

Allocations Policy	Policy No: HM 08	Page: 1 of 16
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Allocations Policy

1. Introduction

- 1.1 The Allocations Policy is designed to address a wide range of housing needs. Points are awarded based on needs. At the same time Loreburn seeks to make best use of the available housing stock, whilst trying to support communities.
- 1.2 The Policy and associated procedures will meet legislative requirements and follow relevant guidance.
- 1.3 Loreburn has consulted with a wide range of stakeholders and diversity groups in the formulation and implementation of this Policy.

2. Key Principles

- 2.1 Access to the Housing List is open to any person over 16 years old. The Housing List is always open and applications can be made at any time.
- 2.2 Loreburn Housing Association is intent on ensuring equal opportunity so that no person is treated less favourably than any other person on the grounds of age, race, religion and belief, sexuality, gender, disability or other unwarranted grounds.
- 2.3 The Policy will be made widely available. On request it can be translated into other languages or provided in Braille, large print or on audio cassette.
- 2.4 Loreburn will meet its statutory duties to homeless people referred by the local authority (under Section 5 of the Housing (Scotland) Act 2001). This relationship with Dumfries & Galloway Council will be set out in an "Access to Housing Agreement".
- 2.5 Loreburn will work with Dumfries & Galloway Council to provide accommodation for those with special needs. Loreburn will also consider requests from external agencies that are working with clients requiring accommodation.
- 2.6 Loreburn will work with Dumfries & Galloway to provide accommodation for "Looked After Children" upon their release from care.
- 2.7 All applicants will be advised of the likelihood of being housed by Loreburn. We will make it clear where points are insufficient to support an offer of housing in the foreseeable future.
- 2.8 It will be the responsibility applicants to report to Loreburn any changes of circumstances which may affect their application.
- 2.9 The Housing List will be reviewed regularly. Applicants who do not respond to reviews, having been given sufficient opportunity to do so, will be removed from the List. An applicant can reapply for housing at any time.
- 2.10 Loreburn's Complaints Policy exists to help applicants dissatisfied with any aspects of the service. If an applicant is still unhappy with the outcome of the Complaints and Appeals Procedure then they may complain to the Scottish Public Services Ombudsman.

Allocations Policy	Policy No: HM 08	Page: 2 of 16
---------------------------	-------------------------	----------------------

- 2.11 This Policy is concerned with rented properties only. Allocation of shared ownership properties is dealt with under the Shared Ownership Policy.
- 2.12 Information provided by applicants is treated as confidential in line with relevant legislation.
- 2.13 Any allocations to Committee or staff members or their relatives will be reported to the Management Committee to ensure compliance with legislative requirements (Schedule 7 benefits).
- 2.14 This Policy will also meet the provisions of Loreburn's Diversity Policy, Risk Management Policy, Health & Safety Policy, Sustainability Policy and Tenant Participation Strategy.
- 2.15 The Management Committee will monitor the outcomes of the Policy on a regular basis.

3. Housing Types and Eligibility

Housing Types	Eligible Groups (Including Family Members)
General Needs Housing	Any person 16 or over
Sheltered Housing Accommodation designed mainly for older people with access to support and alarm call systems	Any person 60 or over, or younger people with a disability who would benefit from the support available. Loreburn may not accept applications for this type of housing if the needs exceed the level of support available.
Amenity Housing Accommodation built to certain standards making it suitable for older / disabled people – typically ground floor and Barrier Free	Any person 50 or over, or who have a medical condition.
Wheelchair & Disabled Housing Accommodation specifically designed or adapted for a wheelchair user or other disabled person	Any person with a condition benefitting from the property adaptations available.
Ground Floor Housing	Priority may be given to people who would benefit from level access. Medical evidence may be required in support.
Housing With Support Any property which benefits from additional support services. This can be self-contained housing or within a grouping.	Mainly by nomination from Dumfries & Galloway Council although individuals will also be included from the general Housing List.

4. Dealing With Applications

- 4.1 All applications must be made on Loreburn's application forms. Applications will be acknowledged on the day they are received.
- 4.2 All valid applications will be pointed in line with the system set out in Appendix 1, and added to the Housing List. Applicants will be advised within 15 days of their points level and rehousing prospects.
- 4.3 Properties will be allocated on the basis of housing need. No account is taken of waiting time, property ownership, or ability to pay.

