

# Tenants First Housing Co-operative

## Allocations Policy

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## **1.0 Aims**

Tenants First Housing Co-operative (hereafter referred to as the Co-operative) is a fully mutual Co-operative that owns rented properties in Aberdeen, Aberdeenshire, Angus and Glasgow. Approximately 10% of the properties become vacant each year and are allocated using the Choice Based Lettings (CBL) system and within the terms of the Co-operative's Allocation Policy. Details of stock can be found at Appendix Three.

The Co-operative aims to be accountable to its members and to the communities it works within for the Allocations Policy and processes. It also aspires to provide good quality affordable housing for those in housing need and aims to offer fair and equal access to its properties without excluding individuals, whilst ensuring the needs and aspirations of the community are addressed.

The Allocation Policy's principles are based on the guidance set out in the Raising Standards in Housing (A Good Practice Guidance Manual SFHA 2004) and Performance Standards for Social Landlords and Homelessness Functions – COSLA, Communities Scotland and SFHA, 2001.

These principles are as follows:

### **1.1 Housing Need**

The Co-operative will prioritise allocations of property to people with high levels of housing need, and/or support need where appropriate, without discriminatory restrictions. By housing need we mean that any person aged 16 or over (this is limited to females only, aged 16 or over, for properties in Glasgow) can apply for housing with the Co-operative and if that person has a housing need, their level of need will be prioritised according to criteria set in the 'Definition of Categories and Priorities' – Appendix One.

**There may be certain circumstances where it would be helpful to accept an application from someone before their 16<sup>th</sup> birthday; for example, to help the transition of a young person leaving care.**

**The Co-operative will also refer to Aberdeen City and Aberdeenshire Councils Housing Need and Demand Assessment published in 2010 when implementing or reviewing future housing strategies.**

### **1.2 Choice and Empowerment**

The Co-operative aims through the provision of good information and advice to give applicants the ability to make informed choices about their housing options and to reduce complexity and bureaucracy where ever possible.

### **1.3 Sustainable Communities**

The Co-operative aims to make best use of its available stock, staff resources and use the allocations process, information from analysis of data recorded and examples of good practice to assist in the creation and maintenance of communities where people want to live and remain.

### **1.4 Security of Tenure**

**Within the terms of the Housing (Scotland) Act 2001 the Co-operative will sign all its members to a Scottish Secure Tenancy Agreement or a Short Scottish Secure Tenancy Agreement.**

Where the Co-operative is letting a property on a shared basis an Occupancy Agreement will be offered.

### **1.5 Information and Advice**

The Co-operative will provide all its customers with comprehensive information and advice in relation to housing with the Co-operative and other housing options. Information and advice on the method of assessment of housing need and how properties are allocated, along with all other issues associated with housing (such as housing benefit) will be offered.

### **1.6 Partnership**

The Co-operative will aim to work in partnership with other bodies and other organisations e.g. Combined Housing Registers, local authorities or other Registered Social Landlords (RSLs) to identify and alleviate housing need, including homelessness.

### **1.7 The Role of Governing Body Members**

The Co-operative's governing body members will not be involved in the day to day operation of the allocations process but will be involved in the setting, reviewing and strategic development of the Allocations Policy, considering appeals and special cases, and the monitoring of outcomes of the Policy.

### **1.8 Customer Service and Audit Trails**

The Co-operative will maintain clear audit trails to show how and why allocations of properties have been made to particular households, whilst having due regard to data protection legislation. The Co-operative will aim to ensure that its overall allocations process is transparent to outside agencies and to people whose applications for housing are unsuccessful. Open communication will be observed with applicants at all stages of the allocations process from the initial enquiry onwards.

### **1.9 Monitoring and Review**

The Co-operative will ensure that the results of the allocations process will be regularly monitored, reported and acted upon as part of an ongoing review process.

The Co-operative will distribute its Allocations Policy to appropriate agencies such as other RSLs and local authorities.

### **1.10 Equality of Opportunity**

In the provision of housing services and employment of staff the Co-operative will seek to ensure equality of opportunity and treatment for all persons.

## **2.0 Objectives**

The Allocations Policy links with the following objectives contained in the Co-operative's Business Plan:

- 1g) to train and develop staff to full potential and maximise use of all other resources
- 1h) to ensure sustainability in provision, management and maintenance of the housing stock
- 1i) to provide and maintain properties to meet identified need
- 2c) to encourage the realisation of the Co-operative ethos

## **3.0 Allocations Policy and Associated Issues**

### **3.1 Access to the Co-operative's Housing**

homehunt NES is the organisation which has been set up jointly with Castlehill Housing Association to manage access to, and allocation of, its properties via a choice based lettings system.

There are no restrictions in the Housing (Scotland) Act 1987 as amended by the 2001 Act on the grounds of nationality, residence and/or immigration status to any individual or household making an application to the Co-operative. All applicants on a housing list are entitled to an assessment of housing need.

**In Scotland any EU national has the right to be admitted to the Co-operative' housing list, they also have the right to housing and homelessness assistance. Therefore, the Co-operative has no requirement to make enquiries about immigration status when accepting someone onto the housing list. Any person(s) who has attained the age of 16 may apply to the Co-operative for housing via Homehunt North East Scotland (homehunt NES).**

The Co-operative offers the following types of accommodation:-

- General needs
- Sheltered Housing
- Supported Housing

### **3.1.1 General needs**

**General needs housing is accommodation that is suitable for anyone regardless of age, mobility or other impairment and makes up the majority of the Co-operative's housing stock.**

### **3.1.2 Sheltered Housing**

**Sheltered Housing is *not* normally considered for people who:-**

- **Require 24 hour nursing care or supervision**
- **Have moderate or severe dementia**
- **Currently have housing which is regarded as suitable for their medical and social needs**
- **Have younger family members or dependants (below pensionable age) who wish to be re-housed with them**

Anyone who has a medical need for sheltered housing can complete the medical priority pass application form. Applicants will also need to be assessed for Housing Support to ensure that they are eligible for sheltered housing and receive the required funding from their local authority.

