

Paragon Housing Association Limited

POLICY:	ALLOCATIONS
POLICY AREA:	HOUSING MANAGEMENT
DATE APPROVED:	13th JUNE 2007
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CONTENTS

1. Aims
2. Objectives
3. Legislative and Regulatory Framework
4. Eligibility
5. Criteria
6. Changes in Circumstances
7. Nominations
8. Application Forms
9. Enquiries into Application Details
10. Registration
11. Applications by Committee Members and Their Relatives or Persons Employed by The Association
12. Transfers
13. Points System
14. Medical Needs
15. Statutory Homelessness – Including Priority And Non-Priority Homelessness
16. Insecurity
17. Others seeking Permanent Independent Accommodation
18. Sub-Standard Accommodation
19. Overcrowding
20. Under-occupation
21. Children in Flats
22. Two Tenancies for One
23. Social Points
24. Priority of Applicants - Equal Points
25. Special Needs
26. Section 5 Referrals
27. Special Cases
28. Removal From the Waiting List
29. Arrears
30. Asylum Seekers
31. Housing Sex Offenders
32. Special Lets/Care in the Community
33. Local Lettings Initiatives
34. Mutual Exchanges

- 35. Assignations/Successions
- 36. Equal Opportunities
- 37. Information and Advice
- 38. Confidentiality
- 39. Abuse of the Allocation's Policy
- 40. Suspension of Applications
- 41. Role of the Management Committee
- 42. Complaints and Appeals
- 43. Monitoring
- 44. Review of Waiting List
- 45. Policy Review
- Annex 1 Points System

1. AIMS

Paragon Housing Association aims to make the best use of the housing stock it has available by giving greatest priority to those in housing need whilst being as sensitive as possible to the individual circumstances of applicants.

The Association's Allocations Policy aims to provide housing of a correct size and type to applicants in most housing need and who should receive priority in being allocated a tenancy, and to exclude the possibility of inconsistency, favouritism or discrimination.

The Allocations' Policy aims to assist the achievement of the Association's objectives set out in our Internal Management Plan

2. OBJECTIVES

The objectives of the Allocation's Policy are to:

- To ensure that people have fair and open access to our housing list and assessment process.
- To work with other relevant bodies to simplify access routes into our housing stock. The Association is currently working with Falkirk, Stirling and Clackmannanshire Councils to implement Common Housing Registers.
- To promote social inclusion but ensuring a balance is struck between the interests of the individual and that of the community.
- To let houses in a way that gives reasonable preference to those in greatest need and makes the best use of available stock.
- To provide clear, accurate information and advice to allow applicants to make informed choices throughout the allocations process.

3. LEGISLATIVE AND REGULATORY FRAMEWORK

The Association seeks to ensure that its Allocation's Policy reflects the legal framework and good practice.

4. ELIGIBILITY

Sections 19 and 20 of the Housing (Scotland) Act, 1987 (as amended by Sections 9 and 10 of the Housing (Scotland) Act 2001) entitles anyone aged 16 years or over to be admitted to the housing list including current Association tenants. This right to be admitted on the housing list is not the same as the right to be offered accommodation. An offer of housing is decided by the priority awarded to each housing applicant in accordance with the Allocation's Policy.

All applicants will be treated equally and applications assessed strictly on the basis of housing need. There will be no residential qualification restricting those eligible to apply.

Married couples or persons living together who decide to separate will be eligible to apply for alternative accommodation.

Owner-occupiers will not be excluded from applying. As with all applicants the overriding criteria for allocating a tenancy will be housing need.

No-one will be debarred from applying for a tenancy by a previous eviction or a record of rent arrears, although these factors will be fully investigated by the Association.

A formal application form must be completed by each applicant, giving full details of all circumstances and the type/size/area of accommodation requested. A points system will be used to give a priority category to those applicants with the greatest need. The application form will be obtained from the Association's office and/or other outlets. If necessary the Association's staff will assist in completing the form.

