

Common Allocations Policy

1. Introduction

1.1 Aims and Objectives

Our vision for housing in Angus is to 'create places that people are proud to call home'. We want to make finding a home as simple, fair and open as possible.

We seek to achieve the following outcomes:

- Access to housing is easy to understand and explain;
- Allocations of our homes are open and fair;
- Local needs and preferences are met where possible;
- Homelessness is prevented where possible;
- Tenancy sustainment is improved;
- We provide a variety of options along with advice and support for applicants;
- We make the best use of our housing stock and;
- Rental income is maximised through the efficient allocations of our homes.

We aim to achieve these outcomes by:-

- working in partnership with other social landlords through our Common Housing Register and through nomination arrangements;
- responding quickly and giving the right priority to people who are in most need of housing;
- empowering people and maximising choice through advertising our empty homes;
- preventing and responding to homelessness by being proactive through providing appropriate advice and assistance or suitable housing within a reasonable timescale;
- providing a housing options approach to meet people's needs, which involves taking early action if their home is at risk, encouraging them to make informed and realistic decisions on their options and assessing and meeting any support needs they may have, in partnership with other agencies;
- working to create communities where people want to live.

1.2 Background

The Angus Common Housing Allocations Policy ('the policy') has been developed as part of the Angus Common Housing Register ('the CHR').

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The CHR is a single housing register, application process and allocations policy shared across four social landlords. They are:

- Angus Council
- Blackwood Homes
- Caledonia Housing Association Ltd
- Hillcrest Housing Association Ltd

These four social housing landlords are referred to as 'we'; 'our' or 'the partner landlords' in this document.

The policy tells you:

- how we advertise available homes to meet the needs of housing applicants on the CHR;
- how to register for housing; and
- how we will assess and prioritise your application based on your housing needs

We have developed the policy following consultation with housing applicants, tenants, housing staff and other stakeholders, including other Council services and NHS Tayside. The policy is designed to meet the legal and regulatory standards that guide how the partners in the CHR should work.

We will make this policy available to you in other languages or formats, such as large print and Braille, if required, and also publish it on our websites.

1.3 Acting within the Law

We have developed our policy using good practice available from the Scottish Government, the Scottish Housing Regulator, the Scottish Federation of Housing Associations and the Chartered Institute of Housing. Our policy complies with, and takes account of relevant legislation, including the Housing (Scotland) Act 1987, as amended, and including the recent changes introduced by the Housing (Scotland) Act 2014. This means our policy is fair and gives reasonable preference to applicants in housing need.

1.4 Introducing Choice Based Lettings

We have now adopted a choice based lettings approach which is intended to open up the letting of social housing and allows applicants to view details on, choose between, and bid for available properties. The term 'bid' is used to describe an applicant registering their interest against a property that is advertised.

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2. Advertising our Properties

Generally, most of our empty homes will be advertised. Properties will not be advertised where they are needed for applicants who are not eligible to bid. Specialist supported housing and some specially designed adapted properties will also be considered for and matched to suitable applicants on our housing register, in the first instance. Where a property is matched, the priority rules as set out in Section 8.1 will apply.

2.1 Advert Criteria

When we advertise a property we will clearly state whether bids will be accepted from Starters, Movers or from either category and if any other restrictions apply. If you are not eligible to bid on an advertised property your bid will not be accepted.

2.2 Starters and Movers

Starters are generally people who do not have their own home. Movers are people who have a home but wish to move.

Starter	Movers
Homeless households	Council tenants
People in temporary homeless accommodation	Registered Social Landlord or other social rented sector tenants
People staying c/o family or friends	Private sector tenants
Households in tied accommodation (service occupancy tenancies)	Owner Occupiers

When we process your application we will tell you if you are considered to be a Mover or a Starter from the information you provide.

To allow us to meet our statutory obligations to those in housing need and to make best use of available properties the following guidelines will generally apply:

- Properties with 2 or fewer bedrooms, not on the ground floor, will be advertised as a 65% to starters and 35% to movers;
- Properties with 3 or more bedrooms will be advertised for both starters and movers;
- Ground floor, barrier-free properties will be advertised for both starters and movers, regardless of size;

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- Sheltered / Retirement / Amenity and Adapted or Adaptable Housing will be advertised for starters and movers

This will be subject to continuous review using monitoring information on the properties advertised and the outcome of bids and allocations. Any variances will be recorded in our Local Letting Plans.

