

**SCOTTISH VETERANS HOUSING
ASSOCIATION LIMITED**

**ALLOCATIONS
POLICY**

APRIL 2008

PRINCIPLES AND OBJECTIVES OF THE ALLOCATION POLICY

Principles

Consistency – The SVHA will apply the Allocations Policy in a fair and consistent manner so that all applicants with similar characteristics are treated in a similar manner to achieve similar outcomes.

Openness - The SVHA will provide explanatory leaflets on the Policy and Information on the operation of the Allocation Policy (whilst maintaining individual confidentiality);

Legality – SVHA will ensure the Allocation Policy reflects the legal framework and best practice.

Responsiveness – SVHA seeks to have a policy which is capable of responding to a wide range of complex needs and circumstances.

Equal Opportunities – SVHA will act in a manner to encourage equal opportunities and will seek to ensure that information on the Allocations Policy in a manner consistent with equal opportunities.

Objectives

- To address the ex-service persons housing needs in particular but also the community as a whole.
- To assess applicants for housing in an objective, consistent and fair manner, complying with the relevant legislation and best practice.
- To sustain and promote local communities as far as possible.
- To monitor performance and respond to changing patterns of needs as they may arise by reviewing the Allocations Policy of the SVHA on a regular basis.
- To inform the SVHA strategic planning process.
- To be as straightforward as possible and to be written and explained without the use of jargon.

Acceptance of Applications to the Housing List

The SVHA will accept applications from ex-service personnel and the community as whole.

The SVHA will seek to ensure equality of treatment for all applicants without prejudice or discrimination based on class, gender, sexual orientation, race, ethnic origin, nationality, religion, age, disability or illness.

Application for housing can be made jointly between members of a household. Where a joint application is made, a joint tenancy will normally be offered.

The SVHA will retain the right to exclude those from the waiting list who have been evicted by any other social or private landlord for anti-social behavior. In addition individuals who are in rent arrears with the SVHA and any registered social landlords will be similarly excluded until a mutually agreed repayment arrangement is set up and regular payments made over a three month period SVHA will not take into account where the amount of the outstanding liability is not more

than one twelfth of the annual amount payable (or which was payable) by the applicant to the landlord in respect of the tenancy in question in accordance with the Housing (Scotland) Act 2001 paragraph 10 (4) (2A).

The Assessment of Priorities for Housing

The SVHA will assess all applicants for housing on a fair and consistent basis. The placing on the Housing List will be determined by the numbers of points awarded to the applicant, on the basis of their current circumstances. The SVHA is required to give reasonable preference to people who are occupying accommodation which does not meet the tolerable standard, people who are overcrowded or have large families, people who are living under unsatisfactory conditions and to people who are homeless or threatened with homelessness. The points system set out below aims to ensure that reasonable preference is given to applicants with these types of housing need, in accordance with the Housing (Scotland) Act 2001.

Medical Needs

The SVHA will as and when required outsource professional medical advice in the assessment of medical needs. The medical assessment will be completely independent of the SVHA any decision being final with no appeal.

Overcrowding

To calculate overcrowding points, the SVHA considers that separate bedrooms are required for-

- Husband/wife or similar partnerships
- Each person aged 16 years or over
- Children aged 6 years or over of different sex from other children of any age
- No more than two persons of any age should occupy one bedroom
- Children of the same sex where there is an age difference of 4 years or more between the elder and the younger child.
- Applicants current accommodation will be assessed on the above basis and 30 points awarded for each bedroom needed, up to a maximum of 120 points.
- In cases where an additional bedroom need arises from pregnancy, overcrowding points will be added to the application from the date of confirmation of the pregnancy. However, in allocating properties, preference will be given to instances where overcrowding currently occurs, rather than to instances of potential overcrowding.
- Any points awarded for overcrowding will be considered in relation to the actual number of bedrooms in the property under consideration.

Occasional Overcrowding as a result of Access to Children

In cases where an additional bedroom is required for frequent and regular overnight access to children a total of 15 points will be awarded. The award of such points will only be made where access visits result in overcrowding and will be subject to proof of frequent overnight access arrangements being provided from, for example the Court, a solicitor or other appropriate professional such as a social worker. The maximum points award in this category is 15 points.