5. CRITERIA

In allocating tenancies the Association will meet the following criteria:

- Ensure that applicants and properties are suitably matched up
- Ensure that the housing stock is put to the best use in housing management terms
- In operating this policy, the Association will ensure that there is no actual or implied discrimination against applicants or potential applicants on the grounds of race, colour, gender, ethnic origin or sexual orientation.

In the event that there is no demand on the Association's waiting list it will initially seek a referral from the Council. In the event that they fail to make a referral the Association will try to make the best possible match from the applicants on the waiting list.

Acceptance of any application does not bind the Association to make an offer of tenancy within any specified period.

The Association will take up any references it sees fit to support an application,

provided the applicant has given written permission to do so under the Data Protection Act.

6. CHANGES IN CIRCUMSTANCES

The responsibility for notifying the Association of changes in circumstances lies with the applicant. All applicants should be aware that failure to notify the Association of any changes might affect their points' level and their priority within the system. It is therefore essential that all changes be notified immediately.

If an applicant's circumstances change which will result in them receiving increased points the applicant will not require to complete a new application form. However, the applicant's date of application will change to the date on which they advised the Association about their new circumstances.

7. NOMINATIONS

The Association will consider nominations from Falkirk, Clackmannanshire and Stirling Council's waiting list for up to 50% of vacant stock, through a formal nomination agreement with each Council. The nomination would be at the discretion of the Council and the Association will have no responsibility in determining who the Council nominates.

8. APPLICATION FORMS

Each applicant would be asked to choose:-

- AREA - Each applicant will be allowed to choose as many areas as they like.
- SIZE - The Association may in special circumstances consider an applicant for one bedroom more than the family compliment requires. Special circumstances are:
 1. Medical grounds
 2. Applicants with access to children for overnight stays will be considered for 1 bedroom more than the family compliment requires. It is proposed we include an outline of the proof required from the applicants. This is:
 - If an applicant was previously living as part of a household unit i.e. with spouse or partner and with the child/children concerned and there has been a family break-up and access to children agreed between both parties. In these circumstances we would require details of the access agreed and the previous addresses where the applicant lived as a family unit, or
 - Confirmation by some form of documentation for the Child Support Agency showing that the applicant is supporting the child/children, or
 - Confirmation of court order detailing access rights determined by the court.

- TYPE - Each applicant will be encouraged to choose as many types of accommodation as possible.
- TYPE OF HEATING - self-explanatory.
- IS GARDEN REQUIRED - self-explanatory.

9. ENQUIRIES INTO APPLICATION DETAILS

The Association reserves the right to make enquiries that are considered necessary to validate the accuracy of information provided by applicants. In signing the application form applicants are giving the Association consent to make general enquiries. In some instances applicants may require to complete additional documents to allow the release of information from other agencies. This is dependent upon the data release procedures of agencies our staff need to contact.

10. REGISTRATION

Applicants will receive registration points when they apply.

11. APPLICATIONS BY COMMITTEE MEMBERS AND THEIR RELATIVES OR PERSONS EMPLOYED BY THE ASSOCIATION

Applications by any of the above will be dealt with in the same way as all others. However, Committee members, officers and employees of the Association cannot put themselves in a position where their duties and personal interests conflict, or might conflict, and they must not benefit in any way from their connection with the Association except in the ways that Schedule 7 of the Housing (Scotland) Act 2001 allows. A tenancy (whether by the allocation of a new tenancy, a transfer of tenancy or mutual exchange) will only be granted to an employee, former employee, Committee member or former Committee member, or a close relative of such a person if the following criteria is met:

- The allocation is fully compliant with the Allocation's Policy.
- The person has had no involvement in or influence over the allocation's process.
- The granting of the tenancy is approved by the committee or delegated sub committee.

Any tenancy allocated to any of the above individuals will be recorded in the Association's Register of Benefits.

12. TRANSFERS

The Association's existing tenants who need to transfer to another house will be eligible to apply under the allocation's policy. Priority for transfer will be assessed in line with the Association's Allocations policy.

If a tenant applies for a transfer the policy regarding rent arrears, as set out in

section 29, will apply.