The allocation of sheltered housing properties will be restricted to those who have a medical need and qualify for Housing Support. The following is what the Regulation of Care (Scotland) Act 2001 defines as housing support –

*"a service which provides support, assistance, advice or counselling to a person who has particular needs, with a view to enabling that person to occupy residential accommodation as a sole or main residence".*

### **3.1.3 Supported Housing**

**This accommodation provides those with defined housing needs specialist support via tailored packages. The details, provision and funding of these support packages forms part of the Scottish Secure Tenancy Agreement. Appendix Two provides details of the supported housing accommodation the Co-operative currently manages.**

## **3.2 Method of Allocation**

### **3.2.1 Reasonable Preference**

**Reasonable preference refers to the priority given to applicants for housing. It means that the Co-operative will give due weight to the categories in the reasonable preference groups which are listed in the *Housing Need Priority Pass* paragraph below and to applicants who are homeless.**

**Reasonable preference does not mean that the Co-operative must allocate a house to people in the reasonable preference groups regardless of its suitability. The main aim of any allocation made is**

**to create a sustainable and successful tenancy that will make best use of the Co-operative's stock.**

**All applicants will be placed on the registration list following successful completion of a short registration form. A registration reference number will be issued to each applicant.**

### **3.2.2 Housing Need Priority Pass**

For the Co-operative to follow the principle of housing people in the highest housing need, it assesses need based upon statutory guidelines and good practice for the following categories:-

- Housing Circumstances (this covers those who are homeless or threatened with homelessness)
- Medical
- Overcrowding/Under occupation (this covers those who have large families\*)
- Personal Circumstances
- Lacking Facilities (this covers those who are living under unsatisfactory conditions)

\*A large family is classed as a household with 6 or more occupants who wish to live together in the same house as a family unit.

Applicants with an identified housing need will need to complete a priority pass application form in one or more of the above categories. Dependant on the applicant's circumstances they may be given a Gold, Silver or Bronze award. If an applicant is assessed as having no housing need they will not be given any priority need award. Appendix One lists the Definition of Categories and Priorities and the circumstances under which passes will be awarded.

### **3.2.3 Principles of Allocating a Property**

Properties will be allocated on the following principles in the following order:

- Best Use \*
- Level of Priority Pass
- Length of time in housing need

\*Best use is normally applied where applicants make best use of the bedrooms available or the attributes (such as disabled adaptations) of a property. Because of the shortage of one-bedroom properties within the Co-operative's stock, applicants who qualify for properties that have been adapted for disabled use or who qualify for ground floor properties on medical grounds can be offered a property that is one bedroom larger than their housing need.

**The principles of choice based lettings allow the allocation of a property that has a larger number of bedrooms than the applicant**

**requires. For example, in rare situations where a property is classed as 'difficult to let' and there is a lack of demand, properties that are larger than an applicants housing need may be allocated. In these circumstances staff will ensure that tenancy obligations can be met.**

**Also the Co-operative will not allocate properties to applicants that are smaller than their assessed housing need. For example, an applicant who qualifies for a 4-bedroom property will not be offered a 3-bedroom property.**

**If no applicants on the short-list qualify for a property on best use or priority need the property will be re-advertised.**

### **3.3 Membership of the Co-operative**

Only applicants who have been approved for membership of the Co-operative will be allocated a Co-operative property.

Membership of the Co-operative gives members the right to participate in the running of the Co-operative in a range of ways such as attendance at AGMs and election to the Committee of Management and Sub Committees. Membership also gives the right to participate in consultation, for example through Focus Groups or the Tenant Panel as per the Co-operative's Participation Strategy.

### **3.4 Factors Affecting Allocation Outcomes**

#### **3.4.1 Outstanding Monies Due**

In accordance with Section 10 of the Housing (Scotland) Act 2001, where an applicant has any monies outstanding to the value of one month's rent or more from a current or a previous tenancy, a repayment agreement will require to be in place with the current or previous landlord and maintained for a minimum of the three successive months preceding the allocation. In the case of existing members, including those who are applying for a mutual exchange, the same criteria will apply.

**Nonetheless, when assessing applicants with existing debt the Co-operative understands that the urgency of the applicant's housing need is of paramount importance. Therefore it will take in to consideration why the debt has risen and will ensure any repayment agreement is realistic.**

**When the Co-operative houses someone who has existing debt, to mitigate the risk in the debt increasing or recurring, it will offer the following to its members:-**

- **Early and sustained personal contact**
- **Referral to a money advice project such as SMART**

- **Signpost to other relevant agencies/projects such as ASSIST**

### **3.4.2 Antisocial Behaviour**

Where an applicant has been evicted or has had an Antisocial Behaviour Order or an Interim Antisocial Behaviour Order granted against them in the preceding three years, the Co-operative may offer a Short Scottish Secure Tenancy with support such as that offered by the ASSIST project. In such circumstances the Co-operative will consider the following before applying any suspension:-

- the extent to which the conduct is because of acts of omission of people other than the applicant;
- the nature, frequency and length of the conduct;
- the effect the conduct is having on other people; and
- any other action taken by the landlord to address the conduct.

### **3.4.3 Removal of Applicants from Registration List**

Applicants may only be removed from the registration list under the following circumstances:-

- the applicant has requested removal
- the death of the applicant
- where the applicant has failed to respond to the annual review of the registration list within the timescales set
- if correspondence sent is returned by post e.g. 'addressee gone away'

### **3.4.4 Registrations put 'On Hold'**

Applicants can request that their application be put on hold. They will be asked to define a specific length of time for this but can request their application be made live again within that period.

Applicants who change their circumstances after they have been registered may need to complete a new registration form and priority pass form/s in relation to their housing need.

### **3.5 Special Cases**

**On very rare occasions the Co-operative will have applicants whose circumstances are exceptional, and as a result, don't fit into the normal system for assessing housing priority but they need to be housed urgently. In such circumstances the Co-operative will give consideration to housing an applicant out with the standard allocations remit, but only if the applicant has an exceptional level of need which is greater than others on the list.**

**Such allocations will represent a tiny proportion of the total lets made and the Co-operative is clear that such allocations will not be**

**used to appease applicants who are dissatisfied with the level of priority they have been awarded.**

### **3.6 References and Suspensions**

**The Co-operative will seek references from an applicant's current and former landlord, with the applicant's consent. Tenancy references will be taken up for tenancies that have ended within 3 years or less from date an applicant is considered for a property.**

**Although the Co-operative cannot suspend applicants from the registration list there are certain circumstances when it can suspend an applicant from receiving offers; for instance if they have rent arrears and are not making payments towards them. In these situations the Co-operative will always take personal circumstances and extent of housing need in to consideration before applying any suspension. However, the Co-operative cannot suspend homelessness applicants it has a duty to house i.e. the Co-operative cannot refuse to house a section 5 referral (see section 3.8 below).**

