



## OTHA LETTINGS PLAN 2018-19

OTHA prepares an annual Lettings Plan which sets out how OTHA will allocate housing that becomes available in the financial year.

### 1. Aims & Objectives

Oak Tree Housing Association is a locally based housing association, which aims to provide and manage good quality, affordable homes for people in housing need. At 31 March 2018 OTHA owned 1735 self-contained and 4 non self-contained properties for rent.

OTHA's Allocation Policy covers the letting of all properties owned by OTHA as they become vacant, excluding properties held for decant purposes.

The prime aim of OTHA's Allocations Policy is to provide good quality rented accommodation to those in greatest housing need. OTHA seeks to build balanced and stable communities.

### 2. OTHA's Allocations Policy

OTHA developed a joint Allocations Policy to determine how properties would be let, with Inverclyde Common Housing Register partners in 2011. This is a policy based on a quota system. Some quotas are let via referrals from agreed agencies, but most lettings are via a choice based lettings system.

Application processing is operated as a joint service through the Inverclyde Common Housing Register for the following partners:

- Oak Tree Housing Association Ltd
- Cloch Housing Association Ltd
- Larkfield Housing Association Ltd
- Link Housing Association Ltd (for properties in Inverclyde).

#### Choice Based lettings

The Choice Based Lettings System applies to all lets which are designated to the transfer and housing list quotas will be advertised for applicants to indicate their interest by placing a bid. Any restrictions or conditions will be clearly advertised e.g. number of stairs, household size etc.

If a property is a transfer quota, the advertisement will state that priority is to Oak Tree tenants. If no tenants bid, then it will be let to the general housing list. Tenants of Oak Tree will also be 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).

#### Direct Referrals

OTHA will accept direct referrals under Section 5 of the Housing (Scotland) Act 2001 from the Community Health & Care Partnership in relation to people affected by homelessness and community care groups.

## 2.1 Quotas

The target quotas in the current Allocations Policy in respect of relets by Oak Tree Housing Association are as follows:-

Source	Quota
Inverclyde Council – Referrals under Section 5 of the Housing (Scotland) Act 2001 and leases of property to provide temporary furnished accommodation. The lets will be allocated according to the agreed protocol and property management criteria including any agreed area specific policies for sensitive letting.	Estimated 15% of lets
Inverclyde Council Referrals from CHCP for people with community care needs. The aim is to make the best use of OTHA's stock, particularly adapted or amenity housing.	Estimated 15% of lets
Of the remaining lets:-	
ICHR Transfer List for existing tenants of OTHA	10% of lets
Other referrals – e.g. Inverclyde Womens Aid	Up to 5% of lets
ICHR Choice Based lettings for all other applicants	Remaining % of lets (est 85% of net lets)

For relets, lets will be made to the various quotas in rotation according to the date a relet is notified, 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 the allocated quota due to the list or referrals or applications being exhausted, the default quota will be the general housing list.

In relation to new lets, the HTSSC decide what quotas are to be applied in advance. This usually reflects the quotas above, but may be amended to take account of the nature of the building, the facilities offered and any specific client group named in the funding package or conditions of site transfer.

## 3. **Sensitive Lettings**

### General

In rare cases, which will be documented with a proper audit trail with the reasons behind any decision, the policy may be departed from to allow for sensitive letting. The committee will be kept informed of any such cases(s), which will form no more than 5% of lets. This may occur in relation to individual lets to avoid a specific management problem arising or to deal with particular sensitivities. Examples of when sensitive lettings may apply would be:

- to refuse to house the perpetrator of domestic abuse close to the victim;
- to comply with Multi Agency Public Protection Arrangements;
- to avoid future management problems for individuals who have already been the victim of serious and long standing problems through a previous let.
- Where an unusual opportunity to meet need arises (such as an adapted property or a particularly large property) or where a let arises in a special needs project, the decision can be taken not to apply the quota and to let in accordance with the Housing Manager's view of what will achieve the best use of the property.

## Low Demand

OTHA aims to ensure fairness by the application of the Allocations Policy. However, the effect of strict application in all cases may disrupt the aim of creating balanced and sustainable communities. Some areas are affected by a higher level of multiple deprivation & social exclusion. Specific properties or house types within areas and can be classified as 'low demand'. OTHA will put into place strategies to create more balanced communities, improve tenancy sustainment and to reduce turnover.

Strategies may include a different void standard, additional services, and physical changes to the property. In addition, any strategy may include changes to the policy affecting decisions around letting specific to the areas/properties or house types including:

- Allocation of quotas
- Restriction on the use of properties for leasing temporary furnished accommodation
- Positive priority for certain groups

Sensitive letting policies must be operated within the law and so discrimination on the grounds of age, disability or other protected characteristics is prohibited.

Existing low demand strategies exist in relation to the flats in Maple Road, Greenock

## **4. Homelessness**

OTHA will assist in the alleviation of homelessness in Inverclyde by accepting direct applications from homeless people 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.

OTHA also provides flats directly leased to Inverclyde Council for use as temporary furnished accommodation. Under the lead tenancy scheme, flats are leased from the private sector and leased on to Inverclyde Council to be used as temporary furnished accommodation. This does not affect the availability of empty properties owned by OTHA.

The quota for referrals is agreed annually.

## **5. Lettings Plan 2018/2019**

The table below is based on an estimate of the number of properties that are likely to come available during 2018-19 using knowledge of the previous year's relets as a guide. The estimate for 2018-19 is 150 re-lets. No new lets are expected off-site in the coming year.

General needs standard accommodation has no specific adaptations or design features that would make it suitable for any particular group of people.

Amenity standard accommodation has design features that make them suitable for an older person or someone with a range of low level disabilities.

Adapted accommodation may have a range of adaptations and design features to reduce barriers and to make them suitable for a wheelchair user or an individual who has restricted mobility due to disability.

The projection for the number of lets for 2018-19 is as follows:-

Area	General Needs	Amenity	Wheelchair	Total
<b><u>Flats</u></b>				
Tenemental flat	49	10	0	59
Maple Road flats	13	0	0	13
Bow Farm flats	5	0	0	5
New build flats	30	10	2	42
<b><u>Main door properties</u></b>				
General/LSVT	6	0	0	6
Bow Farm Main Door	6	3	0	9
Newbuild Main Door	15	1	0	16
<b>Grand Total</b>	<b>124</b>	<b>24</b>	<b>2</b>	<b>150</b>

The properties will be let in accordance with the quotas as stated in 2.1 of this report and therefore the likely outcomes are as follows: -

Quota	Percentage	Number
Inverclyde Council – referrals under Section 5 of the Housing (Scotland) Act 2001 & leases of property to provide temporary furnished accommodation	15%	22
Inverclyde Council Referrals of people with Community Care Needs	15%	22
Of the remaining 106 lets		
ICHR Transfer list	10%	10
Other referrals – e.g Inverclyde Womens Aid	5%	5
ICHR Housing List	85%	91
<b>Total</b>		<b>150</b>