

ALLOCATION POLICY**CONTENTS**

SECTION	SUBJECT	PAGE
1	POLICY STATEMENT	3-11
1.1	Introduction to Allocation Policy	3
1.2	Policy Objectives	3
1.3	Legal framework	4
1.4	Access and selection criteria	4, 5
1.5	Common Housing Register	5
1.6	Nomination arrangement	5
1.7	Homelessness	5
1.8	Balanced sustainable communities	6
1.9	New developments	6
1.10	Equal opportunities	6
1.11	Accommodation designed for individuals with particular needs	6
1.12	Scottish Secure Tenancy (SST)	6
1.13	Preventing Homelessness	6, 7
1.14	Protocol Arrangements	7
1.15	Matrimonial or relationship breakdown	7
1.16	People facing domestic abuse	7
1.17	Mobility	7
1.18	Housing for personnel leaving the armed forces	7, 8
1.19	Local letting initiative	8
1.20	Refusals	8
1.21	Suspending applications	8, 9
1.22	Cancelling applications	9
1.23	Emergencies	9
1.24	Special Allocation	9
1.25	Delegation	9
1.26	Register of interest	9
1.27	Monitoring and review	10
1.28	Appeals	10
1.29	Operational guidance	10
1.30	Confidentiality – Data Protection	10
1.31	Consultation on Policy	10
1.32	Monitoring and Review of Allocation Policy	11
2	THE POINTS SYSTEM	12 – 19
2.1	Basis of selection and allocation – The Points System	12
2.2	Existing Tenants housing need through request to Transfer Property	12
2.3	Points system	12
	(a) Lacking amenities	12, 13
	(b) Urgent rehousing	13
	(c) Overcrowding	13, 14
	(d) Property condition	14
	(e) Homelessness	14, 15
	(f) Social priority	15
	(g) Under occupation	16
	(h) Assessing health need - Medical factors	16
	(i) Environmental factors	16, 17
	(j) Height of accommodation	17

(k)	Insecure tenancies	17
(l)	Sharing amenities	17, 18
(m)	Independent housing	18
(n)	Transfers – aspirational need	18
2.4	Time in need	18

3 OPERATIONAL NOTES 19

3.1	Home Visit	19
3.2	Tenancy References	19
3.3	Tenancies	19
3.4	Mutual Exchanges	19

ALLOCATION POLICY

(*Note Lanarkshire Housing Association hereinafter referred to as LHA)

1.0 Allocation Policy

Our Allocation policy is designed to ensure that people have fair and open access to our housing list and assessment process. We will allocate properties in accordance with our Policy, ensuring our allocation selection process is fair and assists those in greatest housing need. Accordingly we will provide fair and open access to our housing lists and assessment process.

Our policy adopts the principles of The Scottish Housing Regulators Performance Standards, recognised good practice and legislative requirements.

1.1 Aims

Our policy aims will ensure that we let houses in a way that gives preference to:-

- applicants in greatest housing need
- makes best use of available stock
- maximises access and choice in housing
- creates balanced and sustainable communities
- create a fair and transparent allocation system

1.2 Policy Objectives

Our objectives include addressing local and national housing needs through detailed evaluation of housing and market analysis within Lanarkshire, addressing market context and trends.

Our objectives include:-

- provision of high quality affordable housing to those in need, whilst maintaining balanced and sustainable communities.
- ensuring our allocation policy, procedures and practices comply with legislative requirements.
- allocation of housing to those in greatest need, that is suitable and appropriate to meet applicant's needs
- ensuring our Allocation policy and practices positively contribute to the prevention and resolution of homelessness
- ensuring equal and fair access to our housing and assessment process
- working with partners in North Lanarkshire to maximise and simplify access to housing through the development of a Common Housing Register
- ensuring our policy accommodates mobility issues for tenants to address their changing support needs
- providing guidance to applicants on the application and allocation process

1.3 Legal framework

The Association's allocations policy operates within the legal framework affecting Housing Associations allocations in Scotland including:

- Housing (Scotland) Act 2001
- Housing (Scotland) Act 1987
- Race Relations Act (Amendment) Act 2000
- Matrimonial Homes (Family Protection) (Scotland) Act 1981
- Sex Discrimination Act 1975
- Data Protection Act 1998
- Disability Discrimination Act 1995
- Homeless (Scotland) Act 2003
- Human Rights Act 1988
- Civil Partnership Act 2005
- Asylum and Immigration Act 1999

1.4 Access and selection criteria

We accept applications from anyone aged 16 or over. CHR application forms are available from our office, any RSL within North Lanarkshire and NLC First Stop Shops and neighbourhood offices. Applicants will have access to our housing list and assessment process, in addition to all participating partner landlords' allocation process.

Our policy aims to allocate houses to those in greatest need using a point's based system, selection and allocation of a property will be based upon applicants housing need relative to others. Assessment of housing need will determine applicant's priority with points awarded in accordance with '**The Points System**' as per **Section 2** of this policy.

Allocations will comply with legislative framework, giving reasonable preference to individuals or households who express a housing need based on the following categories.

Housing Need Categories:

- (a) Lacking Amenities - occupying houses that do not meet the tolerable standard
- (b) Urgent Rehousing - occupying houses within Housing Action Areas
- (c) Overcrowding - occupying overcrowded houses
- (d) Property Condition - living in unsatisfactory housing conditions
- (e) Homelessness - people who are homeless, threatened with homelessness or have a priority need
- (f) Social Priority - experiencing harassment in their current environment
- (g) Under occupation - occupying houses larger than required
- (h) Health Factors/Medical Circumstances - medical condition made worse by current living circumstances
- (i) Environmental Factors – require to move for support or employment reasons
- (j) Height of Accommodation - applicants with young children living above second floor

- (k) Insecure Tenancy - housing of a temporary nature
- (l) Sharing Amenities - shared amenities with another household
- (m) Independent Housing - leaving home to set up first tenancy
- (n) Transfers - tenants seeking a move for aspirational reasons

Full details of the points system used to prioritise needs are detailed under **Section 2** of this policy.

1.5 Common Housing Register in North Lanarkshire

We will work in partnership with North Lanarkshire Council (NLC) and partner RSL's within North Lanarkshire in the development and operation of a Common Housing Register.

The aim of the CHR is to ease the application process in North Lanarkshire with good quality information and advice provided to applicants on their housing options.

We aim to assist in addressing identified housing needs within North and South Lanarkshire by addressing both the housing and homeless strategies.

We aim to address market context for Lanarkshire, ensuring our policy meets present and anticipated housing needs and demands.

Overall LHA will operate a fair and non-discriminatory selection process, which is efficient, effectively controlled and accurately recorded

1.6 Nomination arrangement

We have a nomination arrangement with NLC with 50% of net lets available for nomination.

Within areas of low demand, specifically Forgewood, NLC have agreed a local arrangement to exclude these properties from the nomination process.

The remainder of properties available will be allocated directly from the Associations waiting list.

1.7 Homelessness

Applicants, who present themselves as homeless or potentially homeless, will be referred to the local authority for assessment under the Housing (Scotland) Act 1987 as amended by the Housing (Scotland) Act 2001 and Homeless etc (Scotland) Act 2003. Local Authorities have a statutory duty to assess and determine circumstances of applicants presenting as homeless.

In compliance with the provisions of the Housing (Scotland) Act 2001, we will assist the local authority in the provision of accommodation for homeless people. Accordingly a Section 5 referral protocol is in place with NLC and is monitored and reported on annually.

In addition to achieving the objectives of Homeless (Scotland) Act 2001 we will assist homeless or potentially homeless individuals through our housing needs assessment and nomination protocol. We work in partnership with NLC to identify those who require support to alleviate homelessness

1.8 Balanced sustainable communities

We aim to achieve sustainable balanced communities to ensure social and economic regeneration of areas. Sustainability will include community and individual support for people who wish to remain in their homes through a range of social, health and other support to meet the needs of households.