Allocations Policy	Policy No: HM 08	Page: 3 of 16
---------------------------	-------------------------	----------------------

- 4.4 Prior to an offer being made, where practical, the applicant will be visited at home to verify circumstances and points.
- 4.5 Where an applicant deliberately provides false or misleading information they will be suspended from the Housing List, and any offer of housing made withdrawn. If a tenancy is granted on the basis of false information it is likely that repossession action will be taken.
- 4.6 References may be requested from an applicant's current or previous landlords.
- 4.7 Loreburn may suspend any applicant who has unpaid debts relating to any current or previous tenancy. Applicants may not be suspended if they can provide evidence that:
 - a. The outstanding debt is not legally attributable to them
 - b. The debt outstanding is less than 1/12th of the annual amount payable
 - c. Continuing arrangements are in place to pay the outstanding debt, and at least three months payments in accordance with the arrangement have been made.
- 4.8 Loreburn is likely to suspend any application where the applicant or a member of his/her household has been involved in anti-social behaviour. The circumstances of each case will be considered individually. In such cases Loreburn may offer a Short Scottish Secure Tenancy.

5. Suspension from Housing List

- 5.1 Where an application is being suspended from the Housing List, the applicant will be notified in writing of the decision, the reasons for it, along with details of the length of suspension. At the same time, the applicant will be advised on how to appeal against the decision that has been made and the action that is required to have the suspension removed.
- 5.2 In relation to anti-social behaviour, the applicant may at any time request a review of the decision taken to suspend their application on the grounds that there has been a significant change of circumstances, such as the involvement of the Social Work Services.

6. Sustainable Communities

- 6.1 As well as meeting housing needs, Loreburn wishes to make best use of its housing stock and help communities by providing a range of household types and addressing a different housing needs. To support this aim it is occasionally necessary to make allocations to applicants with lower points. Such allocations will be defined as "Community" lets.
- 6.2 Community lets are defined as follows:
 - a. Addressing a range of housing needs rather than an over concentration of households with high levels of vulnerability

Allocations Policy	Policy No: HM 08	Page: 4 of 16
---------------------------	-------------------------	----------------------

- b. Addressing employment instead of an over concentration of benefit dependant households. Applications from Key Workers will attract housing need points
- c. Sustaining existing family or community networks.

6.3 Loreburn will always aim to avoid housing applicants where there is likely to be a clash of lifestyles.

6.4 Applicants will be advised if not made an offer for reasons outlined above, and all such decisions will be recorded.

7. Transfers

7.1 Loreburn will accept applications from existing Loreburn tenants wishing to transfer to another Loreburn property. Transfer applications will be assessed and pointed in the same way as all other applicants.

7.2 Suspensions for tenancy related debts or anti-social behaviour as outlined at 4.7 and 4.8 above would also apply to transfer applicants.

8. Mutual Exchange

8.1 Mutual exchanges between Loreburn tenants both within Loreburn and with other Scottish Secure tenants of other Registered Social Landlords (such as other housing associations or local authority) will be encouraged when both households will benefit from the exchange and are rehoused in appropriately sized accommodation.

8.2 Permission for an exchange will not be withheld unreasonably, provided that:

- ▶ A valid Notice of Proceedings for Recovery of Possession has not been served against the tenant nor has an Order for Recovery of Possession of the house been made
- ▶ No rent loss is accrued by Loreburn
- ▶ A satisfactory tenancy reference is received for both the Loreburn tenant and incoming tenant. Tenancy related debts along with any instances of anti-social behaviour or other breaches of the Tenancy Agreement will be considered in determining whether an exchange should proceed
- ▶ In the case of accommodation other than general housing, each exchange partner must meet the normal criteria for access to the housing type they are exchanging to.

8.3 These examples do not in any way alter Loreburn's general right to refuse permission on other reasonable grounds.

8.4 All requests must be made on Loreburn's official Mutual Exchange Application Form. No exchange must take place until Loreburn and any other housing provider involved has given written permission for the exchange to proceed.