2.3 Where can advertisements be found?

Properties are advertised on our website (*web link to be inserted*).

Free Internet access is available in local libraries.

If there are any difficulties in accessing the advertised properties, you can contact ACCESSLine or visit any of the ACCESS offices/Libraries where staff will be happy to help.

2.4 How long are properties advertised for?

Properties are advertised daily with a closing date for bids clearly shown. To be considered, all bids must be received by this deadline.

If no bids are received for an advertised property, the property will continue to be advertised until let.

3. Before You Apply

Before you apply for housing, we will invite you to use our Housing Options online self-service tool (www.angus.gov.uk/wizard). If you need additional advice or support we can also offer you an appointment to discuss your housing options with one of our trained Housing Officers.

At a housing options appointment, a range of solutions will be discussed, tailored to your individual needs, to help prevent homelessness and promote successful tenancy sustainment including:

- practical assistance or intervention to delay the urgent need to leave home, such as negotiating with landlords, parents or mediation;
- practical assistance or intervention to enable you to remain at home such as providing housing support, assistance with budgeting or debt advice;
- interventions or referrals to secure alternative accommodation through exploring various housing types such as private sector, low cost home ownership and/or social housing.

Before applying for housing and before bidding on any properties, it is important that you consider how you will afford to pay for your home.

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If you need further advice about your finances, paying for your home or claiming benefits please ask for help by talking to someone in our ACCESS offices/Libraries or contact ACCESSLine.

4. Applying for housing

Before bidding for properties, you must first register on our CHR by completing an application for housing.

You will be unable to bid on any available properties before the application process has been completed and your application is live.

4.1 Who can apply for housing?

Anyone 16 years and over can apply for housing unless they are subject to immigration control.

Everyone applying for housing is included on our CHR. However your application will not go live, which means you will not be able to make any bids on advertised properties or be matched to an offer of housing, until you have provided all of the information we need, such as proof of identification, birth certificates etc.

Staff in the local ACCESS Offices/Libraries will help you complete your application for housing if you need help.

In line with our commitment to make services easily and equally accessible to all housing applicants, we can also provide an interpretation service if you are hearing or visually impaired or if your first language is not English.

To assess an application properly, we need accurate and up-to-date information about your circumstances. You must keep your application up-to-date by telling us about any change as soon as possible. If you deliberately provide false or misleading information you will be suspended from the CHR.

You can apply on your own, jointly with a partner or jointly with anyone else who will be living with you. However, we cannot allow you and two or more applicants who are unrelated to you to rent a property under this policy because this creates a House in Multiple Occupation (HMO) which are governed by separate regulations.

Our CHR team will manage your application and you can contact them to discuss your application or visit any local ACCESS office/Library or talk to the staff at any of our partners' offices.

4.2 Processing Your Application

We aim to process your application within 28 working days of receiving it, as long as you've provided all the information we need. We will write to tell you:

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- when your application is live;
- whether you are eligible to bid or will be matched to a property;
- size(s) of properties you can bid for or will be matched to;
- whether you are considered a Starter or a Mover;
- if you have an assessed need for or are eligible to bid on a particular house type; and
- if you have been placed into a priority banding.

If required, we may request additional information or make an appointment to meet with you to complete an assessment of your housing needs.

If you don't give us all the information we need, this may delay your application.

4.3 Verifying your application

You will need to provide us with proof of your identity. We will accept your birth certificate, passport or National Insurance card. We also need proof of your current address. This may include, but is not limited to:

- official letters/bills/statements from a local authority, public agency or private utility (gas, electric, telephone), government department, private sector lease, bank or building society;
- photographic driving licence

We make enquiries about your application when we receive it but any enquiry we make will depend on your circumstances. We will ask your landlord for a reference if you've been a tenant at any time in the past three years to find out if:

- you owe any money;
- you have acted in an anti-social manner;
- your landlord has taken any formal action against you as a result of you breaching your tenancy conditions.

We may suspend your application if we receive an unsatisfactory reference; refer to Section 5.2 for more details on when we will suspend your application.

5. Reviewing, Removal, Suspension and Merging of Applications

We will review your application at least once a year. The date of this review is based on the date you registered your housing application with us.