A transfer will not be granted when the tenant has caused wilful damage to the property or has carried out unauthorised alterations to the detriment of the property until the property has been restored to its original condition.

13. POINTS SYSTEM

The Association will use a points system to determine those applicants with the greatest need. The points system will apply to new applicants, and the Association's tenants wishing to transfer to another house. (The points system is detailed at Annex 1)

14. MEDICAL NEEDS

If an applicant is suffering from a long term serious condition which is caused or seriously aggravated by their current housing conditions and which would be improved by moving to more suitable housing, they can be considered for medical priority points. A medical priority assessment form is available from the Association's staff. The applicant must complete every question and explain the type of accommodation they wish to move to and how such a move would help their health problem. The Association's staff will be available to offer advice and assistance. The completed form will be assessed independently by the Medical Assessor (Forth Valley Health Board) who will advise the Association accordingly.

If an applicant is awarded medical priority points they will only be granted those points for the specific type of accommodation recommended by the Medical Assessor e.g. if a ground flat is recommended, the Association will not consider them for an upper flat or cottage type accommodation.

If an applicant wishes to be considered for a type of accommodation not recommended by the Medical Assessor they will lose their medical priority points. An applicant will be considered for a maximum of one offer of the type of accommodation recommended by the Medical Assessor and if they refuse the offer, their medical priority points will be withdrawn and the application will revert back to the position on the waiting list to which their remaining points level entitles them.

15. HOMELESSNESS

Points will be awarded to applicants who are homeless and in priority need. Homelessness is defined in Section 24 of the Housing (Scotland) Act 1987 and it is the responsibility of local authorities to decide if a person is homeless and in priority need.

Homelessness points will be awarded where an applicant provides confirmation that the local authority has assessed that they are homeless and in priority need.

Applicants who apply to the Association and who may be homeless will be advised to seek advice and information from their local authority so that an assessment

within the terms of the legislation can be made.

16. INSECURITY

Insecurity points will be awarded to applicants who may become homeless within 2 – 6 months. This could apply where:

- The person is living with friends or relatives; (not a parental home)
- The person is living in a mobile home/caravan without a permanent site;
- The person has a short term tenancy – e.g., short Scottish secure tenancy, short assured tenancy, occupancy agreement, etc;
- The person has received a Notice to Quit - for lodgers a letter asking them to leave, for owners a letter from the lender or solicitor confirming that the property has to be sold;
- The person has difficulty remaining in the current accommodation due to a breakdown in relationship(s) with other occupants;
- The person is in financial difficulties with mortgage payments.
- The person is in financial difficulties due to living in private rented housing with a market rent e.g. where the Housing Benefit fails to meet the rent payments;
- The person is living in a refuge with no limit on the length of stay;
- The person is currently in prison;
- The person is currently in tied or forced accommodation which they expect to leave within the next 2-6 months;
- The person is currently in a nursing/residential home and does not have their own home;
- The person is currently in care or an institution.

17. OTHERS SEEKING PERMANENT INDEPENDENT ACCOMMODATION

Points will be awarded to applicants where an adult living within their parental home wishes to leave to establish permanent and independent accommodation.

18. SUB-STANDARD ACCOMMODATION

Points will be awarded if the applicant's present accommodation is lacking one or all of the under-noted facilities:

- lacking a bathroom which has a fixed bath or shower and a wash-hand basin
- lacking a toilet within the house which is for the exclusive use of the occupants
- lacking a kitchen
- lacking plumbed hot water
- lacking electricity
- lacking an adequate piped supply of wholesome water within the house
- lacking an effective system for the drainage and disposal of foul and surface water
- lacking satisfactory provision for natural and artificial lighting, for ventilation and for heating
- lacking structural stability
- lacking satisfactory access to all external doors and outbuildings

- lacking satisfactory thermal insulation
- lacking an electricity system which is adequate and safe to use.

The property should also be substantially free from rising or penetrating damp.

19. OVERCROWDING

Applicants who are owners/tenants will receive points for overcrowding if they need more bedrooms than they currently have at the moment.