8.5 Under certain circumstances, Loreburn will also consider an exchange where the tenant holds a Short Scottish Secure Tenancy.

Allocations Policy	Policy No: HM 08	Page: 5 of 16
--------------------	------------------	---------------

- 8.6 Senior staff will make decisions relating to exchanges in the first instance. Should any tenant feel that their application has been refused unreasonably they can exercise the Complaints and Appeals Procedure highlighted in Section 16.
- 8.7 Loreburn will display a Mutual Exchange Board in Loreburn offices where tenants can advertise their present property and contact other tenants who may wish to exchange. The information is confidential, with a coding system for each property, which is matched to an actual name and address by staff.

9. Council Referrals

- 9.1 In addition to discharging its obligations to the statutory homeless, Loreburn will continue to accept nominations from the local authority for supported housing.

10. Offers

- 10.1 Applicants will be given a written offer of a tenancy and will be accompanied by staff to view the property. Applicants will be given three working days to decide to either accept or reject the **formal** offer of housing.
- 10.2 If an applicant accepts the offer of a tenancy, they will be asked to make a four weekly rent payment in advance, unless they will qualify for assistance with their rent through Housing Benefit.
- 10.3 Applicants will also be invited to become a member of Loreburn. The cost of this is £1.00.
- 10.4 Loreburn accepts that an offer of housing may be refused by an applicant. If the reason for refusal is such that Loreburn considers it unlikely that it will be able to meet the aspirations of the applicant then this will be discussed with the applicant. No penalty or suspension will apply where an offer of housing has been refused.
- 10.5 Loreburn will always aim to house applicants in appropriate locations and to maximise the choice available to applicants. As such, there will be no restriction placed on the number of towns an applicant can be considered for. Applicants will be able to select any number of town(s), area or development where they wish to be housed from the Association's List of Developments, subject to meeting the eligibility criteria for the property.

11. Assessment of Housing Need

- 11.1 All applications will be assessed and awarded points for identified needs in accordance with Appendix 1.
- 11.2 With a few exceptions, the Housing List for all areas is in excess of the available properties to let. Each applicant is therefore assessed with reference to the points schedule aimed at giving highest priority to applicants in the greatest housing need.

Allocations Policy	Policy No: HM 08	Page: 6 of 16
--------------------	------------------	---------------

11.3 This can be broadly described as assessing need in 5 main categories:

- ▶ Security of present accommodation
- ▶ Health, medical or support needs
- ▶ Overcrowding or underoccupation
- ▶ Condition of property
- ▶ Social and environmental factors

Homeless

- 11.4 Loreburn will work in partnership with the Council and will meet its statutory obligations to assist in the discharge of its duties to homeless people and those threatened with homelessness in accordance with Section 5 of the Housing (Scotland) Act 2001.
- 11.5 In addition to the above, Loreburn will continue to award points for those who are homeless / threatened with homelessness within our own **direct** Housing List. Loreburn defines homelessness as including all applicants who have no accommodation and are unable to live temporarily with others. This definition includes all those who will lose their accommodation or are unable to remain in their accommodation.
- 11.6 Loreburn will consider applications from persons that consider themselves to be homeless or potentially homeless.
- 11.7 Applicants who present direct to Loreburn will be given advice and assistance on their housing options. Applicants will also be referred to the local authority for a Homeless Assessment and further advice.

Insecurity of Tenure

- 11.8 For applicants who have accommodation, but only on a temporary basis, points will be awarded dependant on the length of time before applicants are required to leave the property. Applicants will be required to give proof of the date by which they are required to leave their present accommodation.

Relationship Breakdown

- 11.9 The Association's Policy is subject to the requirements of the Matrimonial Homes (Family Protection) (Scotland) Act 1981.
- 11.10 When an applicant applies for rehousing on the grounds of marital breakdown, Loreburn will react sympathetically and advise tenants of their rights under the above Act. Applicants will also be advised to seek legal advice.
- 11.11 Applicants whose relationship has broken down may be asked to provide satisfactory proof (in the form of a solicitor's letter) that their relationship has ended and that they are to separate as a consequence.
- 11.12 Separated parents seeking rehousing will be asked to provide proof of any custodial or access arrangements for children of a relationship.

