEA countries, who are not considered habitually resident, may be able to access non-means tested benefits such as contribution based Job Seekers Allowance as a result of past contributions to state insurance schemes in their country of origin.

Nationals of countries which have recently joined the EU have different rules.

The European Union has recently been extended – what rights to people from these countries have?

- On 1 May 2004 the following countries joined the EU – Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, the Slovak Republic, Slovenia, Cyprus (Greek) and Malta. One of the rights for individuals within the EU is the right to visit, work, live, study and travel freely throughout all member states. These are commonly called the ‘new EU countries’.
- On the 1 January 2007 Bulgaria and Romania joined the EU - there are slightly different rules and more restricted rights to enter the UK to work for nationals of these two countries.

People from the new EU countries (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, the Slovak Republic, Slovenia, Cyprus (Greek) and Malta) do have the right to housing association tenancies. However nationals from these countries (with the exception of Cyprus and Malta) have restrictions on their right

to claim benefits. Nationals from these new EU 8 countries are entitled to claim ‘in work’ benefits if they are in employment and have registered for the Home Office Workers Registration Scheme. In work benefits means housing benefit, tax credits and child benefit. Once these nationals have completed 12 months’ continuous employment (as defined by the DWP which includes holiday periods) they can apply for an EEA Registration Certificate and are subject to the same benefit rules as other EU nationals. As they will have been resident in the UK for at least a year they will be considered habitually resident.

These rules have some exceptions, e.g, they do not apply to people who are self employed or who were working legally in the UK for 12 months prior to 1/5/04. There are also some other less common exceptions which may be found on the Home Office website (www.homeoffice.gov.uk)

What about the housing and benefit rights of refugees?

SFHA has produced a separate Information Note on the specific rights and entitlements of refugees and asylum seekers which is available in the members’ publications section at www.sfha.co.uk. A refugee is a person (including his/her dependants and spouse) who has claimed asylum in the United Kingdom and has been recognised by the UK Government as a refugee and granted the right to stay in the UK. A refugee separated from his family is entitled to Family Reunion, i.e. members of a refugee’s immediate family (spouse, children) are able to join them in the UK and will be able to access public funds.

Refugees are entitled to claim all benefits and can access all housing tenures. Refugees are given 28 days on receipt of the decision of the UK Government before NASS (National Asylum Support Service) support is stopped and they are required to leave NASS accommodation. Current guidance is that refugees should not be considered to have a local connection with a local authority by virtue of being dispersed by NASS and should therefore be able to present as homeless to any Scottish local authority.

Some people may have been granted Discretionary Leave or Humanitarian Protection, having failed to obtain refugee status, but it is recognised that they cannot return to their country of origin. There are no restrictions on people in any of these categories accessing housing association property or the main means tested benefits. People in these categories can also apply for their families to join them in the UK but they do not have the right to Family Reunion. In their application for reunion they will have to show that they can support and accommodate their family members without recourse to public funds.

There are some people to whom we will be able to offer tenancies but who may not be eligible for housing benefit and may not have any source of income to pay rent – what should we do in these cases?

The Housing Act specifically precludes associations from taking income into account when allocating property. However, it would not be good practice to knowingly allocate a tenancy to someone who was unable to pay rent.

It is good practice in all allocations for associations to discuss with applicants the importance of making rent payments, sources of help such as housing benefit (and any restrictions on such sources of help), and the consequences of failure to pay rent. Some associations have Welfare Rights Officers who can assist in determining entitlement to assistance or can be referred to a local authority or voluntary sector welfare rights service. If this is common practice in all allocations it should not be necessary to address specific issues relating to immigration status in lettings.

In some cases an applicant will volunteer information on their immigration status. In these cases, where an applicant has 'No recourse to public funds', associations should be clear that housing association tenancies are not considered "public funds" (but the above advice on discussing rent payments with applicants still pertains). Associations may also wish to point out to applicants with restrictions on recourse to public funds that making claims for public funds such as housing benefit could prejudice future immigration status. Applicants who are unclear about their status or entitlement to benefit should be referred to other agencies such as CABx, Immigration Advisory Service or solicitors.

In some cases, e.g. where an asylum seeker receiving NASS support is on the housing list, it would be common sense to agree with the applicant that they are suspended on the housing list until a decision is made on their asylum claim.