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It is important to keep the CHR up-to-date and ensure the details we have are accurate for any bids you make.

As part of the review, we will contact you to ask if there have been any changes in your household composition or circumstances.

We will give you 7 days to reply. If you don't reply, we will remove your application from the CHR.

However, if you contact us within three months of your application being cancelled, you can have your original application re-instated. The date of registration will be based on the date you made the original application. You may be required to complete a new application form if your circumstances have changed.

If you have a priority banding we will review your application and housing options with you every six months.

5.1 Removal of Applications

There are other times when we will remove an application from the CHR apart from the annual or quarterly review. We will remove your application from the CHR if:

- you request, in writing, that you wish to be removed from the list;
- you do not reply when we ask you for more information to support your application or we ask you to get in touch with us for some other reason.

5.2 Suspending Applications

We can suspend your application in certain circumstances. If we suspend your application, you will not be able to bid on any available properties, even if you are in housing need. However we will not suspend an application where we have a legal duty to find accommodation for someone who is homeless.

We do not want to suspend applications on the CHR, but there are some circumstances where we need to. These circumstances are as follows and apply to the applicant and anyone included as a joint applicant on the application:

Reason	Period of Suspension	Ending Suspension
You refuse two reasonable offers of housing (after successful bids). <i>An offer of housing will not be considered reasonable if there is a risk to a</i>	6 months from date of 2 nd refusal	Application reinstated after 6 months, following a review of your circumstances.

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<p><i>member of the household's health or safety; there has been a significant change in circumstances from the time the bid was made that means the property is no longer suitable; or the property was incorrectly advertised.</i></p>		
<p>You intentionally withhold information that you should have told us about OR you intentionally give us misleading information OR you intentionally give us information you know is wrong</p>	<p>6 months from date discovered</p>	<p>Application reinstated after 6 months, following a review of your circumstances.</p>
<p>You are a tenant but you've breached your tenancy conditions (other than failure to pay rent) and your landlord has given you notice of proceedings for recovery of possession or has a decree or order from a court for your eviction.</p>	<p>Duration of notice or order + 6 months</p>	<p>Application reinstated after 6 months, following a review of your circumstances</p>
<p>You are subject to a written warning for antisocial behaviour; acceptable behaviour agreement; unacceptable behaviour notice; final written warning for antisocial behaviour ; or an antisocial behaviour order</p>	<p>Duration of notice or order + 6 months</p> <p>If you are subject to a written warning, we will review your behaviour after 6 months from the date of the written warning</p>	<p>Application reinstated after 6 months where there is evidence that the behaviour has improved and following a review of your circumstances.</p>
<p>You have lost a previous tenancy within the last 3 years by abandoning it: for example, you leave a property that you have rented without handing back the keys or notifying your</p>	<p>6 months from date discovered</p>	<p>Application reinstated after 6 months, following a review of your circumstances</p>

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landlord.		
You have outstanding tenancy related arrears from a current or former tenancy (more than one twelfth of the annual rent) and there is no arrangement in place to repay what you owe.	Subject to you repaying the debt	We have evidence that you have reduced the debt to less than one twelfth of the annual rent We have evidence you have maintained an arrangement for at least 3 months and you are continuing to make the payments
You have been evicted by a court order in the last 3 years: for example, you were evicted for rent arrears or damage to the property or its contents.	6 months from date discovered	Application reinstated after 6 months, following a review of your circumstances

If we suspend your application we will write to you and tell you:

- why we have suspended your application, including the circumstances we have taken into account;
- what this means, for example you will not be able to bid on available properties;
- how long the suspension will last;
- what you have to do to have the suspension shortened or lifted (if applicable);
- where to find independent housing and /or legal advice; and
- your rights to review and appeal

5.3 Merging Applications

You may wish to apply jointly for housing with someone who already has an application on the CHR. This means that you could merge your application with this person. In these cases, the date of application will be determined by the date of the earliest application.

If you wish to withdraw from a current joint application you can have your original date of application re-instated if you wish to re-submit an application in your own right.

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We will reassess the status of your application and any priority banding awarded due to the change in your circumstances.

6. Change in Circumstances

You must tell us as soon as possible if your circumstances change.