Allocations Policy	Policy No: HM 08	Page: 7 of 16
---------------------------	-------------------------	----------------------

11.13 Loreburn recognises that it is not always possible for the outgoing partner in a separation to find alternative accommodation. Therefore, there may be applicants who apply on the grounds of marital breakdown that will be resident in the matrimonial home until rehousing is offered.

11.14 No points are given for relationship breakdown, but in non-violent circumstances the applicant can be awarded points under Security of Tenure and Sharing Facilities where still in the same home as the ex-partner. Where the applicant has moved out of the shared home, the most appropriate Security of Tenure category will apply.

Tied Accommodation

11.15 Applicants occupying tied accommodation who will be required to vacate their accommodation owing to retirement, ill-health, death of tenant, removal or termination of employment, will be awarded insecurity points, which will be set at varying levels dependant on timescales before having to vacate their property.

New Households

11.16 Single applicants and applicants who apply as couples living in the parental home will be awarded insecurity points. To enable them to gain access to independent living, single applicants and couples living outwith the parental home with friends or other relatives will also be awarded insecurity points.

11.17 In all cases, applicants will require to provide proof of length of time at current accommodation.

Caravans, Mobile Homes & House Boats

11.18 Applicants whose permanent residence is a portable mobile home, residential caravan or house boat may be awarded insecurity points.

Expensive Lease or Mortgage

11.19 Applicants may be awarded insecurity points if they have an expensive lease or mortgage (2½ times greater than a Loreburn rent for a similar size property) and can demonstrate that they do not have the means to pay this cost.

Medical Priority

11.20 The key principle in assessing medical condition is not the condition itself, but to what extent rehousing could help the medical problem. Staff will advise applicants with medical conditions on how their problems may be addressed without the necessity of a move, wherever possible.

11.21 In the case of Loreburn tenants, it may be possible to carry out adaptations via grant funding or seek Social Services assistance with the provision of appropriate aids. For all other applicants, Loreburn staff will endeavour to provide advice and assistance.

11.22 Applicants will be invited to submit a detailed Medical Questionnaire on which their needs and points will be assessed. In support of their application, applicants may wish to provide letters from their GPs and/or Occupational Therapists if necessary, as Loreburn will not make direct approaches for detailed information.

Allocations Policy	Policy No: HM 08	Page: 8 of 16
---------------------------	-------------------------	----------------------

11.23 Loreburn's ability to respond to the housing needs of physically disabled applicants depends on the availability of suitable properties. When a property adapted for someone with a disability becomes available, an applicant who requires this specialist accommodation will be sought.

Support Needs

11.24 Loreburn provides housing for individuals with support needs. Normally applicants are referred by Dumfries & Galloway Council or by appropriate support agencies. If an applicant applies directly to Loreburn and appears to have support needs, every effort will be made to contact relevant support agencies. This will usually lead to an assessment being made and will enable the Association to assess whether the applicant could be housed without specialist support. Applicants will always be informed of any decisions, which will affect their application.

11.25 If an applicant wishes to be housed to give or receive support, they must provide details of the support that will be given to/received from and the nature of the support. This must be verified by obtaining confirmation from the person from/to whom support is to be provided.

11.26 Where an applicant is living in supported or specialist accommodation that is no longer required, they may be awarded points to assist with a move to more suitable accommodation.

Harassment

11.27 Loreburn will consider applications from persons who are victims of harassment. Harassment and abuse of any kind is extremely serious and can have a detrimental effect on the quality of life and at worst can be life threatening. Claims of this nature will always be taken seriously with safety being paramount. In dealing with such cases, Loreburn will adopt the following procedures:

- ▶ Where there is evidence that there is damage to the applicant's property, or injury to the applicant or a member of the household, emergency rehousing will be sought. Loreburn is likely to seek assistance from the local authority in providing accommodation under the homeless person's legislation.
- ▶ Advice will be sought from all relevant agencies at all times should staff require assistance in making an assessment.
- ▶ Confirmation of incidents will be required from the Police and/or other official sources.