A **six month** suspension may apply under the following circumstances:-

- Where any form of legal or court action has been commenced against an applicant or an individual forming part of the application under the terms of the Housing (Scotland) Act 2001 or the Antisocial Behaviour (Scotland) Act 2004. In such circumstances the Co-operative will consider the following before applying a suspension:-
  - the extent to which the conduct is because of acts of omission of people other than the applicant;
  - the nature, frequency and length of the conduct;
  - the effect the conduct is having on other people; and
  - any other action taken by the landlord to address the conduct.
- Where the applicant does not meet the criteria stated above regarding outstanding monies due
- A Sex Offender, where the applicant has refused permission for a risk assessment to be carried out in order to identify suitable housing
- The applicant has refused the offer of property on two occasions and their reasons for refusal do not comply with the remit for accepted refusals

A **two-year** suspension may apply under the following circumstances:-

- Threatening or abusive behaviour towards Co-operative and Homehunt NES staff
- Where an applicant has been found to have given false or misleading information about their circumstances and this has led to the applicant attracting higher priority for housing than was due.
- Where an applicant has been found to have deliberately worsened their living circumstances in order to attract higher priority for housing.

In each of the above circumstances the applicant will be advised in writing of the length of time their application will be put on hold, the reasons for this and their ability to remedy the situation.

Applicants who are suspended will be reviewed every six months or sooner if the applicant advises of a change of circumstances.

### **3.7 Nominations and Homelessness Lets**

#### **3.7.1 Nominations**

Because of the way the CBL system works the Co-operative does not have any nomination agreements in place. Instead, it has a Choice Based Lettings Protocol in operation with Aberdeen City and Aberdeenshire Councils. Through these Protocols the Co-operative aims to allocate at least 50% of its vacancies to statutory homeless applicants.

For the Co-operative's Glasgow properties a Homelessness Duty Protocol has been signed with Glasgow City Council (GCC). This Protocol ensures the Co-operative's obligation to comply with requests from GCC to re-house homeless people is met. This Protocol also allows for the Co-operative to request homeless nominations from GCC when the situation permits. The Co-operative also aims to allocate at least 50% of its vacancies to statutory homeless applicants under this Protocol.

With the transfer of the 'market rent' properties at Peterhead and Arbroath to 'affordable rents' on 1 April 2010, a Nominations Agreement with Angus Council is currently underway.

#### **3.7.2 Homelessness**

The Scottish Government has set a target of eradicating homelessness by 2012. The Co-operative recognises it has a duty to house homeless people and works in partnership with local authorities to achieve the 2012 target in the following ways:-

- By awarding applicants aged 16 – 26 years old assessed as statutory unintentionally homeless the highest priority pass award
- By awarding applicants aged 27 years old and above assessed as statutory unintentionally homeless *and in priority need* the highest priority pass award (an example of priority need is where an applicant has one or more dependents under the age of 16)
- By operating within the remit and targets set in the Choice Based Lettings Protocols with Aberdeen City, Aberdeenshire, Angus Councils, and the Homelessness Duty Protocol with Glasgow City Council (GCC) which includes obligations relating to Section 5 homeless referrals (see below)
- By providing information requested by a local authority on its housing stock
- By liaising with local authorities to monitor, review and contribute to homeless allocations and strategies aimed at housing homeless people in the areas in which the Co-operative operates

### **3.7.3 Section 5 Referrals**

**Section 5 of the 2001 Act gave RSLs the duty to house statutory homeless people. The Co-operative has to meet section 5 requests from local authorities unless there are good reasons not to. A good reason may be where:-**

- the Co-operative is unable to make suitable housing available within 6 weeks of the request; or**
- the only housing the Co-operative has available is of a particular nature (for example sheltered housing) and this is not suitable for the applicant**

**There are no other grounds that the Co-operative can refuse a section 5 referral and it cannot use any other terms of the Allocation Policy for refusing to deal with such a referral.**

### **3.8 Mutual Exchange**

Often members wish to move to a different area or to a larger or smaller property but lack the necessary housing priority for this to be realistic through homehunt NES within a reasonable timescale.

A mutual exchange offers existing members (of the Co-operative) and other tenants an opportunity to swap (exchange) their property with another member/tenant and move to a property more suitable for their needs.

#### **3.8.1 House Exchange**

**The Co-operative, through the Apply4homes Combined Housing Register, has subscribed to the House Exchange website. This website is designed to bring members and tenants together who live in Aberdeenshire and Moray and who are looking to swap their homes. This site can also be used to search for tenants and members who live in other parts of the UK if someone is considering moving from the area.**

**Members and tenants of other RSLs and local authorities can register with House Exchange for free and use the facility to advertise their current home and search for details of properties of others looking to move. Tenants of private landlords or RSLs/local authorities who have not subscribed to House Exchange can use the website for a small fee.**

#### **3.8.2 Homeswapper**

Homeswapper is a national database that holds information on tenants of Registered Social Landlords and local authorities who would like to exchange their tenancy with another tenant. The Co-operative currently does not participate in this scheme but for a small monthly fee people can access the Homeswapper website directly.

### **3.9 Suitable, Sustainable and Sensitive Lettings**

The Co-operative recognises that it plays an important role within the communities in which it has properties. It believes that the CBL system empowers applicants and promotes the concept of choice in the housing options open to them. The Co-operative further believes that the CBL system encourages the development of social and family networks by recognising the need for applicants to move into an area for work or support reasons.

As per section 3.4 and reference to Reasonable Preference, the law does not restrict the Co-operative in taking only the factors in the reasonable preference groups into account. It can add other factors of its own such as key workers coming in to the area if there is a documented evidence to support the key aim of sustainability and best use of stock.

#### **3.9.1 Lettings Plans**

Where the Co-operative is letting a new build scheme it will consider the balance of allocations to promote a successful, sustainable community. A lettings plan will be developed for each new build scheme with the aim of addressing the categories of housing need best served to create a balanced community. In practical terms this means that the percentage of applicants from each housing need category and their level of housing need will be apportioned accordingly and may include additional groups such as priority to key workers. An example of a lettings plan could be:-

- 25% to homeless applicants (split between gold and silver award)
- 20% to medical (split between gold and silver award)
- 15% to overcrowding/under-occupation (split among gold, silver and bronze award)
- 10% to personal circumstances (split among gold, silver and bronze award)
- 5% to lacking facilities (split among gold, silver and bronze award)
- 20% to key workers working in the area such as nurses, firemen, teachers
- 5% to applicants with no award

For existing developments, analysis of allocations will be carried out if concerns arise that there is an over-concentration of households in one area with high levels of vulnerability or dependency which is putting at risk the stability of the community.