Letting initiatives and letting plans will be considered in areas of imbalance to assist the principles of balanced and sustainable communities.

1.9 New developments

In assessing housing mix for new developments, we will take account of housing needs and demands for that area through known demand of our own stock, CHR information and local housing data available.

1.10 Equal opportunities

We are committed to ensure everyone who applies for housing is treated equally, compliant with our Equal Opportunities Policy. We will not discriminate directly or indirectly on the grounds of race, ethnic origin, colour, religion, nationality, sex, disability, marital status, age or sexual orientation.

We monitor applications to assess Market Trends, including Ethnic Monitoring to ensure we meet the needs of any disadvantaged minority groups in our area of operation. We will consult with minority groups in the review of our policy in compliance with our Equality Action Strategy.

We will make information available on our allocation policy to individuals in accessible formats, with translation and interpreting services available on request.

1.11 Accommodation designed for individuals with particular needs

We work in partnership with NLC and partner agencies to ensure suitable housing is available to meet individuals with particular needs.

Where a property is designed or adapted to a standard suitable for particular needs we will make every attempt to match the property to a suitable applicant through consultation with relevant partners to achieve local unmet needs.

We will assess the wider community requirements through consultation with NLC and partner RSL's considering the provision of accommodation with support arrangement through Lease Agreements. Where a property is to be leased to another organisation, LHA will ensure the Lease Agreement is compliant with SFHA model lease, taking account of our Leasing Policy and requirements of Section 66 of the Housing (Scotland) Act 2001.

1.12 Scottish Secure Tenancy (SST)

All tenancies will be subject of a Scottish Secure Tenancy Agreement.

1.13 Preventing homelessness

LHA aim to assist in the prevention of homelessness adopting the principles of Scottish Executive guidance for RSL's to work in partnership with Local Authorities, to simplify access and maximise choice in relation to social lets. We will support NLC in achieving the aims of their Homeless Strategy.

Our Policy is designed to meet a wide range of housing needs including a reasonable proportions of lets made available to homeless households, in addition to identified needs incorporated within our policy, including a range of economic, social and environmental issues, with our policy working alongside wider strategies to improve employability education, health and access to housing.

Prevention of homelessness includes the provision of advice and support to:-

- Owner Occupiers - facing repossession by their lenders
- Tenants – in arrears of rent by referral to NLC for tenancy support, money advice or welfare benefits advice
- Tenants – subject to anti-social behaviour, neighbour nuisance or racial harassment via our estate management policy

LHA in partnership with NLC will contribute to the NLC Housing Options guide, providing applicants with appropriate guidance on their housing options, in addition to the provision of support to assist people to sustain their tenancy and alleviate homelessness.

1.14 Protocol Arrangements

Protocol arrangements are in place with NLC to address a number of groups including young people leaving care, offenders and people leaving hospital after a long stay. These protocols ensure that tenancies are effectively managed with required support in place. Applicants subject to protocol arrangement will be subject of assessment compliant with our allocation policy.

LHA will assess applicants housing need and may not offer a tenancy to applicants without a risk assessment being carried out by the Local Authority.

1.15 Matrimonial or relationship breakdown

Applications submitted following a relationship breakdown will be assessed compliant with our policy. Applicants will be advised to seek legal advice in respect of any other marital issues including occupancy rights and other matters relating to their rights.

1.16 Applicants facing domestic abuse

We aim to assist people to have a life free from violence and abuse, adopting a sympathetic approach to the needs of victims. Accordingly we will take reasonable steps in obtaining information to support the applicant's case. Evidence of abuse or threat of violence will be accepted from the applicant, acknowledged by expressed fears to allow appropriate assessment of points.

Victims will be advised to seek advice and support from appropriate agencies.

1.17 Mobility

If a tenant or applicant consider their current home no longer suitable for their needs, our assessment will explore alternative options available including:-

- Medical Adaptations
- Mutual exchange
- Move UK/Home point or National Home swap scheme.
- Shared Ownership
- Mortgage to Rent
- Advice will be provided through NLC housing options guide.