11.28 In respect of Loreburn tenants, it may be possible to rehouse victims of harassment by means of a Management Transfer. The Head of Housing and / or the Chief Executive Officer will consider such cases on an individual basis and have the authority to approve a Management Transfer. The Committee of Management will monitor the number of Management Transfers made to such applicants.

Allocations Policy	Policy No: HM 08	Page: 9 of 16
--------------------	------------------	---------------

Domestic Violence

- 11.29 Loreburn recognises that men, women and children have a right to live free from violence and abuse. Domestic violence may take the form of physical, sexual or emotional abuse and is likely to be between partners (married, co-habiting, gay and lesbian) or ex-partners.
- 11.30 Applicants seeking rehousing on the grounds of domestic violence will have their cases considered on the same basis as those applying on harassment grounds.
- 11.31 Staff will advise applicants on their rights as contained within the Matrimonial Homes (Family Protection) (Scotland) Act 1981, and will suggest that they seek legal advice.

Overcrowding / Underoccupation

- 11.32 Properties will be allocated according to household composition. A person or group of persons will not normally be allocated accommodation, which would cause the household to be overcrowded or underoccupied.
- 11.33 Overcrowding and underoccupancy points will be awarded according to the following criteria:
- ▶ One double bedroom for persons living together as a couple whether married, co-habiting, gay or lesbian.
 - ▶ One double bedroom for two children of the same gender (where neither child is 16 years or over).
 - ▶ One double bedroom for two children of opposite gender where both are under 8 years of age.
 - ▶ One single bedroom for all other persons.
- 11.34 Applicants must provide evidence of the number and ages of any children in their household.
- 11.35 Applicants must have custody of, or overnight access to, their children before they will be considered as part of the household. A solicitor's letter may be required to confirm access / custodial arrangements to children. Where regular overnight access is for less than four nights in one week, this will be reflected in the level of overcrowding points awarded.
- 11.36 For those applicants requesting an additional bedroom on the grounds of their medical condition, confirmation of this will be required from the applicant's GP.
- 11.37 Where the household is likely to be overcrowded on the birth of a child, overcrowding points will be applied five months after the start of the pregnancy. Written confirmation of the date of pregnancy will be required.
- 11.38 Allocations to any size of property, which would normally be regarded in terms of this Allocations Policy as underoccupation, may be made where there is no demand from larger households.

Allocations Policy	Policy No: HM 08	Page: 10 of 16
---------------------------	-------------------------	-----------------------

- 11.39 Two bedroom properties may be allocated to single applicants or couples where demand from larger households is low or supply of smaller accommodation is restricted at a local level. In addition, to assist in the balancing of communities, the allocation of two bedroom accommodation may be made to single people and couples to avoid overpopulation of an area by a particular household type.
- 11.40 At the point of allocation, the applicant's household should be accommodated in a property that meets minimum bedspace requirements. However, in extenuating circumstances, allocations may be made to households where there is no accommodation of a size or style suitable to their housing need but where allocation would result in a better standard of living accommodation for the household. The Head of Housing and / or the Team Leader will approve any allocations of this nature.
- 11.41 Overcrowding will be assessed according to the total number of persons in the present accommodation measured against the total number of bedspaces required as determined above.
- 11.42 If the applicant's household is split because of insufficient room in the present accommodation, all members of the household who wish to be rehoused together will be included as if in the main accommodation for the assessment of overcrowding.
- 11.43 Underoccupation will be assessed according to the total number of persons in the present accommodation measured against the total number of bedrooms required as determined above. Points for underoccupation are only allocated where the applicant is the main householder.

Condition of Home

- 11.44 Applicants, whose housing conditions are affected by the physical state of their home or where their home falls below tolerable standard, may be awarded points, subject to the following conditions:
- ▶ Accommodation is structurally unstable
 - ▶ Accommodation is in need of substantial or extensive repairs
 - ▶ Accommodation has sub-standard or dangerous services
 - ▶ Accommodation lacks essential services and amenities
- 11.45 If points are to be awarded under the above categories, the condition of the accommodation will need to be verified from an official source.
- 11.46 If general maintenance is the tenant's responsibility, no points will be awarded for disrepair.
- 11.47 If the accommodation condition appears very serious (ie. Below Tolerable Standard), the applicant will be advised to notify the local Environmental Health Department. The applicant should also be advised to notify Loreburn of any subsequent local authority assessment, as this may then affect other points assessment (eg. if the accommodation is declared unsafe and a Closing Order served, tenure and security points may increase).