#### **3.9.2 Sensitive Lettings**

Sensitive lettings are for situations where it is necessary to exercise discretion in the selection of new members and where there is an identified need to depart from the standard allocation practice, for example, selecting an applicant with the highest housing need priority. In such circumstances a judgement will be made about the suitability of the applicant for the vacancy concerned in the context of that applicant's circumstances, and issues regarding the property and/or its location.

The main aim of sensitive lets is to secure the social well being of the applicant, the cohesiveness of the local community and neighbourhood and to mitigate some of the housing management issues that can arise from an unsuitable match.

An example of a sensitive let is assessing what the impact would be on others if housing a young person amongst a predominately older population

### **3.9.3 Local Lettings Initiative**

**Reasonable preference (as described in section 3.4 above) does not prevent the Co-operative from operating local lettings initiatives, which is essentially a separate allocation policy, for different parts of their stock areas. Local lettings initiatives can be used to address identified issues. For example:-**

- **low demand – in order to stimulate demand**
- **high demand – to prioritise access for particular types of applicant such as those living in rural areas**
- **increasing incidence of antisocial behaviour**
- **a lack of essential workers or where skills are in short supply**

**However, some qualifications are necessary before introducing a local letting initiative, namely:-**

- **the local letting initiative must run within all the relevant legislation governing the allocation of houses**
- **the Co-operative must make public the rule it uses to allocate its houses in the appointed areas**

**In addition to this, as each local lettings initiative is unique, there are some key components that also need to be in place:-**

- **the Co-operative is clear about why it is necessary to set up a local lettings initiative**
- **the initiative has clear aims**
- **the Co-operative has talked to those members involved and they have agreed to the initiative**
- **the Co-operative has talked with its strategic partners about the initiative**
- **there is an effective monitoring system in place to ensure the initiative's aims are met**
- **the initiative is regularly reviewed both strategically and operationally**

**The Co-operative currently has one local letting initiative to re-let its Glasgow properties. It was recognised that some groups of people can be especially vulnerable and whose personal circumstances and housing needs can be best met in a safe and secure environment. As such, a demand was identified in Glasgow for women only**

**accommodation by Fourwalls Housing Co-operative. To help meet these needs, as part of the Transfer of Engagements in 2009, the Co-operative introduced a lettings initiative which allows its properties in Glasgow to be re-let to women only who are aged sixteen years or over.**

#### **3.9.4 Local Connection**

**The Co-operative will not prevent applicants from applying for housing because they have no local connection with an area in which it has stock. On the basis of local connection, and in order to achieve greater community cohesion, the Co-operative will give priority to those applicants who want to be near family to give or receive support, or who is working in the area. In some circumstances local connection can also be applied through a LLI providing the criteria (as detailed above) is met to do so. However, the Co-operative will not give extra priority for the length of time the applicant has lived in the area.**

#### **3.10 Direct Lets**

**In order to meet current objectives and maximise best use of stock there will be occasions when the Co-operative needs to let properties outwith the CBL system and will make a direct let. Circumstances when this could happen include:-**

##### **3.10.1 Supported Housing (excluding Sheltered Housing)**

Tenants First provides a variety of specialist housing for people with particular support needs and will consider referrals from other agencies if it is found that it can provide accommodation for this group of applicants.

##### **3.10.2 Adapted Property**

**Where a house has been substantially adapted to meet the individual needs of a disabled applicant.**

##### **3.10.3 Stock Sustainability**

The Co-operative aims to make best use of its housing stock whilst ensuring that households in difficult circumstances can access properties that better match their housing need. The Co-operative does not have a large number of four and five bedroom properties in its ownership therefore needs to be flexible in its approach in transferring members internally. For example, if a member is under-occupying a four-bedroom property and would be more appropriately housed in a two-bedroom property, this would be offered to them out with the normal allocations remit. The four-bedroom property that would subsequently become empty would then be let through the Allocation Policy as normal.

##### **3.10.4 Decants/Demolitions**

If major works are required to Co-operative properties it may be necessary to decant members to another property within its ownership for the duration of the work.

### **3.10.5 New Build**

On some occasions it may be necessary to exclude new build properties from the normal allocation process. For example, if the local authority has 100% nomination rights to the properties available for let, or where there is a lettings plan or local lettings initiative in place.

### **3.10.6 Mutual Exchanges**

Properties that are involved in a mutual exchange between members or other tenants will not be advertised because the property does not actually become vacant. Mutual exchanges will be promoted ( primarily through House Exchange) by the Co-operative as a housing option for tenants of a RSL or local authority who may not have a high level, or any, housing need.

### **3.10.7 Matrimonial Homes Act**

**Under the terms of the Matrimonial Homes (Families Protection) (Scotland) Act 1981 a person who is the spouse of a sole member and is living in the member's house has statutory occupancy rights to stay in the property if the member leaves or abandons their tenancy.**

**In such an event the Co-operative will fully consider each case on its individual circumstances with the view to transferring the tenancy to the spouse out-with the normal scheme of allocation.**

### **3.10.8 Individuals Posing a Risk**

**The Co-operative understands that there are applicants who pose a risk to others and to the wider community. An example of an individual being assessed as posing a risk is someone who is receiving support under the Multi Agency Public Protection Arrangements (MAPPA).**

### **3.10.9 Garages**

Garages will be let using a separate waiting list and therefore will not be advertised when they become vacant. Those applicants on the waiting list will be contacted directly to establish their interest in renting the garage.

### **3.11 Allocating a Property where No or Unsuitable Bids Received**

Where a property has no suitable bids after the closing date and the advertising deadline has been missed, to avoid further rent loss, the Co-operative may offer the property to someone who has just registered (after the run has closed) and whom meets the allocation criteria for that property.

The Co-operative can also accept referrals from other agencies e.g. local authority, Disabled Persons Housing Service and Houseability. **In addition to this the Co-operative may contact other agencies with the aim that they can further promote the empty property and refer suitable applicants to us to be assessed in the normal way.** The resferred

applicant can be allocated the property without further advertising providing they meet the necessary criteria.

Occasionally the list of applicants who have bid for a vacant property (shortlist) is either close to, or has been exhausted. In such circumstances, to minimise the rent loss, the property can be re-advertised before the existing shortlist has been exhausted. The vacant property may also be re-let/let before the re-advertised closing date has ended.