1.18 Housing for personnel leaving the Armed Forces

LHA undertake to adhere to the provision of HAR Circular HAR1/2009 in relation to housing for people leaving the armed forces. Information and advice will be provided through NLC housing options guide, with points awarded compliant with our policy under Section 2.3 (e) Homelessness points.

1.19 Local letting initiative

In areas where there is a recognised low demand, owing to high turnover, lack of demand and refusals - Local Letting Initiatives will be considered to increase demand and assist in the allocation of properties.

Allocation initiatives will take account of housing and community needs inclusive of community need indicators (area profile, stock profile, tenant and market needs) with the aim to provide a balanced community.

Subject to assessment we will consider initiatives to allow under- occupation and letting to lower point levels.

Advertising

In areas where no demand is identified we will consider advertising via posters, local shops and/ or local media, adopting appropriate professional recognised marketing techniques.

1.20 Refusals

An applicant refusing two reasonable offers of housing may have their application suspended for a period of twelve months. Applicants will be advised in writing, with details of their right of appeal to the suspension.

1.21 Suspending applications

Applications for housing may be suspended in accordance with legislative guidance including where:

- An applicant has in excess of one months charge outstanding from a tenancy related debt. Suspended until debt is cleared or an arrangement made and adhered to for at least 3 months and continuing;
- The applicant has committed a breach of tenancy. Suspension period based on seriousness of breach relative to housing need;
- An applicant's needs cannot be met within LHA's present or proposed housing stock profile;
- An applicant has been found to have deliberately falsified information in respect of their application – the application may be suspended for a maximum period of 12 months;
- An applicant cannot prove residency, with Application suspended until residency verified;
- An applicant is found guilty of theft or vandalism against LHA property – application suspended for a maximum period of 12 months from latest incident;
- An applicant has been found guilty of harassment against another person – application suspended for a period up to 12 months from latest incident;

- An applicant declares (or faces allegations) that they are a high risk offender. Application will be suspended until a risk assessment is carried out by the local authority Tenancy Liaison & Accommodation Manager in accordance with MAPPA guidance;
- An applicant is an Asylum Seeker or is subject to immigration control - Application will be suspended until their leave to remain in the UK is granted;
- Transfer applicants who have submitted an application to purchase under the Right to Buy or have applied for a mutual exchange.

Time limited suspensions are defined as the maximum period of suspension; this will be balanced against the housing need of the applicant.

Applicants will be advised in writing of the suspension and reason for this, and advised of the appeals process.

Appeals against suspension will be treated in accordance with the Allocations Appeals Procedure.

1.22 Cancelling applications

Applicants may only be removed from the waiting list in specific circumstances:

- The applicant is allocated a tenancy
- The applicant is under 16 years old;
- The death of an applicant;
- The applicant has requested removal from the register;
- Applicant has lost contact, with correspondence returned as 'Gone Away'.

Correspondence advising of suspension or cancellation will be issued advising applicants that their application is likely to be * Suspended or Cancelled. Failure to reply to a reminder letter will be accepted as a request by the applicant to be removed from the register.

Applicants removed from the waiting list due to lost contact will have the opportunity for reinstatement. Applicants must request to be reassessed and may be reinstated from the original date, unless a tenancy has been secured during the period of lost contact, in which case a new application will be assessed.

Appeals relating to cancellation of applications will be considered in accordance with Section 1.28 of this policy.

1.23 Emergencies

In Emergency situations, if appropriate housing is available, a temporary let may be offered. Where housing is not available, NLC will be requested to assist with the provision of emergency and or temporary housing.

1.24 Special Allocation

A Special Allocation will only be considered in extenuating circumstances where the application does not address the specific priority. Provisions for special Allocations will be subject of a report to the Housing Services Sub Committee, for consideration of a special case. Such cases will be considered in exceptional circumstances, with monitoring of special cases undertaken to evaluate if a review of allocation policy is required.