When calculating overcrowding points we consider that no persons aged 8 or over, who do not live together as husband and wife should be required to sleep in the same room.

Where an applicant is living in a caravan, each sleeping area (excluding the main living area) will be treated as a separate bedroom. They may also be eligible to qualify for sub standard accommodation points.

The assessment for overcrowding will always assume that sleeping arrangements will make the best use of the accommodation available and which are reasonable for the household to adopt in the circumstances.

20. UNDER-OCCUPATION

Applicants will be awarded under-occupation points if they have more than one "spare" bedroom in their current home. Points will be awarded for each extra bedroom over and above one "spare" bedroom. These points will only be awarded if the applicant is moving to a smaller house.

21. CHILDREN IN FLATS

Points are awarded to applicants with children under 16 years of age, living in flats either with or without a communal entrance unless they live in a ground floor flat with its own door access.

22. TWO TENANCIES FOR ONE

Where there are two tenants who both hold a Scottish secure tenancy and they wish to move from their existing dwellings to live together, points will be awarded to one of the applicants (not both), normally the one with the highest priority, in order to release accommodation for re-let.

23. SOCIAL POINTS

In very rare cases the applicant may have an exceptional housing need which is not covered by other points categories. In these circumstances extra points in accordance with need can be awarded by the Housing Manager after consultation

with all relevant agencies.

If the applicant receives additional points and refuses one offer of accommodation, the points will be withdrawn and their position on the waiting list will revert to the position on the waiting list to which their remaining points level entitles them.

1. Care and Support

Priority will be awarded where:

- There is a need for the applicant or member of his/her family to receive support from a relative or friend within a locality.
- There is a need for the applicant or a member of his/her family to offer support to a relative or friend in a particular locality
- There is a need for the applicant or a member of his/her family to move to a locality in order to be close to a specialist support facility.

Written evidence is required. In the case of support required on medical grounds, a letter from the person's doctor is required to confirm that support is necessary.

The two grades would be:

Essential due to chronic ill health
Essential due to general ill health

2. Harassment and Abuse

Priority will be awarded where an applicant or a member of the household is subject to actual or threatened violence, physically or mental abuse or harassment within the current household or locality (linked to race, gender, nationality, marital status, disability, sexuality, age, religion, HIV, mental health)

The Association treats matters of harassment and violence very seriously. Where incidents of racial harassment or violence are proved to the satisfaction of the Housing Manager, the appropriate points will be awarded. Temporary re-housing may also be considered as an option.

Different degrees of priority will be awarded depending on the nature of the abuse or harassment

Extreme/Continuous Cases
Intermittent cases

3. Employment

Priority will be awarded where applicants (or members or their households) required alternative accommodation to take up new

employment or who currently have to travel for more than one hour by public transport to their existing employment or where public transport to the place of employment does not exist. Written confirmation from the employer must accompany the application stating the type of work offered, and the starting date, if applicable.

4. Fostering.

Points will be awarded to couples with a date of fostering set and who needed larger accommodation after being accepted for fostering.

24. PRIORITY OF APPLICANTS - EQUAL POINTS

Where applicants have the same point's total, then the length of time on the waiting list will be used to decide who will be offered the property.

25. SPECIAL NEEDS

The Association's stock includes properties that are designed as Special Needs housing i.e. Sheltered and wheelchair will normally be allocated to people who qualify for this type of housing.

Housing for wheelchair users

This type of housing is designed to meet the needs of people who use wheelchairs in their home. The Association will only consider households who have a permanent member who is, or who has a medical condition and they may become a wheelchair user to occupy accommodation designed to this standard.

Sheltered Housing

This housing is particularly designed to meet the needs of elderly people. We will only consider applicants who are over 60 for this type of accommodation.

26. SECTION 5 REFERRALS

In accordance with Section 5 of the Housing (Scotland) Act 2001 the Association will house homeless people referred by the local authorities in our area of operation unless there is a "good reason" not to do so as defined by the Scottish Executive guidance and protocol agreements with the local authority.

