



## **Lettings Plan**

**2018/19**

**Due for review: February 2019**

## 1. Introduction

The Association adopted a new Allocation Policy, effective June 2010, whereby the majority of vacancies are allocated through Choice.

The Allocation Policy requires that an annual Lettings Plan to determine how we advertise vacancies is approved by the Board.

This is the seventh plan to be produced in accordance with the revised Allocation Policy.

In the period April 2017 to December 2017 there were the following allocations:

<b>General Needs Housing</b>	<b>28</b>
<b>Retirement Housing</b>	<b>13</b>
<b>Total Lets</b>	<b>41</b>

16 of the total lets were allocated to Silver Homeless applicants which represents 39% of allocations for the year to date. These figures do not include the new properties at Sandilands Close which were allocated under a separate plan. The number of homeless lets at Sandilands new-build (8) increases the percentage to 42%.

## 2. Lettings Types

For the lettings plan we have identified 3 lettings types (see item 7 for restrictions on letting types), each of which will have a schedule to determine how vacancies are advertised. These are noted below:

<b>Type 1</b>	<b>General Needs Housing</b>
<b>Type 2</b>	<b>Retirement Housing</b>
<b>Type 3</b>	<b>Amenity Housing</b>

## 3. General Needs Housing

There will be 3 schedules for General Needs Housing.

### **Ground Floor Properties and properties with 3 or more bedrooms**

- Properties should be advertised in accordance with the schedule noted below:

1	Starter/Mover
2	Starter/Mover
3	Starter/Mover
4	Starter/Mover
5	Mover (MEHA preferred)
6	Starter/Mover
7	Starter/Mover
8	Starter/Mover
9	Starter/Mover
10	Mover (MEHA preferred)

### **Properties with 1 or 2 bedrooms**

- Properties should be advertised in accordance with the schedule noted below:

1	Starter
2	Starter
3	Starter
4	Starter/Mover
5	Starter
6	Mover (preference to Manor Estates tenants)
7	Starter

8	Starter
9	Starter
10	Starter/Mover

Where operation of this schedule means that 3 properties in any one area (as per the previous Lettings Areas) are advertised as the same type, the Housing Officer should seek the approval of the SHO or HM to advertise as a different type. This will, however, mean that the next vacancy in another area will be affected. The implementation of this will be clarified on the schedules.

#### 4. Retirement Housing

##### Ground Floor Vacancies

- Any current tenant in an upper flat within a development who requires a move to ground floor accommodation will be eligible for a management transfer to a vacancy in that development. (Tenants must be registered on EdIndex to be considered for a transfer).
- Where a vacancy in an upper flat is created as a result of a management transfer, this must be advertised as **Starter/Mover**, regardless of the schedule for the development.
- If no-one is suitable for a management transfer, vacancies should be advertised as **Starter/Mover**, except that one in five vacancies will be advertised as **Mover with preference given to existing Manor Estates tenants**.

##### Upper Floor Vacancies

It has been identified that upper floor vacancies are unsuitable for applicants with priority needs. In order to address this, properties should be advertised in accordance with the following schedule:

1	Starter/Mover
2	Starter/Mover
3	Mover (preference to Manor Estates tenants)
4	Starter/Mover (reduced age restriction of 50+)

#### 5. Amenity Housing

There will be an individual schedule for all amenity properties and properties will continue to be advertised as follows

1	Starter
2	Starter
3	Starter/Mover
4	Mover (preference to Manor Estates tenants)
5	Mover
6	Starter
7	Starter
8	Mover

#### 6. Outcomes

The outcomes of this Lettings Plan will be monitored closely. As the Association no longer receives nominations or Section 5 referrals from City of Edinburgh Council, particular attention needs to be paid to the proportion of applicants housed who are statutorily homeless..

This Plan will be reviewed in February 2019, however it may be revised sooner if monitoring identifies particular issues that require immediate attention. Any revisions will require to be approved by the Board.

## **7. Advert Restrictions**

The Regulator expects that all vacancies should be accessible to as wide a range of applicants as possible, therefore there should be minimal restrictions in terms of who can bid for particular vacancies.

### **Retirement Housing**

Should be advertised that applications will normally only be considered from applicants who are aged 60 or over, but we will consider applications from younger applicants (50 and over) who have particular needs that could be improved by moving to retirement housing. The schedule has been amended to allow a reduced age restriction shortlist to be ran to capture this.

### **Amenity Housing**

Should be advertised that applications will normally only be considered from applicants who are aged 50 or over, but we will consider applications from younger applicants who have particular needs that could be improved by moving to amenity housing. Younger applicants for Amenity Housing will be considered through referrals from external agencies.

### **Other Restrictions**

There may be other situations where we wish to restrict applications in respect of sensitive lets where there have been particular problems in an area, immediately prior to a vacancy arising. All sensitive let restrictions require the prior approval of the Housing Manager.

### **Withdrawal of Vacancies from the Choice System**

Wherever possible properties that have been advertised will not be withdrawn from the Choice system unless there are exceptional circumstances requiring an urgent management transfer move.