1.25 Delegation

The Housing Manager is responsible for overseeing the implementation of the Allocation Policy with procedures addressing the day-to-day management of allocation functions. Regular reports to Committee on the operation of Waiting Lists, Suspensions and Allocation performance will be provided.

1.26 Register of Benefits

Compliant with Schedule 7 of the Housing (Scotland) Act 2001, a Register of Benefits will be maintained.

Where a tenancy is granted to an employee, former employee, committee member, or former committee member, providing that the person meets LHA's allocation criteria, the allocation will be considered and reported to Committee and recorded within our Schedule 7 Register.

1.27 Monitoring and review

Allocation performance will be measured against targets inclusive of:-

- Nomination agreements
- Relet timescales (for new lets and first lets)
- Void periods/ Void Loss
- Analysis of applicants housed
- Ethnic Monitoring
- S.C.O.R.E. recording
- Market Analysis

1.28 Appeals

Applicants will have an opportunity to seek review of a decision relating to their housing application or allocation process through our appeal process. We will promote this process to applicants within correspondence and information provided on our Allocation policy. This process will be entirely separate from our Complaints procedure.

Appeals may arise for a variety of reasons including:

- Decisions on whether an applicant should be admitted to the housing list
- Objections over the points allocated following assessment
- Concern over failure to qualify or be allocated a particular property, or
- Appeal over a suspension or removal from the waiting list.

A review form is provided, with responsibility for the allocation review process undertaken by a senior member of the housing team, not involved in the original assessment. The Housing Services Director is responsible for overseeing the process; with outcome results of review notified to applicant within 28 days of the request.

Should an applicant remain dissatisfied following this process, they have the right to utilise the Complaints procedure.

1.29 Operational guidance

This Allocations policy and points system is supplemented by detailed operational guidance for staff to ensure accountability in practices.

An information leaflets on the Allocation Policy, Points system and Selection process is provided to applicants, with LHA participating in the global NLC Housing options guide to be provided on request to applicants.

1.30 Confidentiality – Data Protection

Strict confidentiality of applicant's personal information revealed through the course of interviews or assessment of applications will be maintained. LHA comply with Data Protection Act 1998, in processing personal data to assist in the legitimate aims, to provide manage and maintain social housing. Information may be disclosed to other bodies in certain circumstances compliant with legislation. Applicants must complete a data protection statement to provide us with consent to using information for the purposes specified.

1.31 Consultation on Policy

LHA will consult with Partners and NLC in addition to Applicants and Tenants on the Allocation policy review, particular in areas which may affect them, and have regard to views expressed. The consultation process will be undertaken prior to adoption of reviewed policy. We will seek views and observations from wider groups prior to implementing a reviewed policy.

1.32 Monitoring and Review of Allocation Policy

Committee will monitor the effectiveness of the policy, through considering reports on management of housing lists, allocation timescales and ongoing review of policy, with analysis of housing need linked to market trends undertaken every 5 years.

ALLOCATION POLICY SECTION 2 THE POINTS SYSTEM

(*Note Lanarkshire Housing Association hereinafter referred to as LHA)

2.0 THE POINTS SYSTEM

2.1 Basis of selection and allocation – The Points System

LHA will let our houses in a way that gives reasonable preference to those in greatest housing need; makes best use of available stock; maximises choice; and helps to sustain communities. Our points system is designed to give priority to those in most housing need and eligible for housing. The selection and allocation of a property will be based upon applicant's housing need relative to others, therefore the applicants with the highest point level for a house size, area and house type following assessment will be considered for allocation.

Normally houses will be allocated on the basis of accommodation required as follows:

- 1 Living room for each household
- + 1 bedroom for each couple (or persons living as a couple)
- + 1 bedroom for first child
- + 1 bedroom for each child over 8 years of different gender
- + 1 bedroom for each pair of children up to 14 years of same gender
- + 1 bedroom for each remaining member of the household

Subject to availability, in cases where there is an identified community need or acute housing need, LHA will consider allocating a property with one more or less bedroom than required.