Allocations Policy	Policy No: HM 08	Page: 11 of 16
--------------------	------------------	----------------

Lacking Facilities

11.48 Applicants whose housing conditions are affected by the lack of facilities will be awarded points for each facility lacking as follows:

- ▶ No central heating (eg. partial heating)
- ▶ No facility to enable laundry equipment.

Sharing Amenities

11.49 Applicants who are defined as a separate household and are currently living with friends or relatives or in a house of multiple occupation, will be awarded points for any amenity that is shared with persons not of their own household.

11.50 Points will be awarded for the sharing of one or a combination of the following amenities:

- ▶ Kitchen
- ▶ Lounge
- ▶ WC
- ▶ Bathroom

11.51 Applicants still to leave home for the first time will not be awarded points for sharing amenities.

Travel to Work or Amenities

11.52 Loreburn will consider the housing needs of applicants who have valid reasons for seeking a move from their present environment. This may be due to the distance from amenities and a lack of public transport in rural areas.

11.53 Points will be awarded where an applicant or member of their household needs to be closer to a place of work, educational establishment or an essential service which is regularly used such as hospital, day care centre for children etc, subject to the following conditions:

- ▶ The applicant has employment or a firm offer of employment, and the journey to work, by the applicant's available means of transport, would take one hour or more from **their** present accommodation. Accommodation applied for must be within the above travel to work time for points to be awarded under this criterion.
- ▶ The applicant is more than one mile from amenities or essential services, without a car, and the accommodation applied for is within one mile of amenities / essential services. The applicant must be over pensionable age, or have a medical condition that requires regular access to a hospital or GP surgery, or where the household includes a child under the age of 5 years.

Applications from Prisoners

11.54 Applications from prisoners will be awarded points on the basis of having no tenancy, but only up to one calendar month before a confirmed date of release. If no offer of tenancy is made before the prisoner's release date, the application will be reassessed in accordance with circumstances then prevailing.

Allocations Policy	Policy No: HM 08	Page: 12 of 16
--------------------	------------------	----------------

11.55 Loreburn is entitled and may ask Dumfries & Galloway Council Social Services Department if the prisoner will be under a Supervision Order on release and if so what the Order relates to. If there is any potential sensitivity, the matter will be referred to the Team Leader of Head of Housing for consideration.

Sex Offenders & Potentially Dangerous Offenders

11.56 All persons are entitled to apply to Loreburn for housing. Where applications are received from Registered Sex Offenders, or other potentially dangerous offenders, Loreburn will collaborate with the Criminal Justice Department and the Police. An allocation will only be made if the property and area are considered suitable and appropriate following the detailed risk assessment.

11.57 As with other applicants, points will be awarded based on the applicant's current housing circumstances.

Environmental Issues

11.58 Where an applicant is a pensioner and / or disabled and unable to manage their garden in their present accommodation, they may be awarded points if the accommodation applied for has a maintained communal garden or no garden.

11.59 Where a member of the applicant's household is under 10 years of age and they have no access to a garden. Points may also be awarded under this category, where appropriate, five months after the start of a pregnancy.

Social Isolation

11.60 Where an applicant is a pensioner and has no social or family support, points may be awarded for emotional isolation if they are applying for sheltered housing.

Incoming / Key Workers

11.61 Where an applicant is moving to the area to take up employment, or has been offered a job defined as a Key Worker employed within the medical, educational or Social Services professions, being the key areas of acute employee shortages within Dumfries & Galloway, points may be awarded. This will also assist in meeting Loreburn's objective of creating sustainable communities.

Time in Need

11.62 Where housing need results in the same points, time in need will be considered next. For example, where applicants for the same area, type and size of accommodation have the same number of points, priority will be given to applicants who have been in housing need for the longest period. The main reason for requiring housing / rehousing will need to be identified to be able to compare applications (ie. date of marital breakdown, time in accommodation with medical requirement, time in accommodation with inadequate facilities, etc).