If you are unsure about an individual's rights and entitlements

As there are no restrictions on entitlement to access housing association accommodation in Scotland for any category of immigration status, issues about rights and entitlements refer only to an applicant's ability to sustain a tenancy once granted i.e. meet their contractual obligations to pay rent. Associations therefore have no need and should not ask for proof of status, national insurance numbers or other means of identifying immigration status before deciding on an allocation of property. Associations who put in place advice and information which provides applicants with information on their responsibilities may find that applicants ask for information and advice on their entitlements vis-à-vis their immigration status.

SFHA suggests that all applicants are advised to seek advice on their specific circumstances and that associations maintain a list of appropriate agencies to refer to (see below).

In order to facilitate rehousing, applicants could be provided with a form of authority which – with the applicant's agreement - authorises the release of information about the applicant to the association which an applicant could take to an advice agency. This would allow the agency to discuss the applicant's circumstances with the association.

Useful Addresses

CABx – find in your local phone book

For **Solicitors** the Law Society has a list of solicitors providing legal advice on immigration (www.lawscot.org.uk)

Positive Action in Housing - 98 West George Street, Glasgow, G2 1PJ Tel 0141 353 2220 (www.paih.org)

Scottish Refugee Council - 5 Cadogan Square, (170 Blythswood Court), Glasgow, G2 7PH Tel 0141 248 9799 (www.scottishrefugeecouncil.org.uk)

Shelter has a number of housing advice centres across Scotland. To find the nearest check their website at www.shelter.org.uk

Immigration Advisory Service - www.iasuk.org

Operation of the Policy

□ Receipt of Applications

Applications will be categorised according to the size of property required and awarded points according to housing need. The points system is approved by the Communities Sub Committee and is subject to periodic review.

Following assessment applicants will be informed in writing within 2 weeks of the category of the application and the points awarded.

□ Making an offer of housing

Prior to any offer of housing a home visit or office interview will be conducted to assess how best we can meet the needs of the applicant.

Applicants can select to limit their application to particular types or location of property, for examples some people may only wish a ground floor flat in a certain location. Restricting the type or location of housing may reduce the chances of housing.

□ Refusals

Every effort is made to offer accommodation that is suitable for the applicant's needs and in their preferred area. Applicants who refuse an offer will be asked to complete a Refusal Form. This will help us to avoid making unsuitable offers in the future and will also provide us with useful information about our stock.

□ False and Misleading Information

If an application is found to contain false or omitted information, the application will be suspended from the active housing list for 6 months. Applicants who are housed through an advantage caused by false or omitted information may be subject to legal action to repossess the property. Please refer to our policy on Suspending Housing Applicants.

□ Access to Information

Applicants have the right to inspect their application or any information submitted in support of the application. Applicants are required to give us 28 days' notice.

□ Further Enquiries

We reserve the right to make enquiries on information supplied in housing application forms. All applicants will be asked to sign a declaration which will allow us to do this.

- Additional documents may be requested eg.
 - Those with a permanent, serious medical/physical problems who consider that rehousing will prevent deterioration in their medical condition will need to complete a Medical Assessment Form
 - Those who are under threat of eviction or whose current tenancy is not being renewed will be required to produce a copy of the Notice to Quit.

- Creation of Sustainable Communities

In order to help us achieve communities where people wish to stay we may use “lettings initiatives” for specific areas for a period of time. This is to avoid potential clashes of lifestyle or over concentration of a particular household type eg. Disproportionate numbers of young, single people. Individual lettings initiatives will be agreed by the Communities sub committee and will be time limited. It is recognised that the need for sub committee approval may result in properties being void for longer than is necessary, in these instances, the Director of Housing has delegated authority to approve the “lettings initiative” but this must be reported to sub committee at the first available opportunity,

The Points System

We operate a points system for the allocation of all our properties. This is a system that awards points for housing need according to the applicant's current housing circumstances.

□ Targets

Our aim is to achieve the following allocation targets on an annual basis. We monitor our performance against these targets on a regular basis.

Housing List	38%
Local Authority Nominations (including homeless referrals (Section 5))	38%
Transfers	20%
HOMES Mobility Scheme	4%

We also operate agreements with Support Providers whereby 6% of our stock is occupied by people with support needs at any one time.

□ Categories

Applications are placed in categories dependent on the house size required. The categories are as follows:

Category	House Size
A	2 apartment 1 person
B	2 apartment 2 person
C	3 apartment 3 person
D	3 apartment 4 person
E	4 apartment 4 person
F	4 apartment 5 person
G	4 apartment 6 person
H	5 apartment
J	6 apartment
K	Amenity
L	Sheltered Housing
S	1 apartment 1 person

Accommodation for wheelchair users will be allocated by referrals from local authorities.