Poor Housing Conditions

Where applicants are occupying housing which is below the tolerable standard, 10 points will be awarded for each of the standards failed as listed below. The maximum points awarded will be 100 points.

Points will be awarded when the property;

- Is not structurally stable
- Is not substantially free from rising or penetrating damp
- Does not have satisfactory lighting
- Does not have an adequate supply of piped wholesome water available within the house.
- Does not have a sink with a satisfactory supply of hot and cold water within the house.
- Does not have a toilet within the house for the exclusive use of the occupants.
- Does not have an effective system for the drainage and disposal of foul and surface water.
- Does not have satisfactory facilities for the cooking of food.
- Does not have a fixed bath or shower with a hot and cold water supply.
- Does not have a wash hand basin with a hot and cold water supply.

Insecure Tenure

Applicants who are living in insecure accommodation will be awarded 15 points. The definition of insecure accommodation includes lodging, arrangements, short assured tenancies, tied tenancies, HMF tenancies, and rural lease properties. Other situations may also be deemed to be insecure by the Housing Manager.

Homelessness

Applicants who become homeless and the City of Edinburgh Council, Dundee City Council or any other relevant council accepts the applicant is homeless, in priority need and unintentionally homeless under the terms of Part 2 of the Housing (Scotland) Act 1987 as amended by the Housing (Scotland) Act 2001 and the Homelessness Etc (Scotland) Act 2003 will be awarded 15 points for homelessness.

Sharing Amenities

Where applicant shares amenities with other people who are not to be housed with the applicant and his/her family, points will be awarded for the amenities which are shared with that household:

- Inside toilet 4 points
- Outside toilet 5 points
- Sink 2 points
- Wash hand basin 2 points
- Kitchen 3 points
- Cold Water 2 points
- Hot Water 2 points
- Bath/Shower 3 points
- Electricity 2 points

For applicants in flatted accommodation, points will be awarded where applicants:

- Share garden/drying area ground 2 points
- Share common access to front door 2 points
- Access their property by means of an external stairwell (shared or exclusive use) 2 points

Exceptional Circumstances

Where there are exceptional circumstances which cannot be recognised by the award of points under the factors detailed above, exceptional circumstances points may be awarded at the discretion of the Housing Manager, following confirmation of the particular circumstances of each case with any appropriate agency.

Points may be awarded on a range of up to a maximum of 100 points.

An award of points under this heading of the policy is intended to deal with extremely urgent and/or exceptional circumstances which cannot be recognised elsewhere in the policy, the award of such points will normally be made for one offer of housing.

**ROOM ALLOCATION POLICY FOR WHITEFOORD HOUSE AND ROSENDAEL
HOUSES IN MULTIPLE OCCUPATION
FURTHER GUIDANCE**

1. The Scottish Veterans Housing Association operates a non-discriminatory allocation policy within the Rules of the Association and the Constitution of the associated Charity.
2. Accommodation will be primarily allocated to such former members of any part of the Armed Forces of the Crown or Merchant Marine, their spouses living with them and the widows and widowers of former residents or the community as a whole as are in necessitous circumstances upon terms appropriate to their means.
3. The allocation of accommodation to married couples; widows and single women will be subject to suitable accommodation being available,
4. Physical circumstances will be considered when allocating accommodation. Priority will be given to applicants who are homeless or who have an accommodation need.
5. Applicants for accommodation may be of any age but must be mentally and physically capable of looking after themselves, as there is no provision for care or nursing. Applicants may be required to undergo a medical examination to ascertain their suitability for acceptance as a resident.
6. Disabled applicants will be considered for accommodation but their acceptance may be dependent upon the extent of their disability and the availability of suitable accommodation.
7. Consideration for accommodation will be dependent upon completion of the SVHA housing application form.
8. The Manager of the Residence, or in his absence his Deputy will be responsible for accepting residents and allocating accommodation.
9. A register of all applications for accommodation will be maintained. This register will clearly indicate the main reasons on which the application was accepted or rejected.
10. Allocation of accommodation will be subject to the applicant accepting the Conditions of Residence.