11.63 In some cases, it will not be clear when the circumstances that relate to main time in need started (eg. under-occupation has developed as family have grown up and moved away). In cases only where there is no clear commencement of need, time in need will be assumed to start from the date of application to the Association.

Allocations Policy	Policy No: HM 08	Page: 13 of 16
--------------------	------------------	----------------

12. Local Lettings Initiatives

12.1 Loreburn operates a Local Lettings Initiative for new developments to support communities. This is set out in Appendix 2.

13. Letting Quotas

13.1 In order to maintain a balance between the types of lets, Loreburn will use broad indicative targets as undernoted:

- ▶ 55% Council Referrals (including Section 5 and Housing with Support)
- ▶ 30% Housing List Applicants
- ▶ 15% Internal Transfer List Applicants

13.2 Loreburn will be flexible when attempting to meet these quotas, which will be reviewed on an annual basis, as the main aim of the Allocations Policy is to meet housing need.

14. Special Cases

14.1 The list of housing criteria can never cover all situations. It is therefore necessary to have a Special Cases Section although it is expected that this will be used very infrequently. This will be operated by senior staff.

14.2 Any application to be considered as a Special Case will be reported to the Committee of Management for review.

15. Points Awards

15.1 Housing needs will be assessed and prioritised using a Points System. Points will be awarded on the basis of the applicant's existing housing situation and personal housing needs as identified in Appendix 1.

15.2 Points are mutually exclusive within any one category, and the highest points applicable will be awarded where more than one criterion applies.

15.3 If an application is received from a split household and points are applicable to more than one household member, they will be allocated on the basis of whichever applicant is in highest housing need at the point of allocation.

16. Policy Review

16.1 The Policy will be reviewed every three years or sooner if necessary.

Allocations Policy	Policy No: HM 08	Page: 14 of 16
--------------------	------------------	----------------

Appendix 1

Points System

Tenure & Security

Applicants who are statutory homeless or about to be homeless AND in priority need as determined by the Section 5 Referral to Loreburn Housing Association from the local authority (including applicants placed in temporary accommodation by the local authority). 50

Applicants who are statutory homeless or about to be homeless AND in priority need as determined by the local authority. 25

Applicants with proof of date to leave present accommodation (eg. mortgage repossession, Short Tenancy / Tied Tenancy with formal notice of date to leave):

- ▶ Less than 3 months remaining 25
- ▶ 3-6 months remaining 20

Roofless / sleeping rough / No Fixed Abode 15

Where a tenancy has been created or converted to a Short Tenancy on grounds of anti-social behaviour, insecurity of tenure points will not apply.

Households living "care of" or sharing accommodation (eg. care of friends or relatives; lodgers),

- ▶ Family 15
- ▶ Couple/Single Person 10

Relationship breakdown (in non-violent situation) wishing to establish separate household:

- ▶ Family 15
- ▶ Single Person 10

Applicants with no tenancy (eg. hostel or refuge with no Occupancy Agreement), living in B&B or other temporary accommodation provided by the local authority for non-priority homeless or in long-stay institutional care. 10

Short Tenancies where a NTQ has not been issued excluding those converted as a result of anti-social behaviour. 5

Tied Tenancies where no formal notice to vacate has been issued. 5

Applicant with an expensive lease/mortgage (2½ times LHA rent) 5

Applicants living in portable mobile homes, caravans or house boats. 5

Medical Priority

Points will be awarded where the applicant or a member of his/her household, whether or not that person is moving into the new accommodation, has a medical condition caused or aggravated by current housing conditions and:

- ▶ A. Rehousing would alleviate the situation 15
- ▶ B. Rehousing would significantly improve the situation 10
- ▶ C. Rehousing would slightly improve the situation 5

Shared Facilities

Sharing one, or a combination of the following, with other households, including relationship breakdown, but excluding new households 5

Living Room; Kitchen; Bathroom; WC

Overcrowding

Points will be awarded in accordance with 11.32 – 11.43 of the Allocations Policy for each bedspace required, to a maximum of 60 points. 20