### **3.12 Long Term Voids/Low Demand Properties**

The Co-operative defines a long term void as:-

- a property that has not been let within four weeks and where no other circumstances are involved

The Co-operative defines a low demand property as :-

- A property that takes longer than seventeen weeks to re-let/let, receive no bids or is re-advertised.

### **3.13 Sex Offenders**

In relation to the Management of Offenders etc. (Scotland) Act 2005, the Co-operative has a statutory duty to co-operate with the responsible authorities (a responsible authority can be the police, prison service, social work, council housing offices) in assessing and managing the risk posed by sex offenders. The duty to co-operate is reciprocal.

Joint arrangements are in place for assessing and managing the risks posed by sex offenders. The arrangements, known as the Multi Agency Public Protection Arrangements (MAPPAs) increase the emphasis on information sharing and practical management of the risks posed by sex offenders.

The Co-operative is committed to working within the Scottish Government's National Accommodation Strategy for Sex Offenders (NASSO) framework, a strategy set up with the overall objective to improve public protection by the adoption of a consistent approach to assessment and management of risk and to ensure that appropriate resources are allocated to the management of offenders.

The Co-operative recognises the need to efficiently manage the information it holds on members and applicants identified as sex offenders. It will ensure that all information held on sex offenders is categorised as confidential and held securely within the conditions set out in the Co-operative's Restricted Contact Policy and procedures.

### **3.14 People from Black and Ethnic Minorities, Migrant Workers and Lesbian, Gay, Bisexual and Transgender People**

There are no restrictions in the Housing (Scotland) Act 1987 as amended by the 2001 Act on the grounds of nationality, residence and/or immigration status to any individual or household making an application to a housing co-operative. The Co-operative therefore has no requirement to make enquiries

about immigration status when accepting someone onto their registration list and is not restricted legally to allocating housing on the basis of a person's immigration status.

To ensure people from ethnic minorities, migrant workers, lesbian, gay, bisexual and transgender (LGBT) people have equal access to its Registration List the Co-operative will pro-actively promote itself and aim to make information comprehensive and accessible. The Co-operative also recognises that its Allocation Policy has to be sensitive to housing issues surrounding ethnic minorities, migrant workers and LGBT people, for example, harassment and isolation from social and religious networks.

### **3.15 Refugees and Asylum Seekers**

When an asylum seeker receives Refugee status or another form of leave to remain in the UK, their entitlement to financial support ends. They may have to move out of the accommodation they occupied as an asylum seeker within 28 days. As the Co-operative has no requirement to ask applicants about their immigration status it will accept applications onto its Registration list from applicants with Refugee status.

### **3.16 People with Physical Disabilities**

The Co-operative's ability to respond to the housing needs of applicants with physical disabilities will be defined by the availability of suitable stock and demand for properties that require special adaptations. Where the Co-operative is unable to provide appropriate housing, advice will be given on other relevant housing options.

The Co-operative keeps a comprehensive database of all its properties and their features to ensure applicants are provided with accurate advice. The database will be updated when an adaptation takes place. Consideration will also be given to carrying out adaptations to properties to meet the applicants' needs provided funding is made available.

### **3.17 Applicants with Custody of Children**

Applicants who share custody of their children for three nights or more per week will qualify for additional bedrooms to accommodate their children within the definitions set for bedroom occupancy.

### **3.18 Groups Potentially Disadvantaged using Choice Based Lettings**

It is widely recognised that the CBL allocation system could disadvantage certain groups which include:-

- the very elderly or infirm
- people with learning difficulties
- people with lack of literacy
- recent migrants and others with a limited understanding of English
- people with limited access to the internet

To protect the interests of those who might face particular difficulties accessing housing with the Co-operative a number of mechanisms are in place which include but are not limited to:-

- provision of personal assistance in navigating the application process
- provision of a dedicated Ethnic Minority Outreach Worker
- contacting applicants with the highest award (gold pass) if no interest in a property has been made within a set time
- direct mailing of vacant properties to applicants and agencies
- facility to translate allocation information into other languages
- information on vacant properties advertised via phone
- proxy bidding by advocates, family members etc.

### **3.19 Partnership Working**

Through partnership working, the Co-operative is involved in the following projects:-

- **ASSIST**  
This is a joint project with Grampian Housing Association which provides support to members deemed vulnerable to help sustain their tenancy in the long term. Staff from the project provide guidance and assistance to those members referred to the service.
- **SMART**  
This is a partnership arrangement with Grampian, Langstane and Castlehill Housing Association. Members who are experiencing financial difficulties in maintaining their tenancy can be referred to the Financial Inclusion Officer for help and advice.
- **Minority Ethnic Outreach Worker**  
This is a multi agency funded post that aims to raise awareness of housing options and increase access to affordable housing for ethnic minorities within the North East.
- **Disabled Persons Housing Service (DPHS)**  
This is an independent service that provides guidance and support, and offers an advocacy service to applicants who consider themselves disabled and to assist them with access to affordable housing. In Aberdeenshire, the DPHS is also known as **Houseability**.
- **Betterways**  
This is a group of agencies from a housing and social work background who meet quarterly to consider applications from young people leaving care and help them make a seamless transition of moving from care into mainstream housing with or without support.
- **Next Stage Housing**  
This group is similar to Betterways but Next Stage is more about providing help for older applicants with mental health issues. This group also meets quarterly.

### **3.20 Terminations**

**Within the terms of the Scottish Secure Tenancy, Short Scottish Secure Tenancy and Occupancy Agreement, the member's tenancy can be brought to an end by the member giving the Co-operative twenty-eight days notice in writing that they wish to bring their tenancy to an end. Should the member wish to cancel their termination within the twenty-eight day period the Co-operative can reinstate their tenancy. However, the Co-operative does have the right to refuse to reinstate a member's tenancy provided it has acknowledged receipt of their termination notice and the date in which the tenancy will end, in writing.**

### **3.21 Garages**

The Co-operative owns rented garages in Aberdeenshire and Angus. The Co-operative's policy aim is to provide good quality affordable housing and includes garages within this remit.

Applicants looking to rent a garage will have their details kept on a separate waiting list. The garages will be allocated in date order of application with priority being given in the order listed below:-

1. member with the Co-operative who lives within the immediate locality of the garage
2. member of the Co-operative who lives outwith the immediate locality of the garage
3. private resident who lives in the immediate locality of the garage
4. private resident who lives outwith the immediate locality of the garage
5. any other person – example, shop owner

Members renting a garage will be issued with a short assured tenancy agreement.