27. SPECIAL CASES

There may be occasions where the Housing Manager is satisfied that there is ground to consider re-housing an Association tenant or assist with re-housing another landlord's tenant as a matter of priority e.g. cases of racial harassment or violence. These will be treated as special cases to receive priority housing and will operate out-with the normal Allocation's policy.

28. REMOVAL FROM THE WAITING LIST

Applicants are only removed from the waiting list in the following circumstances:

- Upon the death of the applicant, providing that there is no other joint applicant who wishes to keep the application active in their name.
- Where the applicant requests the removal of his/her application in writing.
- At the annual review. Each applicant should be offered the opportunity to confirm the details of his/her application or update the details, if appropriate. A reminder should be issued. If no confirmation or update is received within a specified time scale, the application can be removed from the list, although the application should be reactivated without penalty if the applicant subsequently provides the information required. Right of appeal against removal should be explicit.

29. ARREARS

Where an applicant has arrears the Association will establish what, if any, arrangements exist between the applicant and the current/previous landlord. The under-noted factors will not be taken into consideration:

- Any outstanding liability (such as rent) attributable to a house of which the applicant was not the tenant.
- Any rent or other arrears outstanding that is not more than one months rent payable by the applicant to the landlord in respect of the tenancy.
- Any outstanding debt (including council tax) of the applicant or anyone who it is proposed will reside with the applicant which does not relate to the tenancy of a house.
- Any rent or other arrears outstanding where the applicant has made arrangements with the landlord for paying the outstanding liability and has made payments in accordance with the arrangement for at least 3 months and is continuing to do so.

Any rent or other arrears accrued by the applicant on a previous tenancy which are no longer outstanding will not be taken into consideration.

30. ASYLUM SEEKERS

See Asylum Seekers policy.

31. HOUSING SEX OFFENDERS

Each applicant's case will be looked at on an individual basis. Consideration will be given to the seriousness of the risk posed to the wider community and to the type of accommodation required by the applicant.

The Association will endeavour to house each applicant appropriately, in consultation with other agencies involved in each case.

The Association reserves the right not to re-house an applicant where a risk

assessment has been carried out and the type of housing required is found to be inappropriate.

32. SPECIAL LETS/CARE IN THE COMMUNITY

The Association is committed to providing special lets to agencies that provide support to enable people to live in the Community. To enable the Association to continue supporting care in the community the Association will from time to time give special consideration to certain recognised organisations including the Social Services Department and voluntary bodies. These referrals will normally be for those with special needs and will operate out-with the normal Allocations policy.

33. LOCAL LETTINGS INITIATIVES

The Association wishes to create and maintain stable and sustainable communities. In particular circumstances where the Association is aware of potential problems within an estate, street or close this may be achieved through the use of local lettings initiatives.

The introduction of any local lettings initiative within the context of this policy will require the approval of the Association's Management Committee.

34. MUTUAL EXCHANGES

The Association will consider an exchange application between the following:

- 2 (or more) current Association tenants
- An Association tenant and the tenant of a registered social landlord or a local authority who has a Scottish secure tenancy.

All requests for a mutual exchange must be submitted on the relevant form.

The Association will not unreasonably refuse permission provided the reasons are valid and that no overcrowding will result in any Association property and all parties are in full agreement. Tenancy checks will be made to ensure they satisfy Association criteria regarding rent arrears in line with other applicants and the standard of house/garden must be satisfactory.

Written agreement must be obtained from the Association and the other relevant landlord prior to a mutual exchange proceeding.

See Mutual Exchange policy.

35. ASSIGNATIONS/SUCCESSIONS

See Assignment/Succession Policy.

36. EQUAL OPPORTUNITIES

The Association operates a comprehensive equal opportunities policy and abides by the Race Relations Amendment Act 2000. Consequently no person or group of persons applying for housing will be treated less favourably than other persons or groups of persons because of their gender, race, religion, sexual orientation, physical disability, appearance, age or marital status.

To help fulfil its commitment to equal opportunity the Association will collect and monitor records of the ethnic/racial origin of those applying, being taken onto the list and those receiving housing. Statistics relating to these will be produced and made available on an annual basis.