Where overnight access is less than four nights in one week, points will be awarded for each bedroom required, to a maximum of 30 points. 10

Allocations Policy	Policy No: HM 08	Page: 15 of 16
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<p>Underoccupation Points will be awarded in accordance with 11.32 – 11.43 of the Allocations Policy for each bedroom above the number required, to a maximum of 9 points</p> <p>Domestic Violence Points will be awarded where the applicant or member of the applicant's household is at risk of physical, mental or sexual abuse from another household member.</p> <p>Harassment Points will be awarded where the applicant or member of the applicant's household is a victim of serious harassment as detailed in 11.27 – 11.28 of the Allocations Policy. <ul style="list-style-type: none"> ▶ Regular ▶ Intermittent </p> <p>Support Where an applicant or member of their household needs to move to be able to provide or receive support.</p> <p>Specialist Accommodation Where an applicant is living in specialist accommodation that is no longer required.</p> <p>Condition of Property Where the property has been assessed as being Below Tolerable Standard (eg. structurally unstable, sub-standard or dangerous services). Poor state of general maintenance (eg. poor internal fittings, internal joinery or plasterwork where not the tenant's responsibility).</p>	<p>3</p> <p>25</p> <p>25</p> <p>10</p> <p>10</p> <p>10</p> <p>30</p> <p>5</p>	<p>Incoming Workers The applicant is <i>moving into</i> the area as a result of being offered employment in Dumfries & Galloway.</p> <p>Key Workers The applicant has been offered employment in Dumfries & Galloway and the job is deemed as a key worker.</p> <p>Travel to Work or Amenities Points will be awarded for travel to work <i>or</i> amenities in accordance with 11.52 – 11.53 of the Allocations Policy.</p> <p>Lack of Facilities Points will be awarded for <u>each</u> facility that the applicant has no access to: <ul style="list-style-type: none"> ▶ No Central heating (eg. partial heating) ▶ No facility to enable laundry equipment </p> <p>Environmental Issues Unable to maintain garden in accordance with 11.58 - 11.59 of the Allocations Policy. Children under the age of 10 who do not have access to a garden</p> <p>Social Isolation Emotional Isolation points for sheltered housing where applicant is of pensionable age and has no social or family support</p> <p>Special Cases Reported to the Committee of Management</p>	<p>10</p> <p>15</p> <p>10</p> <p>5</p> <p>5</p> <p>7</p> <p>5</p> <p>7</p> <p></p>
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****Points are mutually exclusive within any one category, and the highest points applicable will be awarded where more than one criteria applies.***

Allocations Policy	Policy No: HM 08	Page: 16 of 16
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Appendix 2

Rural Lettings Initiative

1. Background

- 1.1 The aim of this Rural Lettings Initiative is to help support rural communities where a new-build housing development is being planned to meet identified housing need in that area.

2. Local Connection Points

- 2.1 Points are awarded for local connection with the community where an applicant is:
- ▶ currently living at an address within the village
 - ▶ currently living within a defined radius of the village boundary or within the catchment area for the local primary school
 - ▶ employed, or has been offered (or is likely to be offered) employment, in the village or a defined radius of the village boundary
 - ▶ moving to the village to be near a relative or carer
 - ▶ wishing to move to the village due to other special social or medical reasons
 - ▶ seeking to return to the village where he or she were born or close relatives live
- 2.2 Risk of harassment or domestic violence may also justify local connection points.
- 2.3 The length of time an applicant has resided in the village cannot be taken into account.
- 2.4 Twenty points will be awarded to applicants who meet the criteria under this initiative.
- 2.5 Priority will be given to an applicant with a local connection with the village where the level of points awarded, including local connection points, between applicants are equal.

3. Criteria for Applying Rural Lettings Initiative

- 3.1 All new developments outwith the Dumfries and Stranraer will be considered for the lettings initiative by Management Committee. Dumfries & Galloway Council will also be consulted.
- 3.2 If applied the rural lettings initiative will be widely publicised.

4. Monitoring

- 4.1 The outcomes of the initiative will be reviewed by the Management Committee to ensure a range of housing needs are addressed in line legislative requirements.