2.2 Assessing housing need for existing Tenants

Applicants who are currently LHA tenants are defined as transfer applicants within this policy.

In contributing to creating balanced sustainable communities, we recognise that existing tenants may wish to move to a more suitable property, and will evaluate housing need and aspirations to transfer to another property.

Providing tenants with the opportunity to move house allows a further property to be released for allocation to other households on the housing list.

2.3 Points system

(a) Lacking amenities

We will assess facilities available against tolerable standard	Points
Points will be awarded for each amenity lacking or tolerable standard failure:-	
Structurally stable	40
Substantially free from rising or penetrating damp	40
Satisfactory provision for natural and artificial lighting, ventilation and heating	40

Adequate piped supply of wholesome water available within the house	40
Has a sink provided with a satisfactory supply of both hot and cold water within the house	40
Toilet facilities for exclusive use of occupants of the house and suitably located within the house	40
Fixed bath or shower and wash hand basin, each with satisfactory supply of hot and cold water, located within house	40
Effective drainage and disposal of foul and surface water	40
Satisfactory facilities for cooking of food within the house	40
Satisfactory access to external doors and outbuildings	40
Further assessment of property linked to condition or amenity will include properties identified as subject to disrepair or fail energy efficient factors	40
Has satisfactory access to all external doors and outbuildings	40

(40 Points will be awarded for each amenity lacking or Tolerable standard failure)

(b) Urgent rehousing

(i)	Houses purchased for clearance/demolition under Statutory Housing Action Area procedure OR dangerous property.	150
(ii)	Houses within declared Housing Action Areas for Improvement where works are programmed to commence within an agreed timescale.	40

(c) Overcrowding

Family unit(s) living in proven overcrowding circumstances will have the number of bedrooms required compared with the number presently available to them.

Points may be awarded to one applicant only as follows: -

FIRST additional bedroom required.	40
EACH additional bedroom required thereafter.	60
On the basis of agreed bedroom requirements -	
1 bedroom for each couple (or persons living as such)	
+ 1 bedroom for first child	
+ 1 bedroom for each child over 8 years of different gender	
+ 1 bedroom for each pair of children up to 14 years of same gender	
+ 1 bedroom for each remaining member of the household.	

** Where a transfer is granted on the basis of overcrowding and a member of the household has an application on the waiting list, that application will be reviewed accordingly

(d) Property condition

Property condition will be assessed in identified areas of severe disrepair (not assessed under 'lacking amenity' category) adversely affecting applicants living conditions

Points awarded where physical condition of the property is adversely affecting applicants living conditions

Sub-standard electrical wiring	20
Severe condensation/dampness	20
Extensive dry/wet rot	20
Statutory repairs notice	20
Infestation	20
Severe water penetration	20
Inadequate heating and ventilation	20
Poor energy efficient - property difficult to heat	20

*Points will be awarded subject to evidence available or inspection of property.

No maximum property condition points will apply

(e) Homelessness

In recognising Homelessness as the most extreme form of social disadvantage, we will take account of legislative requirements and make every effort to assist the Local Authority achieve its statutory duty. We have a Section 5 referral protocol in place with NLC, with our policy providing for the award of 'homelessness' point to applicants identified as priority need through Homelessness (Scotland) etc act 2003.

We use a broad interpretation of homelessness through our housing need assessment, to assist applicants in insecure tenancies in addition to those threatened with homelessness in the under noted categories. Homeless applicants may qualify for points under separate sections of our points system, including: sharing or lacking amenities or other circumstances dictated by their needs.