### **3.22 Mid Market Rents**

**The Scottish Government has introduced grant funding which RSLs can apply for to build new properties to be let as mid market rents (MMR).**

**MMR are properties that are let at levels between full market and normal social rents. These properties are usually built alongside, or are part of, new developments.**

**Mid Market Rents (MMR) are aimed at people on low or modest incomes and are popular with people on incomes that are not quite enough to afford owner occupation or who need, or want, to rent for a limited period and can afford to pay more than a social rent – for example, those who expect to be able to buy a house later in their career.**

**The Co-operative believes that offering MMR will bring benefits such as:-**

- **responding to market demand for more variety in affordable housing**
- **creating more mixed communities**

**Because a Short Assured Tenancy is the type of lease offered to tenants renting a MMR property and because the Co-operative is a RSL it is unable to let this type of tenancy directly. Therefore, the Co-operative will let MMR properties through its subsidiary company, PPHM UK.**

### **3.23 Formal Complaints Policy**

All applicants will have the right to make a formal complaint or appeal against any decision taken during the application process or on any aspect of the homehunt<sup>®</sup> NES service they have received using the Co-operative's Formal Complaints Policy and procedure.

### **3.24 Code of Conduct for Governance and Accountability**

Through Section 36 of the Housing (Scotland) Act 2010, the Co-operative may grant a tenancy to employees, Committee Members, former Committee Members and close relatives of the aforementioned but only where the application has been processed and meets the following requirements:-

- The allocation fully meets the Co-operative's published allocations criteria
- The person has had no involvement in or influence over the process by which the Co-operative allocated the tenancy in question
- The membership approval request has not been signed by a person who is related to, or has an association with, the applicant(s)
- **The Compliance Manager or in their absence the Chief Executive has audited the application to ensure compliance has been met during the full application process**
- The allocation has been specifically agreed at a full meeting of the Co-operative's Committee of Management excluding any members who have a declared interest

## **4.0 Training**

The Co-operative through its Business Plan is committed to training and developing staff and its committee members to their full potential in order to deliver a high quality of service in all areas of its business to members, applicants and to the public.

## **5.0 Equal Opportunities**

The Co-operative will ensure that in implementing this Policy it will not unfairly discriminate against any individual, household or group on the grounds of gender, gender identity or marital status, on race grounds, or on the grounds of disability, age, sexual orientation, language or social origin, other personal attributes, including beliefs or opinions such as religious beliefs or political opinions.

The Co-operative will also ensure that its Allocations Policy is made available in alternative formats on request such as large type face, Braille, alternative languages etc. and that it has access to interpretation services as required.

## **6.0 Monitoring and Reporting**

Reports will be prepared quarterly or more frequently if requested, for the Housing Management Sub Committee to assist in monitoring the allocations process. The report will include, but not restricted to, the following-

- Number of properties let
- Letting outcomes including size, type, area and how property allocated e.g. best use
- Number of homeless applicants housed,
- Number of registrations
- How applicants registered e.g. phone, email
- Average number of bids per property split
- Number of applicants on hold and reason why
- Number of priority passes awarded, split into categories and bandings
- Applicants Age Profile on registration list
- Applicants Age Profile housed
- Average days to let property
- Number of formal complaints
- Number of properties excluded from letting
- Website Statistical Information
- Number of sex offenders registered

## **7.0 Review**

The Co-operative will carry out an annual review of its Allocations Policy to ensure that it reflects all legislative and good practice obligations. Every fifth year it will carry out a major review which will include consultation with members in this process.

## **8.0 The Legal Framework**

- Housing (Scotland) Act 1987
- Housing (Scotland) Act 2001
- Housing (Scotland) Act 2010
- Antisocial Behaviour (Scotland) Act 2004
- Control of Payments and Benefits: Code of Conduct for Governance and Accountability as amended by the Housing (Scotland) Act 2010
- Data Protection Act 1998
- Matrimonial Homes (Family Protection) (Scotland) Act 1981
- Equality Act 2010
- Industrial and Provident Societies Act 1965
- Human Rights Act 1998
- Homelessness (Scotland Act) 2003

## **9.0 References**

- Scottish Housing Allocation – A practical guide Draft guidance 2010
- Performance Standards for Social Landlords and Homelessness Functions
- Self Assessment for Registered Social Landlords

## **10.0 Related Policies and Documents**

- Membership Policy
- Void Policy
- Choice Based Lettings Protocol with Aberdeen City Council and Aberdeenshire Council
- The Equality and Diversity Policy
- Data Protection and Access to Personal Information Policy
- Policy on Code of Conduct for Governance and Accountability
- Participation Strategy
- Business Plan
- Formal Complaints Policy

## Appendix One

### Definition of Categories and Priorities

#### HOUSING CIRCUMSTANCES CATEGORY

##### Definition

Housing circumstances categories exist to recognise an applicant's current housing situation and the degree to which they can be considered secure or otherwise.

##### Homelessness

- Statutory Homeless (including residence in Statutory Homeless Hostel)

##### **Proof will be required from relevant local authority regarding homelessness status e.g. letter from local authority.**

*People who claim to be 'roofless', 'sleeping rough' or 'no fixed abode' should be encouraged to present themselves as homeless to their local authority, as no Gold priority award will be given without relevant verification.*

##### Impending Homelessness

Where **six months notice or less** has been given to vacate current accommodation as defined below:

- In Care
- Lodgings
- Privately rented accommodation
- Bed and Breakfast, Boarding House or Hotel
- Owner Occupation (only where sale necessary)
- Short stay hostel
- Refuge
- Tied Accommodation
- HM Forces with confirmed leaving date

Priority			Definition
Gold	6 Month Time Limit	We area limit and feature limit	Statutorily Homeless
Silver	No Time Limit	No area or property feature limits	Impending Homelessness

## LACKING FACILITIES CATEGORY

### Definition

The Housing (Scotland) Acts 1987 and 2001 defines when accommodation should be considered to meet reasonable standards. This has been used in this category and states that housing is below reasonable standard if it fails to meet the following:

- Is structurally stable
- Is substantially free from rising or penetrating damp
- Has satisfactory provision for natural and artificial lighting, for ventilation or heating
- Has an adequate piped supply of wholesome water available within the house
- Has a sink provided with a satisfactory supply of both hot and cold water within the house
- Has a water closet available for the exclusive use of the occupants of the house and suitably located within the house
- Has a fixed bath or shower and a wash hand basin for the exclusive use of the occupants of the house, each provided with a satisfactory supply of both hot and cold water and suitably located within the house
- Has an effective system for the drainage and disposal of foul and surface water
- Has satisfactory facilities for the cooking of food for the exclusive use of the occupants within the house
- Has satisfactory access to all external doors and outbuildings

Priority			Definition
Silver	No Time Limit	No area or property feature limits	If three or more of the above definitions are not met
Bronze	No Time Limit	No area or property feature limits	If two of the above definitions are not met

## OVERCROWDING CATEGORY

### Definition

The following each require a bedroom:

- A single adult
- Two adults who are partners
- Children of different sexes where the eldest has reached age 8
- A young person who has reached the age of 14 years
- Children of the same sex where there is a 10 year or more age gap
- Where there is an assessed medical reason for persons who would normally share not to
- Where an additional room is required for medical equipment

Permanent carers and foster children who are part of a household will be assessed as part of the family.

