

## LOCAL LETTINGS POLICY

<b>Scheme</b>	<b>Holyoake Court, Sackville Street, Kettering</b>
Landlord	Kettering Borough Council
Units	Social rented general needs accommodation comprising 32 units of 1 bedroom flats and bedsits suitable for single people/couples.
Purpose of this Local Lettings Policy	<p>The purpose of this policy is to ensure that the allocations process for these properties not only gives preference to households who contribute to the community and those in housing need, but also to build on what has already been achieved in terms of tenancy support to promote tenancy sustainment and community cohesion at the scheme.</p> <p>Therefore, while the Keyways Housing Allocation Scheme, fully adopted by the Council in March 2014, will remain the overarching policy against which allocations will be made, changes to the principle policy has been made re-lets to this scheme to ensure that a settled community is encouraged.</p> <p>In compiling this policy, the Council has had regard to its statutory duties in allocating social housing under Part 6 of the Housing Act 1996; 'Fair &amp; Flexible', statutory guidance on social housing allocations for local authorities issued in June 2012, December 2013 and March 2015; amendments made to Part 6 by the Localism Act 2011; and consultation and feedback with both the RP provider and local community.</p>
Links with the Council's wider strategies	<p>In determining the allocations criteria on first let of this development, the Council has also sought to promote wider strategic objectives in creating a sustainable community.</p> <p>In addition, the DCLG Allocation Guidance 2012 and 2013 urges Local Authorities to consider how they can use their allocation policies to support those households who want to work, as well as those who are contributing to their community in other ways, e.g. through voluntary work. Therefore, a proportion of households allocated a property will have a household member who is in employment, or volunteering at the point of nomination.</p>
Allocations criteria	<p>In order to achieve a balanced community, it is proposed that on all relets from 25th February 2016 and for the next 12 months, applicants will have to meet one of the criterion below:</p> <p><b>A)</b> 50% of allocations (2 in 4) will be made to applicants who have a member of the household in employment or carrying out voluntary work for 16 hours or more per week in the Kettering Borough, and/or can demonstrate that they either need to move to take up or be nearer to their employment or are currently in employment; or are in training or education. The employment must be permanent or a contract of no less than 6 months at the time of the bid. Note that evidence of applicant's employment</p>

	<p>status and contract will be required for verification purposes.</p> <p><b>B)</b> 25% of allocations (1 in 4) will be made to existing Kettering Borough Council, Housing Association or privately rented tenants living in the Borough who can demonstrate an ability to maintain a satisfactory tenancy for at least 18 months.</p> <p><b>C)</b> 25% of allocations (1 in 4) will be made to all other eligible households in Bands A, B, C and D. Priority will be given to applicants in the highest band with the longest waiting time.</p> <p>If no eligible households are identified, the property will be re advertised.</p> <p><b>Local Connection</b></p> <p>In addition to meeting either of the above criteria, a preference on all allocations made under this Local Lettings Policy, will be given to applicants who have a local connection to Kettering Borough and a level of housing need. This means that applicants with a local connection to Kettering Borough in Bands A-D will be considered over and above applicants in Bands A-D with no local connection to Kettering.</p> <p><b>Note that the following applicants will not be considered for an allocation under this Local Lettings Policy:</b></p> <p>Applicants or those with members of their household who have unspent convictions relating to crimes against persons or property, or a history of serious anti-social behaviour</p> <p>Applicants with a history of substance or alcohol misuse who cannot demonstrate that they are actively engaging with a support agency and/or making progress to address their substance and alcohol misuse</p> <p>Applicants with outstanding housing related debt where a repayment plan has not been established and adhered to (including current or former rent and council tax arrears, rechargeable repairs, homeless prevention loan debt)</p> <p><b>If a successful match is not identified the property will need to be re-advertised until an applicant who meets the criterion is identified</b></p>
<p>Non-compliance with the Local Lettings Policy</p>	<p>All properties will be advertised on Keyways within 6 weeks of becoming ready to let. In the event that the Council receives insufficient bids from applications who meet the criteria set out above after four bidding rounds, the Tenancy Services Manager will be notified who will determine if allocations may be made in accordance with the principal Allocations Policy to avoid rent losses and ensure no detrimental impact on the area as a result of properties being left empty long term.</p>
<p>Nomination of Bidders</p>	<p>Each shortlisted applicant will be subject to the standard Keyways verification procedure.</p>

	The tenancy offered to the successful applicant is subject to their current tenure, and applicants will be notified upon verification.
Termination of the Local Lettings Policy	This Local Lettings Policy will apply to all re-lets at the scheme between 25 <sup>th</sup> February 2016 and 25 <sup>th</sup> February 2017. All future vacancies will be allocated in accordance with the principle Keyways Allocations Scheme unless a revised and evidence based LLP is proposed and agreed for relets.
Monitoring and Review	The Council undertakes to monitor outcomes from this Local Lettings Policy on a quarterly basis. Feedback will be utilised when designing future Local Lettings Policies for other social housing schemes.
Equal opportunities	In producing this Local Lettings Policy, Kettering Borough Council is required to comply with equality legislation, and in particular, ensure that there is no unlawful discrimination in the allocation of dwellings and an equality impact assessment has been carried out.

23<sup>rd</sup> February 2016