In order to address situations of 'hidden homelessness' points will be awarded in the following situations where evidence proves any of the following:

(i) Relationship breakdown

Persons at risk of domestic abuse	100
due to incompatibility	40

(ii) Priority Need assessment – Homelessness etc (Scotland) Act 2003

An applicant assessed as having a priority need as determined by the Housing (Scotland) Act 1987 amended by Homelessness (Scotland) Act on award of priority need determined by the local authority	40
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(iii) Harassment

Harassment deriving from unfair discrimination against any individual, household or group on the grounds of race, colour, culture, ethnic or national origin, religion, gender, age, disability, sexual orientation, family circumstances or marital status.	80
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(iv) Financial difficulties

Homeless points will be awarded under financial difficulties, where an applicant's house is likely to be sold or repossessed owing to the applicant (s) genuine financial difficulties.	
A decision as to whether someone is in financial difficulties will be	

based on whether, if he or she continue to pay housing costs, the amount of disposal income left would be equal to or less than the amount which someone would be entitled to receive on income support (based on current benefit quick guide on applicable amounts).

House sold or repossessed

80

(v) Housing for personnel leaving the Armed Forces:

Homeless as a result discharge from HM Forces

80

(f) Social priority

Persons within whose household or environment there is a serious social problem made worse by current living conditions, where rehousing would enable a solution to the problem, and where in the opinion of both the Association and other appropriate agency, the problem cannot be adequately dealt with under present housing conditions, or through other housing need factors e.g. Domestic abuse, racial harassment, sexual abuse, or other identified extenuating circumstances. Social conditions will be assessed under the circumstances and severity of each case. Points awarded as follows: -

(i)	Serious harassment/severe neighbour problem (where applicant is confirmed as not causing problem). Special circumstances will be considered on merit and will be subject to documentation/evidence and approved by Housing Manager	80
(ii)	Differences in lifestyle (documentary evidence will be required from appropriate agency i.e. Social Work Department, Housing Department, Strathclyde Police prior to points being awarded))	40

Applicants reporting incidents of harassment will be advised to submit a homeless application to the local authority.

(g) Under occupation

Persons under-occupying houses will have the number of apartments they need, compared with the number of apartments presently available.

Points awarded as follows: -

For EVERY apartment more than needed

20

** N.B the number of apartments needed is calculated as for overcrowding (see (C) above).

(h) Assessing Health and Housing Need - Medical factors

Where health is affecting your current housing circumstances, where moving house would help your health or reduce some of the problems, we will assess health factors of applicants using a **'Health and Housing Needs Assessment'**. The information contained in this assessment will give us the information we need to assess how moving could help or ease health circumstances.

We will award points based on the priority awarded, considering the medical or health assessment for each member of the property, assessing if rehousing may ease or alleviate problems experienced. An evaluation of the severity of the problem or ease the using would ease the current circumstances.

(i)	High	100
	Hospital discharge delayed due to current housing conditions	
	Housebound	
	Denied use of essential toilet or kitchen facilities due to physical mobility problems	
	Hospital admission due to physical/psychological deterioration	
(ii)	Medium	60
	Severe mobility problems	
	Severe psychological problems	
	Severe medical problems	
(iii)	Low	30
	Medical condition is made worse by current housing circumstances will reduce or alleviate	

(i) Environmental & Social Factors

Consideration will be given to environmental and social reasons for housing e.g., proximity to support, essential services or work.

- (i) Travel to work, where applicant is working or seeking employment: in the Lanarkshire Area, where difficulty is experienced in travelling to work. This may be under the headings of financial, distance, or difficulty with transport.
- (ii) Relative or friends in need of care or support.
- (iii) Support requirements, i.e. family, social, could be eased by moving applicant nearer to above.
- (iv) Access to facilities: persons requiring to be located near essential services.

An Assessment will be made on the priority and proximity of above named facilities subject to supporting documentation to verify:	Points
Totally Unsuitable	45
Unsuitable	25
Moderately Unsuitable	10

Factors such as age and disability will influence level of points

(j) Height of accommodation

Families with a child or children under 15 year's old living above Second Floor.