### Extra Bedroom Recommendation for Applicants who are Pregnant

#### **An extra bedroom requirement will be granted when:**

There is a baby due and no sibling to share it with. If the children in the household are age 10 years old or more, the baby will require a bedroom of its own.

#### **No extra bedroom requirement will be granted when:**

The unborn baby can share with a sibling. If there are children age 8 years or younger in the household it is assumed the baby will share with them.

#### **Assessing Overcrowding and Under Occupation:**

For the purposes of assessing overcrowding/under occupation, the baby will be counted as a person using the age rule as above. Examples of how this affects your application are listed below:

- 1) Mrs X (pregnant), sharing with friends and sleeping on the couch is entitled to a silver for Overcrowding (2 persons overcrowded, two bedroom requirement).
- 2) Mrs X (pregnant), sharing a house but with a bedroom to herself is entitled to a bronze for Overcrowding (1 person overcrowded, one bedroom requirement).
- 3) Mr & Mrs X (pregnant) living in a two (double) bedroom house with a 7 year old son is not entitled to any priority for Overcrowding (baby can share with son, so 0 persons overcrowded, two bedroom requirement).
- 4) Mr & Mrs X (pregnant) living in a two (double) bedroom with a 17 year old son is entitled to a bronze Overcrowding (baby cannot share with son, so 1 person overcrowded, three bedroom requirement).

5) Mrs X (pregnant) living in a 3 bedroom (two double, one single) with a 12 year old son and a 5 year old daughter is not entitled to any priority for Overcrowding (baby can share double bedroom with 5 year old, so 0 over crowding, 3 bedroom requirement).

Priority			Definition
Gold	6 Month Time Limit	Applicant can area and property feature limit	3 or more bedrooms short
Silver	No Time Limit	No area or property feature limits	2 bedrooms short
Bronze	No Time Limit	No area or property feature limits	1 bedroom short

#### UNDER OCCUPATION CATEGORY

##### Definition

This category will be awarded to tenants of Registered Social Landlords only to promote effective asset management and maximise the opportunity for existing tenants to move to smaller accommodation should they wish to do so.

Priority			Definition
Silver	No Time Limit	No area or property feature limits	Two or more bedrooms surplus
Bronze	No Time Limit	No areas or property feature limits	One bedroom surplus

#### MEDICAL CATEGORY

##### Definition

Applicants who have a medical condition that they consider to be relevant to their application for housing will be assessed on the severity of the medical condition and the degree to which their housing circumstances affect this. A medical banding will first be awarded and then this will be translated into a CBL banding.

Medical bandings are defined as follows:

X-medical	Medical condition that requires immediate housing or re-housing
Sevwho	Severe condition that is wholly affected by present circumstances
Modwho	Moderate condition that is wholly affected by present circumstances
Minwho	Minor condition that is wholly affected by present circumstances
Sevmod	Severe condition that is moderately affected by present circumstances
Modmod	Moderate condition that is moderately affected by present circumstances
Minmod	Minor condition that is moderately affected by present circumstances
Sevmar	Severe condition that is marginally affected by present circumstances
Modmar	Moderate condition that is marginally affected by present
Minmar	Minor condition that is marginally affected by present

Assnil	circumstances Minor condition that is marginally affected by present circumstances No medical condition or suitably housed for medical condition		
It should be noted that where it is considered that a medical condition is only marginally affected by current housing or where there is a nil assessment then no banding will be awarded under this category.			
Priority		Definition	
Gold	6 Months Time Limit	Applicant can area limit and feature limit. homehunt NES can also feature limit	<ul style="list-style-type: none"> <li>• X Medical</li> <li>• Sevwho</li> </ul>
Silver	No Time Limit	No area limit. homehunt NES can feature limit.	<ul style="list-style-type: none"> <li>• Modwho</li> <li>• Minwho</li> <li>• Sevmod</li> <li>• Modmod</li> </ul>

### PERSONAL CIRCUMSTANCES CATEGORY

#### Definition

This category recognises personal circumstances that require to be taken into account when assessing an application for housing:

#### Vacating Adapted Disabled

This recognises households who are vacating an RSL tenancy that is adapted for disabled use because the adaptations are no longer required. Note, there must be significant, permanent adaptations to secure a Gold Priority.

#### Harassment or Violence

Where an applicant or a family member is under threat of or actual violence, mental abuse, domestic abuse or harassment

#### Financial Hardship

Where a households monthly rental/mortgage payments exceeds 25% of monthly income

#### Separated Family

Where due to housing circumstances a family **has no choice** but to live separately

#### General Assistance

This recognises where an applicant requires to live in a particular area to access or to give assistance to a relative or family member. General assistance priority will only apply to areas where moving improves the applicants ability to provide or receive assistance. General assistance is where the assistance makes a significant difference to the persons quality of life or ability to live at home. This priority is also awarded where childcare provided allows someone to work.

#### Current Neighbour Problems

This recognises where a household is having mild or moderate difficulties with a neighbour that affects their ability to remain in their current accommodation.

#### Travel Time to Work or Education and Isolation from essential services

This recognises where a household member/s has to travel to reach work or education or is isolated from essential services and the household wish to move to be closer to these. These are awarded regardless of whether or not the household are car owners but they must live at least 10 miles away from the facilities they are travelling to or are isolated from.

Relationship Breakdown

This recognises where a relationship has broken down and the couple wish to live separately but cannot do so until alternative accommodation is secured for one of them.

