

## Caerphilly Common Housing Register Local Lettings Policy Pro-Forma

<b>Details of area to be covered:</b>	N <sup>o</sup> :	40 properties let via CHR
	Road(s):	Fford Cae'r Llwyn
	Town:	Bedwas
	Postcode:	Unknown
<b>Details of properties to be covered:</b>	Count:	1 bed ground floor flats x 6
	Bedrooms:	1 bed first floor flats x 6
	Type(s):	2 bed houses x 16 3 bed houses x 12
	Landlord(s):	United Welsh
<b>Reason for requesting a local lettings policy:</b>		<p>Pandy Road, Bedwas is a new mixed tenure housing development situated just outside of Caerphilly town centre. The 40 properties being covered by the LLP are part of a wider development of 240 new homes, which includes private sales.</p> <p>LLP requested for the new lettings to create a stable, sustainable, balanced and cohesive new community, within an existing wider community setting while complying with the requirements of the Common Allocation Policy.</p>
<b>Summary of evidence base to support local lettings policy:</b>		<p>United Welsh has found that from our extensive experience there are often challenges around the creation and settling in of new communities.</p> <p>We develop and hence let, over 300 new homes per annum and in our experience the first 12 months occupation of new developments are crucial in establishing a new and cohesive community.</p> <p>Bringing together 60 households, 40 let via the Common Housing Register (in this case) to live within a new community inevitably presents challenges to establish respect and understanding between the new neighbours, some of which may never have previously held any form of tenancy. Whilst the 40 properties are scattered across the estate this can often be more problematic in terms of managing expectations where we have many adjoining owners. This has been our experience</p>

	<p>recently with a site in Penarth where properties were scattered across the estate.</p> <p>Experience shows there is often a higher than average rate of ASB and demand for services from us as a landlord associated with new developments of this size.</p> <p>A fully researched comprehensive LLP can assist with our shared desire to create sustainable, cohesive communities where people want to live and promote economic, social and environmental well-being. The implementation of a successful LLP would also help to reduce the number of tenants wishing to submit applications to transfer accommodation.</p>
<b>Objective of local lettings policy:</b>	<ul style="list-style-type: none"> <li>• To create a sustainable community</li> <li>• The neighbourhood is a place people want to live and remain</li> <li>• Tenants are engaged in their community</li> <li>• The neighbourhood is balanced</li> <li>• Ensure compliance with statutory requirements</li> </ul>
<b>Restrictions to be placed on lettings:</b>	<p><u>IMPORTANT NOTE:</u> the following criteria are not mandatory per se, but must be used as a template to attempt to create a balanced community on this site.</p> <p>All households shortlisted for the new homes will be considered on a case by case basis, and UW are happy to enter into dialogue with CCBC during the allocation and letting process to ensure the spirit of the LLP is maintained throughout, and to discuss marginal or ambiguous cases etc.</p> <p>Where agreement cannot be reached during such dialogue, United Welsh, as landlord, will make the ultimate decision, whilst ensuring to remain within the confines of the criteria set out within this LLP, and endeavouring to meet its intended outcomes.</p> <p>UW monitor all LLP to ensure that they are working effectively and meeting the intended outcomes.</p> <p><u>Stage 1</u></p>

- Each property type to have a mixture of households from banding types:

#### **1 bed flats**

- 8nr from band 1
- 4nr from band 2

#### **2 bed houses**

- 6nr from band 1
- 6nr from band 2
- 4nr from band 3

#### **3 bed houses**

- 5nr from band 1
- 5nr from band 2
- 2nr from band 3

From the 2-bedroom accommodation two applicants will be selected with a household made up of couple child expecting. This will allow for future family growth and allow consideration for applicants who may not be initially considered due to property letting criteria.

#### Stage 2

UW are committed to make the best use of our housing stock by considering those applicants with the requirement for accessible accommodation.

All of the units to be let via the CHR will first be coded as per Appendix 8 – Accessible Housing Classifications - of the CAP, and shortlisted as per Appendix 9 – Best Match Shortlisting Criteria.

UW will work closely with the Council's HOT's in order to match households to properties that best suit their needs.

#### Stage 3

- 40% or 16nr properties allocated to applicants who have a household member (aged 16+) in employment or training. Conversations will be had with applicants to ascertain employment status of the household