37. INFORMATION AND ADVICE

The Association will provide applicants with information and advice about their housing application and an easily understood advice leaflet on the Allocation's Policy. If an applicant needs help to fill in an Application form, or needs any advice or assistance, a member of staff will assist them. Details of their points etc will be provided to the applicants in writing. Members of staff will advise applicants about the alternative sources of obtaining accommodation and advice e.g. the local authorities and other housing associations in the area they would like housing.

The Association will treat all applicants for housing with courtesy, sensitivity and in complete confidence.

The Association will develop information and advice in a variety of formats such as large print and tape.

38. CONFIDENTIALITY

All information given by applicants will be treated as strictly confidential under the terms of the Data Protection Act, and will not be passed on to or discussed with any other person or organisation without their permission. The Association is registered with the Data Protection Commissioner.

Information regarding an application must only be discussed with the applicant himself/herself or with another person who has been included on the application for housing. If a person who has not been named on the application form wishes to discuss the application, permission in writing must first be received from the applicant.

Where one of the Association's Committees is required to discuss an individual case, the identity of the applicant will not be revealed, except in the case of a request for a personal hearing.

39. ABUSE OF THE ALLOCATIONS POLICY

The Association expects applicants to provide full, accurate, up to date information regarding their application for housing. Where it is found that an applicant has

deliberately provided false or misleading information to gain an advantage over other applicants on the housing list the application will be suspended for 6 months, after which time the application will be reviewed and the suspension removed. Any offer of accommodation that has been made will be withdrawn.

If the applicant has already taken up a tenancy on the basis of false information, legal action may be taken for the recovery of possession of their home. Failure to disclose relevant information, including a change of circumstances will be treated in the same fashion. In all cases applicants have a right of appeal against such action.

40. SUSPENSION OF APPLICATIONS

Applicants may at any time suspend (defer) their application from being considered for an offer of housing.

The Association will suspend an application where the applicant:

CRITERIA	SUSPENSION PERIOD
Has deliberately provided false and misleading information to gain an advantage over other applicants on the housing list. (See Section 40)	6 months
If an applicant verbally or physically abuses or threatens staff	Verbal abuse – 6 months. Physical violence – 12 months.
Is failing to maintain their current house and/or garden and this is, or has been the subject of action by the landlord with the preceding 12 months. e.g. a Notice of Proceedings for Recovery of Possession.	Indefinite suspension period – the applicant can ask to be considered for housing when they can show that their house and/or garden are in a satisfactory condition.
In the event of proven tenancy-related anti-social behaviour/racial harassment (by the applicant and/or members of their household). The definition of racial harassment and anti-social behaviour is defined in our Racial Harassment Policy and Neighbour Disputes and Anti-social Behaviour Policies.	Minimum period 1 year – the applicant can be asked to be reconsidered for housing when they can show that their behaviour has been satisfactory for the last 12 months.
Applicant in Arrears	Where an applicant has arrears the Association will establish what, if any, arrangements exist between the applicant and the current/previous landlord. The under-noted factors will not be taken into consideration: <ul style="list-style-type: none"> • Any outstanding liability (such as rent)

	<p>attributable to a house of which the applicant was not the tenant.</p> <ul style="list-style-type: none"> • Any rent or other arrears outstanding that is not more than one months rent payable by the applicant to the landlord in respect of the tenancy. • Any outstanding debt (including council tax) of the applicant or anyone who it is proposed will reside with the applicant which does not relate to the tenancy of a house. • Any rent or other arrears outstanding where the applicant has made arrangements with the landlord for paying the outstanding liability and has made payments in accordance with the arrangement for at least 3 months and is continuing to do so. • Any rent or other arrears accrued by the applicant on a previous tenancy which are no longer outstanding will not be taken into consideration
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Lifting of suspensions

Suspensions are not permanent and may be lifted for one or a number of reasons:

- A specified period of time has elapsed
- The behaviour of the applicant and/or members of their household has changed
- A satisfactory arrangement has been made to pay off any outstanding arrears/debt and has been maintained to a satisfactory level.