**PERSONAL CIRCUMSTANCES CATEGORY**

Priority		Definition	
Gold	No Time Limit	No area or property feature limits.	<ul style="list-style-type: none"> <li>• Vacating Disabled Adapted</li> </ul>
Silver	No Time Limit	homehunt NES will limit areas when general assistance is being awarded.	<ul style="list-style-type: none"> <li>• Harassment or Violence</li> <li>• General Assistance</li> <li>• Financial Hardship</li> </ul>
Bronze	No Time Limit	No area or property feature limits.	<ul style="list-style-type: none"> <li>• Separated Family</li> <li>• Current Neighbour Problems</li> <li>• Travel time to work/education</li> <li>• Isolation from Services</li> <li>• Relationship Breakdown</li> </ul>

## Appendix Two

### Details of Supported Housing

The Co-operative currently provides, and aims to provide, housing for individuals with specific housing support needs who require up to twenty-four hour per day support from a local authority appointed contractor to live independently.

This accommodation is allocated out-with the Co-operative's normal Allocation Policy and procedure. Individual's needs are instead assessed by the appropriate local authority social work department or a specialist organisation.

If the local authority has assessed an individual's needs as being suitable for supported housing the individual may be *nominated* to the Co-operative.

If the assessment of need is carried out by a specialist organisation the individual may be *referred* to the Co-operative.

<b>Location</b>	<b>Description</b>	<b>Number of tenancies / bedspaces</b>
Garthdee, Aberdeen.	Semi detached, two storey dwelling	3 / 3
Portlethen	Mid terraced, two storey dwelling	2 / 2
Banff	Mid terraced, two storey dwelling	2 / 2
Portsoy	Detached, single storey dwelling	3 / 3
Central Aberdeen	Block of 13 flats in four storeys	13/13
Fraserburgh	Block of flats, 2 storey	4 / 5
Kemnay	Ground floor flat	1 / 1
Kemnay	Semi detached, two storey dwelling	1 / 1
Peterhead	End terraced, two storey dwelling	1 / 1
Central Aberdeen	Block of Flats, 4 storey (due 2010)	16 / 16
Peterhead	Block of four flats, 2 storeys – due spring 2011.	4/8



## Appendix Three

### GENERAL NEEDS PROPERTIES (including new builds)

Number of properties by property type as at 31st March 2010 and number of re-lets from 1st April 2010 to 31st March 2011 in Aberdeen, Aberdeenshire and Angus (last updated 13 December 2010)

	Flats						Houses							
	1 bedroom	Re-lets	2 bedroom	Re-lets	3 bedroom	Re-lets	1 bedroom	Re-lets	2 bedroom	Re-lets	3 bedroom	Re-lets	4+ bedroom	Re-lets
ABOYNE							7	0	8	7	1	1	8	8
ARBROATH									28	3	16	9	7	2
BALLATER													5	0
BALMEDIE	5	2							6	2	6	0	3	1
BANCHORY							8	0	3	0				
BANFF													1	0
BODDAM									16	1	3	0	7	0
BRIDGE OF DON	1	0					24	2	11	1	1	0	7	0
CENTRAL ABERDEEN	1	0												
COVE									1	0	1	0		
CUMMINGS PARK (Abdn)	1	0	2	1			12	0	14	2	2	2		
DYCE					1	0			1	0	1	0	5	0
FRASERBURGH	9	1	8	0			8	2	46	1	39	5		
GARTHDEE (Aberdeen)	29	0	19	2	4	0			39	2	81	3	16	2
GLASGOW	4	2	2	1	4	0								
INVERURIE							2	1	5	1			3	1
KEMNAY	7	0	6	0	1	0			4	0	9	0		
KINCORTH					4	1			1	0			2	2
MINTLAW													1	0
NEWBURGH			4	0									3	1
PARK PLACE/ST/etc (Abdn)	4	1												
PETERCULTER	4	0					10	0	3	0	1	0		
PETERHEAD	7	0	64	4			19	1	54	3	61	5	77	0
PITMEDDEN									2	0	2	0		
PORTLETHEN	3	3	10	10					2	2	2	2		
PORTSOY									6	0	10	0	2	0
PORT ELPHINSTONE			32	4					3	0	10	0		
PRINCES STREET	11	0							1	0	1	0		
ROTHIENORMAN									8	4	1	1	5	3
SHEDDOCKSLEY	11	3					4	1	29	0	8	0	22	2
STOCKETHILL (Aberdeen)											18	1		
TORRY	1	0					1	0			1	0		
WESTHILL									5	1	2	0	3	0

<b>SHELTERED NEEDS PROPERTIES (updated 13 December 2010)</b>														
<b>Number of properties by property type as at 31st March 2010 and number of re-lets from 1st April 2009 to 31st March 2010 in Aberdeen, Aberdeenshire and Angus</b>														
	<b>Flats</b>						<b>Houses</b>						<b>Supported</b>	
	<b>1 bedroom</b>	<b>Re-lets</b>	<b>2 bedroom</b>	<b>Re-lets</b>	<b>1 bedroom</b>	<b>Re-lets</b>	<b>2 bedroom</b>	<b>Re-lets</b>	<b>3 bedroom</b>	<b>Re-lets</b>	<b>4 bedroom</b>	<b>Re-lets</b>	<b>Bed spaces</b>	<b>Re-lets</b>
<b>BANFF</b>														
<b>FRASERBURGH</b>	<b>20</b>	<b>2</b>											<b>7</b>	<b>0</b>
<b>GARTHDEE (Aberdeen)</b>					<b>23</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>0</b>			<b>1</b>	<b>0</b>
<b>HOLLAND STREET (Abdn)</b>													<b>13</b>	<b>13</b>
<b>KEMNAY</b>													<b>2</b>	<b>0</b>
<b>MINTLAW</b>	<b>23</b>	<b>6</b>			<b>7</b>	<b>0</b>								
<b>PARK PLACE/ST (Aberdeen)</b>	<b>15</b>	<b>0</b>			<b>4</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>				
<b>PETERHEAD</b>	<b>11</b>	<b>0</b>			<b>10</b>	<b>3</b>	<b>1</b>	<b>0</b>					<b>1</b>	<b>0</b>
<b>PORTSOY</b>													<b>3</b>	<b>0</b>
<b>PORTLETHEN</b>													<b>2</b>	<b>0</b>
<b>PRINCES STREET</b>							<b>2</b>	<b>0</b>						
<b>SHEDDOCKSLEY</b>	<b>11</b>	<b>1</b>			<b>80</b>	<b>6</b>	<b>4</b>	<b>0</b>						
<b>WESTHILL</b>														