	<p>This is to ensure there is a mix of households within the new development which are in full or part time employment, training to enter employment and households on partial/full benefits.</p> <p>We have found that on other developments when tenants engage with us positively around future aspirations this has reduced likelihood of anti social behaviour and created more sustainable tenancies.</p> <p>Consideration should be given to applicants that may have worked previously and are looking to regain employment and are willing to engage with United Welsh's Employment team to secure job or training.</p> <p>This will enable UW to encourage and assist applicants in returning to work and maintaining employment in an area with higher than (Welsh) average unemployment and lower than average wages. (ONS data June 2019)</p> <p>The inclusion of this criteria would help to create balanced communities containing people with a range of incomes and personal circumstances. This would also encourage aspirations within the new community and the presence of positive role models.</p> <p><u>Stage 4</u></p> <p>United Welsh understands that there will be several households that may have complex needs and/or require high support levels to manage a tenancy.</p> <p>United Welsh is fully committed to assist in offering accommodation to such households whilst also recognising the fact that a high concentration of households with complex needs or high support needs within a very small geographical area (or in the same street/block) can create unintended consequences such as;</p> <ul style="list-style-type: none"> <li>• Increased risks to vulnerable households</li> <li>• Increased volatility in the block/street</li> <li>• Increased volatility in the community</li> <li>• Adverse effects on cohesive communities</li> <li>• Poor reputation of the new site leading to difficulty in letting future void properties</li> </ul>
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UW therefore propose that a maximum of 4 households (10%) with complex needs/high support needs are accommodated across the 40 units, ideally dispersed across the site. All 4 households with complex needs must be actively engaged in support.

In terms of this LLP United Welsh considers complex needs or high support needs to relate to households that have exhibited the following behaviours (by any member of said household) within the previous 3 years (from date of consideration):

- Significant substance misuse issues;
- Previous or current ASB that has led to the loss of accommodation;
- Previous ASB which has culminated in enforcement action (NSP/ injunction/ Possession/ ASBO)
- Significant mental health conditions that affect the household's ability to manage a tenancy (where medication is either not taken or proving effective);
- Convicted of criminal behaviour – which has a direct relevance to maintaining a tenancy and/or respectfully living in a community with others
- Persons subject to MAPPA (levels 1-3)

United Welsh is an inclusive landlord; and will work closely with colleagues in Caerphilly CBC's Homeless and the Common Housing Register team to identify complex cases and determine if the allocation would be appropriate.

- Each applicant that has a previous tenancy will be asked for 2 references If an applicant has no tenancy history, character references will suffice
- Flats only- Pets permitted but restricted to 1 small cat or dog as maximum per flat (due to no communal areas or garden). Assistance/sensory animals accepted regardless of size
- Estate Agreement to be signed by all successful applicants

	<p><b>Some clarity around interpretation of terms:</b></p> <p>Significant substance misuse may include significant impairment or distress, as manifested by one (or more) of the following, occurring within a 12-month period:</p> <ul style="list-style-type: none"> <li>• Recurrent substance use resulting in a failure to fulfill major role obligations at work, school, or home (e.g., repeated absences or poor work performance related to substance use; substance-related absences, suspensions or expulsions from school; neglect of children or household)</li> <li>• Recurrent substance use in situations in which it is physically hazardous (e.g., driving an automobile or operating a machine when impaired by substance use)</li> <li>• Recurrent substance-related legal problems (e.g., arrests for substance-related disorderly conduct)</li> <li>• Continued substance use despite having persistent or recurrent social or interpersonal problems caused or exacerbated by the effects of the substance (e.g., arguments with spouse about consequences of intoxication, physical altercations)</li> </ul>
<p><b>Details of any community consultation:</b></p>	<p>Only as required as planning conditions. Once properties have been handed over we will carry out consultation and engagement activities as per other areas we work in under our 'Together' branding of events.</p>
<p><b>Summary of equality impact assessment:</b></p>	<p>EIA completed, groups that may be impacted identified as those that have mental health issues that may be linked to previous ASB. Due consideration will also be given to engagement history, any support provided to the household, along with medication taken to alleviate mental health conditions.</p> <p>Potentially some groups may find it more difficult to find employment or maintain employment, female</p>

	<p>households and those with a disability or with caring responsibilities may be impacted upon.</p> <p>This will be overcome through flexibility around the LLP requirements with all households considered on a case by case basis on their individual circumstances, and full consultation with the relevant supporting agencies.</p> <p>If an individual can provide evidence of a successful tenancy since any relevant recorded ASB this will be considered. Likewise, if an applicant is a carer, is past retirement age or is unable to work due to a disability steps will be taken to prevent this impacting on their application.</p>	
<b>Implementation date:</b>	<b>07/11/2019</b>	
<b>Termination date:</b>	<b>07/11/ 2020</b>	
<b>Review frequency:</b>		
<b>Monitoring and review arrangements:</b>	<b>Monitoring as we allocate/ LLP as first let only</b>	
<b>Requesting officer:</b>	<b>Name:</b>	<b>Vicki Miller</b>
	<b>Position:</b>	<b>Neighbourhood Lead</b>
	<b>Organisation:</b>	<b>United Welsh</b>
<b>Dated:</b>	<b>07/11/2019</b>	
<b>Panel decision:</b>	<b>Approved</b>	
<b>Dated:</b>	<b>22/11/2019</b>	
<b>Decision details:</b>		

Please ensure that the pro-forma is fully completed before sending via secure email to the common housing register team at [CHR@caerphilly.gov.uk](mailto:CHR@caerphilly.gov.uk) . Please telephone 01443 873521 should you need to speak with a member of the team.

