

**Title: Lettings Plan 2019/20**

**Report By: Housing Manager**

**Date: 23<sup>rd</sup> April 2019**

**Purpose:**

To provide the Committee with an Annual Lettings Plan that sets out how the Association will allocate housing that becomes available in the financial year.

**Recommendation:**

The Committee is invited to agree the provisional quotas as specified in 5.0 and recommend approval to the Committee of Management.

<b>Implications for:</b>	
Risk	No risks are identified.
Equality & Diversity	Compliance with the Inverclyde Common Housing Register Allocation Policy.
Sustainability	The principles of the Sustainability Policy are followed
Finance	None

**1. Purpose**

To provide the Committee with an Annual Lettings Plan that sets out how the Association will allocate housing that becomes available in the financial year.

**2. Aims & Objectives**

2.1 Larkfield Housing Association is a locally based Housing Association which aims to provide and manage well maintained, valued and affordable homes for people in housing need. It also seeks to improve the range of housing within its area of operation.

2.2 The Association’s Allocation policy covers the letting of all properties owned by the Association as they become vacant; excluding properties held for decant purposes.

2.3 Our policy aims to allocate housing based on the housing need of the applicant at affordable rents.

2.4 The Lettings Plan maps out the supply and demand issues impacting on the Association’s stock. From this information a projection can, be made of the likely impact on lettings outcomes over a 12-month period.

2.5 As at 1<sup>st</sup> April 2019, we owned 382 self-contained properties for rent.

### **3. Allocations Policy**

3.1 The Association joined the Inverclyde Common Housing Register (ICHR) in April 2013. The ICHR policy has been in operation since this time and underwent a review in 2015. The Policy is a common policy with Cloch Housing Association, Link Housing Association and Oaktree Housing Association. The policy is based on a quota system and choice based lettings. The application process is operated as a joint service through the ICHR. A joint review of the Allocations policy was carried out in 2018 with the view to implementing these changes in 2019 in line with the legislation changes made to the Housing (Scotland) Act 2014

3.2 The choice-based lettings system applies to all lets which are designated to both transfer and housing list applicants. These will be advertised and let under this system and applicants can indicate their interest by placing a bid. Any restrictions or conditions will be clearly advertised e.g. number of stairs, household size, etc.

3.3 In certain circumstances it may be deemed appropriate to allow priority to Larkfield tenants to transfer to another Larkfield property. In this instance the advert will state priority to Larkfield Tenants. If no tenants bid, then it will be let to the general housing list. Tenants of Larkfield are also able to bid for any other property and may be allocated a property from any of the ICHR partners (provided they met the conditions and had the highest number of points).

### **Review of 2018/19**

4.1 There were 33 re-lets in the last financial year and these are broken down as follows:

<b>Property Size</b>	<b>Number</b>
1 bedroom	2
2 bedroom	8
3 bedroom	22

4 bedroom	1
5 bedroom	0
<b>Total</b>	<b>33</b>

4.2 The annual turnover for 2018/19 was 8.63% of our stock. This is higher than the trend in previous years. This is partly due to a number of older Larkfield tenants transferring into Link’s new Juno Terrace Development to allow us to make better use of our 4 & 5 apartment stock. There was also a higher than average number of voids properties (12) in quarter 1 of 2018/19.

**5.0 Quotas**

The target quotas for operation of the current Allocations Policy in respect of Larkfield Housing Association are shown below together with the proposed quota for 2017/18.

<b>Source</b>	<b>Quota 2018/19</b>	<b>% lets achieved</b>	<b>Proposed quota 2019/20</b>
ICHR Choice Based Lettings (Priority to Larkfield Tenants)	<b>65%</b> <b>(15%)</b>	<b>85%</b> <b>(12%)</b>	<b>65%</b> <b>(15%)</b>
Homelessness – The percentage of referrals under Section 5, and other referrals for homeless households made by the Local authority, that result in an offer, and the percentage of those offers that result in a let.	<b>20%</b>	<b>*3%</b>	<b>25%</b>
Other referrals –Woman’s Aid, Community Care, Positive Action in Housing, Refugee Resettlement Programme	<b>15%</b>	<b>0%</b>	<b>15%</b>
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

\*3% Section 5 referrals – we only rehoused 1 homeless household during the year. However, 6 additional offers were made of these 4 were refused and the remaining 2 there were no homeless households available to suit the property during 18/19 which represents 21% of our re-lets for the year.

5.1 Lets will be made to the various quotas in order to fairly distribute the house type, area and demand level between the different quotas. If it is not possible to make a let to any quota due to the list or referrals or applications being exhausted the default quota will be the ICHR housing list.

**6.0 Women’s Aid /Other referrals**

6.1 A small proportion of lets will be offered to Womens Aid, Positive Action and other community care referrals, including Independent Living Team (Occupational Therapy); Community Mental Health Team; and

Supported Living Team. Referrals are made directly to each Association.

## **7.0 Homelessness**

- 7.1 The Association will assist in the alleviation of homelessness in Inverclyde by accepting direct applications from via the choice based lettings housing list and by accepting Section 5 referrals under the Housing (Scotland Act) 2001 from Inverclyde Council according to the terms of the agreed Section 5 Protocol.

We received seven Section 5 referrals during 2018/19. Of the seven, we were unable to comply with three, due to lack of availability of 1 bedroom properties available for re-let and one section 5 was requiring a wheelchair adapted property which we do not have within our stock profile. For the three remaining referrals, one is ongoing, and one offer was refused and one accepted. An additional two properties were offered to homeless department however, the homeless department didn't have any section 5 households suitable for the property. We will continue to work with the homeless team to identify suitable accommodation within the limitation of our current housing stock profile.

## **7.2 Rapid Rehousing Transition Plan (RRTP)**

Rapid rehousing utilises a housing led approach for rehousing people who have experienced homelessness, making sure they reach a settled housing option as quickly as possible, with time spent in temporary accommodation reduced to a minimum. Inverclyde Council consulted with its stakeholders to produce their RRTP action plan with 5 objectives over 5 years. Larkfield will assist to help Inverclyde Council achieve the goals set out in this plan where we are able and when stock availability allows.

## **8.0 Performance Reporting**

- 8.1 Actual lettings outcomes will be measured by the Housing Manager against the plan to monitor the effectiveness of the allocations policy in meeting identified needs.

## **9.0 Conclusion**

- 9.1 The Committee is invited to agree the provisional quotas as specified in Section 5 and recommend approval to the Committee of Management.