Award of points:-	
For EACH Child over 10 but under 15	10
For EACH Child over 5 but under 10	20
For EACH child under 5	30

(k) Insecure tenancies

Insecurity of Tenure will be assessed in **proven** circumstances such as:

i		
(i)	Tied Houses: Applicants occupying tied accommodation who are required to vacate their home owing to death, retiral, termination, or removal from employment. Points will be awarded to one Applicant only.	80
(ii)	Caravans/Lodger/Sub-Tenant: Persons in short term accommodation (up to 12 months lease) only where no security of tenure is applied.	40
(iii)	Temporary Accommodation Applicants whose present accommodation is of a temporary nature; hostel dwellers, long term hospital patients, temporary lets, short tenancies, homeless accommodation.	40

(l) Sharing Amenities

- (i) For applicants who share standard amenities with household other than immediate family
- (ii) Where an applicant had to return to family home after setting up a home elsewhere, following a minimum break period of SIX months or more - owing to no other choice being available. Proven merit by lease or rent paid elsewhere.
- (iii) In confirmation of marital breakdown situation where both parties still require to share marital home

Points awarded are as follows: -	
Sharing – living room	20
kitchen	20
bathroom/w.c.	20

(m) Independent housing

Applicants making an application to establish independent or applying for their first home will be eligible for:

For each year of continuous occupation in their present home(from the date of application for housing)	
Single applicants/or couples having lived continuously in the family home	
Students who fulfil (i) above with the exception of term time	
Individuals whose continuous residence was broken due to hospitalisation	

Where continuous residence is broken for a temporary period points will be awarded if the absence was:

13 weeks or less and points will be awarded up to 52 weeks were:

- a person has been detained in custody on remand pending trial
- stay in a hostel is required as a condition of bail or
- detained pending sentence upon conviction

Where qualifying individuals are sharing amenities; points will be awarded in respect of the highest point level applicable i.e. sharing amenities or independent housing

(n) Transfers – aspirational need

Current tenants, who have presented at least one form of housing need, will be considered for transfer of home:

Each year of continuous occupation from the date of application for rehousing	10
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to a maximum of 120 points

2.4 Time in need

Where applicants share an equal number of points, the Applicant suffering identified housing need for the longest period would be given priority and offered the tenancy. In the case of transfer applications the date effective will be the date of tenancy.

ALLOCATION POLICY SECTION 3 OPERATIONAL NOTES

(*Note Lanarkshire Housing Association hereinafter referred to as LHA)

3 OPERATIONAL NOTES**3.1 Home visit**

As part of the assessment of an application a home visit will be carried out by housing staff to the applicant(s) at his/her current house, in order to verify information provided on the application form. If this is not possible due to location or personal circumstances (for example, relationship breakdown, where a visit could place the applicant in danger from their partner), verification may be sought from other agencies.

3.2 Tenancy references

Any applicant with a current or former tenancy will be requested to sign a mandate authorising the Association to seek a reference from their current or previous landlord.

3.3 Tenancies

There are currently two types of tenancy available from this Association as prescribed in the Housing (Scotland) Act 2001:

- Scottish Secure Tenancy
- Short Scottish Secure Tenancy

The majority of tenancies offered by the Association will be Scottish Secure Tenancies, however, where any of the under noted circumstances exist, the Association may offer a Short Scottish Secure Tenancy. Applicants will be made aware of the type of tenancy available and why when a tenancy is offered.

Short Scottish Secure Tenancies may be offered in the following circumstances:

- an applicant has previously been evicted for Anti-social behaviour in the last 3 years;
- the offer is in respect of temporary accommodation (employment, homeless, support needs or to allow work to be carried out to existing house);
- the property is subject to a lease agreement;
- when a court has granted an anti-social behaviour order against an applicant or a member of the applicant's household.

When a Short Scottish Secure Tenancy is offered due to Anti-social behaviour, North Lanarkshire Council's resettlement services will be sought to assist in the tenant progressing to a full Scottish Secure Tenancy at the end of 12 months.

3.4 Mutual exchanges

An Association tenant may make an application to carry out a mutual exchange (swap) with a tenant of the Association or any other registered social landlord. Full details of the policy and a copy of the application can be found at appendix 3.