41. THE ROLE OF THE MANAGEMENT COMMITTEE

The day to day operation of the allocations process, including every aspect of the assessment and selection process is undertaken by members of staff and not by our Management Committee. The role of our Management Committee is to discuss and agree the Allocation's policy and monitor and review it. They will also approve any Schedule 7 decisions, consider any special cases and in certain cases may consider appeals.

42. COMPLAINTS & APPEALS

The operation of the Allocations Policy and procedures will be the responsibility of the Housing Manager who may delegate it to housing management staff.

Applicants who wish to complain or appeal against the decision made will be able to

direct these in the first instance to the Housing Manager. They will look into the matter and reply to the applicant within 10 working days. Any applicant who is still aggrieved will be able to apply to the Housing Management & Investment Sub-Committee to have the decision reviewed. The Housing Management & Investment Sub-Committee will consider these within at least 20 working days, normally as the next scheduled meeting provided that there are at least 5 working days available in advance for the preparation of a report.

The Chair of the Sub-Committee will write within 5 working days of the meeting at which the appeal has been heard to let the applicant know the decision.

In the event that an applicant is still dissatisfied after appealing to the Housing Management and Investment Sub-Committee, he/she will be encouraged to address the issue to the Scottish Public Services Ombudsman.

43. MONITORING

The Association will establish a clear monitoring system to ensure the effective working of this policy. It will ensure that it is also in line with the Association's Equal Opportunities Policy. To achieve this it will monitor all applications for housing received, applications accepted and applicants housed. A report will be submitted at each Housing Management & Investment Sub Committee meeting on the following

- number of offers made for each relet
- reasons for refusals, offers refused
- number of voids - size, period, reasons for void
- length of void periods
- An annual breakdown on the source of allocations i.e. direct, transfer and nominations.
- An annual report indicating the type of need met through the allocations process.

The Association will also monitor to ensure that discrimination is not occurring at either application, admission to list or allocation stages.

44. REVIEW OF WAITING LIST

All applications entered on the waiting list will be reviewed by the Association at least once every 12 months to ensure applications are kept up to date to reflect applicant's circumstances. At this time, applicants will be requested to complete a review form giving their up to date details. Failure to complete the review form could result in the application being cancelled by the Association.

45. POLICY REVIEW

The Association will review the Allocations Policy and its practical working on an annual basis in order to take account of any changes in legislation, changes in demand. In accordance with the Housing (Scotland) Act 2001 the Association will consult with its tenants on any proposed changes to the Policy. All applicants will

be advised and information on the revised policy and it will be made available to the public.

THE POINTS SYSTEM

ANNEX 1

Registration.....	10
Medical - ABSOLUTE.....	100
- HIGH.....	70
- MEDIUM	40
- LOW.....	10
Homeless	100
Insecurity	50
Others Seeking Permanent Independent Accommodation	30
Sub-standard accommodation.....	50
Overcrowding - per bedroom	30
Children in communal flats (per child).....	30
Under-occupation (per bedroom not used above one spare)	30

Social Points - BY DEGREE OF NEED

Degree of need to be established by the Housing Assistant in consultation with appropriate agencies and approved by the Housing Manager.

1. Care and Support

Essential due to chronic ill health	30
Essential due to general ill health	20

2. Harassment and Abuse

Extreme/Continuous Cases	50
Intermittent Cases	20

3. Employment

30

4. Fostering

30

Two Scottish secure tenancies for one	30
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SIZE OF ACCOMMODATION CONSIDERED

Family Size	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5 Bedrooms
Single applicant	YES				
Joint applicants/couple	YES	YES			
Single/joint applicant + 1 child		YES			
Single/joint applicant + 2 children under 8 years		YES	YES		
Single/joint applicant + 2 children over 8 years			YES		
Single/joint applicant + 3 children under 8 years			YES	YES	
Single/joint applicant + 3 children over 8 years				YES	
Single/joint applicant + 4 children under 8 years			YES	YES	
Single/joint applicant + 4 children over 8 years					YES
Single/joint applicant + 5 children under 8 years				YES	YES