

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

<b>Details of area to be covered:</b>	N <sup>o</sup> :	
	Road(s):	Oakdale Hotel
	Town:	Oakdale
	Postcode:	TBC
<b>Details of properties to be covered:</b>	Count:	5 x one bedroom flats
	Bedrooms:	
	Type(s):	
	Landlord(s):	Charter
<b>Reason for requesting a local lettings policy:</b>	<p>Oakdale Hotel is a refurbishment programme of the Grade II listed former public house.</p> <p>We would like to promote a balanced community and therefore propose a mixture of applicants with varying needs and priorities to be considered for the single person accommodation. Allocating on the basis of need alone could result in a high concentration of people with support needs, which may affect the balance/harmony of the estate.</p>	
<b>Summary of evidence base to support local lettings policy:</b>	<p>We have had concerns raised that social housing developments bring anti-social behaviour and criminal activity issues to an area. We do assure local communities that we will try to allocate these properties sensitively.</p> <p>We would propose a split of allocations of the flats; one to an under occupier needing to downsize and the rest to applicants from the waiting list in priority order.</p>	
<b>Objective of local lettings policy:</b>	<p>To ensure that we create a balanced community from the 1<sup>st</sup> let.</p> <p>Prevent any housing management issues arising.</p> <p>To maintain a positive reputation as a social landlord.</p>	
<b>Restrictions to be placed on lettings:</b>	<p>Any applicants that have a poor tenancy reference in the past 5 years, including causing serious anti-social behaviour (received an injunction, possession order or notice seeking possession). Consideration will be given to historical poor tenancy conduct, depending on the severity and consistency.</p> <p>An applicant that has unspent convictions for violent offences, theft/burglary and/or drug offences will be not be considered.</p>	

	Any applicants that are currently misusing substances.	
<b>Details of any community consultation:</b>	This new site will be under close scrutiny from local residents due to its prominence in Oakdale.	
<b>Summary of equality impact assessment:</b>		
<b>Implementation date:</b>	<b>From handover – due June/July 2018</b>	
<b>Termination date:</b>	<b>12 months from implementation</b>	
<b>Review frequency:</b>	<b>N/A</b>	
<b>Monitoring and review arrangements:</b>	<b>N/A</b>	
<b>Requesting officer:</b>	<b>Name:</b>	<b>Andrew Frame</b>
	<b>Position:</b>	<b>Sustainable Communities Manager</b>
	<b>Organisation:</b>	<b>Charter Housing</b>
<b>Dated:</b>	<b>17/05/2018</b>	
<b>Panel decision:</b>	<b>Approved</b>	
<b>Dated:</b>	<b>23/07/2018</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.