□ House Sizes

We will allocate our houses under the principle that each person within the household should have their own single bedroom except in the following circumstances:

- (a) a couple living as partners sharing a double room

(b) two children sharing a double room under the age of 8

In relation to (b) above, on the applicant's request two children of the same sex irrespective of age can share a double bedroom.

It should be noted that there is a lower turnover of 3 plus bedroom properties, therefore, in instances where applicants have the same level of points those with mixed sex children will be offered properties of this size prior to applicants with same sex children. This is to make the best use of our housing stock and to acknowledge that the applicants with same sex children have more available options regarding size of accommodation.

In the case of parents who have joint custody or regular access to children eg more than two nights a week the children will be classed as permanent members of the household. However, overcrowding points will not be awarded.

Applicants with an expected child will be allocated accommodation according to their future needs.

□ Points

Points will be awarded in the following circumstances

<ul style="list-style-type: none"> ▪ Homelessness* ▪ Applicants threatened with homelessness* <p><i>*Reference should be made to the Code of Guidance on Homelessness</i> (See Appendix 2)</p>	<ul style="list-style-type: none"> ▪ Applicants in temporary homeless accommodation, bed and breakfast, sleeping rough ▪ Likely to become homeless within 2 months 	<p>20 points</p> <p>20 points</p>
<ul style="list-style-type: none"> ▪ Applicants in care who require housing as part of a resettlement programme 	<ul style="list-style-type: none"> ▪ Hospital; supported accommodation; children's home, prison 	<p>15 points</p>
<ul style="list-style-type: none"> ▪ Applicants with a Fixed Term Lease: 	<ul style="list-style-type: none"> ▪ Less than 1 year 	<p>10 points</p>
<ul style="list-style-type: none"> ▪ Local Authority Tenants who are subject to a Demolition Order 	<ul style="list-style-type: none"> ▪ To facilitate LA Demolition programme 	<p>10 points</p>
<ul style="list-style-type: none"> ▪ Applicants in lodgings, sharing with friends/relatives 		<p>10 points</p>

<ul style="list-style-type: none"> ▪ Applicants in below tolerable standard accommodation 	<ul style="list-style-type: none"> ▪ Outside Toilet ▪ No piped hot/cold water ▪ No bath/shower/wash hand basin ▪ Dampness/serious condensation (<i>subject to home visit</i>) 	<p>4 points</p> <p>2 points</p> <p>2 points</p> <p>2 points</p>
<ul style="list-style-type: none"> ▪ Applicants living in a caravan / house boat etc 		4 points

Further points will be awarded in addition to the above for:

<ul style="list-style-type: none"> ▪ Overcrowding 	<ul style="list-style-type: none"> ▪ Per bedroom required (<i>points will only be awarded for children sharing a double room if they are of opposite sex and one is over 8 years of age</i>) 	5 points
<ul style="list-style-type: none"> ▪ Medical Priority (<i>Applies where there are permanent serious medical/physical problems and rehousing will help prevent a deterioration in their medical condition</i>) 	<ul style="list-style-type: none"> ▪ Very High ▪ High ▪ Moderate ▪ Marginal 	<p>9 points</p> <p>7 points</p> <p>5 points</p> <p>3 point</p>
<ul style="list-style-type: none"> ▪ Applicants who live outwith the area applied for and are looking for rehousing to provide/receive support; 	<ul style="list-style-type: none"> ▪ Receiving/providing care/support 	5 points
<ul style="list-style-type: none"> ▪ Applicants who cannot get to work/education for designated hours or takes them longer than 1 hour to get to work/education 	<ul style="list-style-type: none"> ▪ Employment/Education reasons 	5 points
<ul style="list-style-type: none"> ▪ Applicants in urgent need of rehousing on grounds of harassment or abuse 	<ul style="list-style-type: none"> ▪ Physical abuse (domestic abuse, racial harassment, harassment) ▪ Verbal abuse 	<p>20 points</p> <p>10 points</p>
<ul style="list-style-type: none"> ▪ Exceptional circumstances not covered in our points schedule 	<ul style="list-style-type: none"> ▪ Points can be awarded at the discretion of the Director of Housing and reported to the Communities Sub Committee 	10 points

No points are awarded for waiting time, however, we will take the date of application into account where two applicants have the same level of points.

▪ Support Providers Referral Quota	▪ A quota is in operation with a support provider and the quota has not been reached	30 points
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