You can notify us online or by contacting ACCESSLine to us to tell us about the change. If someone joins your household or leaves it, or you move home, you need to tell us about this change.

7. Nomination Agreements

We have nomination agreements with other social housing landlords who have properties in Angus but who are not members of the CHR. They may ask us to tell them about anyone on our waiting list who is looking for housing in the areas where they have homes for rent.

We will nominate you if you have agreed to this on your application form.

8. Assessing Housing Need

8.1 Housing Priority

By law, we must give 'reasonable preference' to certain groups. We must give priority to:

- people who are homeless or threatened with homelessness through no fault of their own **and have unmet housing needs**
- social housing tenants who are under occupying their home; and
- people who are living in unsatisfactory housing conditions **and have unmet housing needs.**

People are considered to have **unmet housing needs** where we consider they have housing needs which are not capable of being met by other housing options available. For example, an applicant with disabilities whose housing needs can only be met in social housing because it is not possible to make essential adaptations to their current home to meet their assessed needs and appropriate housing is not available in other tenures in the area.

If we identify you fall into the above groups, we will establish if you have unmet housing needs by completing a housing options assessment with you.

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To meet our 'reasonable preference' obligations, achieve our aims and provide a fair system, giving appropriate priority to people who are in most need of housing, some applications will be awarded a priority banding. The priority bandings are as follows:

Priority Banding	Who will be considered	Criteria / bidding restrictions
1. Platinum	<p>Looked after and accommodated children who are leaving care;</p> <p>People leaving supported housing;</p> <p>People living in adapted housing but no longer need it;</p> <p>People approaching discharge from an institution (e.g. hospital, prison, care facility) who do not have accommodation on discharge and the council has a statutory duty to offer them permanent housing;</p> <p>Armed forces personnel approaching leave from full-time regular service;</p> <p>Other exceptional circumstances (see 8.4).</p>	<p>Must be accompanied by a housing options assessment.</p> <p>Applications will be prioritised in date order, from the date the Outright Priority Banding was awarded.</p> <p>Applications received from people within an institution (who are unable to bid) will be matched to suitable accommodation when this becomes available.</p>
2. Gold	<p>Current housing does not meet mobility needs and cannot be adapted.</p>	<p>Must be accompanied by an Occupational Therapy assessment and supported by a Housing Options Appraisal to demonstrate that no other suitable options are available.</p> <p>Applications will be prioritised by assessed housing need – high, medium or low; then by the date the Gold Priority</p>

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		<p>Banding was awarded.</p> <p>All offers made from successful bids will be subject to approval by Occupational Therapy.</p>
<p>3. Silver</p>	<p>*People who are unintentionally homeless or unintentionally threatened with homelessness under Part II of the 1987 Act (as amended).</p> <p>Social housing tenants who are under occupying (i.e. they have more bedrooms than they need).</p>	<p>*Must be accompanied by a housing options and homeless assessment to determine homeless duty. Homeless applicants who fail to make appropriate bids or do not make bids within a reasonable timescale, will be matched to a suitable offer of housing. If an offer of housing is refused after a successful bid and is considered a reasonable offer, the priority banding will be removed.</p> <p>Applications will be prioritised in date order, from the date the decision was made to place the application into the Silver priority banding.</p>
<p>4. Bronze</p>	<p>People in unsatisfactory housing conditions with unmet housing needs: including overcrowding; or living in a house below tolerable standard.</p> <p>People with a severe and enduring medical need (non mobility) that can't be met in their current housing or with support needs that cannot be</p>	<p>Must be supported by a housing options assessment to demonstrate that no other suitable options are available.</p> <p>For anyone who has a severe and enduring health problem and their support needs cannot be met in their current accommodation / caring responsibilities this must be supported by an assessment of</p>

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	met in their current housing; or	need.
	People who cannot meet their caring responsibilities for someone with a severe and enduring medical need in their current housing.	Applications will be prioritised in date order, from the date the decision was made to place the application into the Bronze priority banding.

All other applications for housing will be prioritised and ranked in date order, from the date of application.

8.2 Assessing applications from outwith Angus

When you submit an application for housing, you will only be considered for a priority banding if you currently live in Angus or:

- you are approaching discharge from an institution and are considered normally resident in Angus;
- you are employed, or have been offered employment in the area; or
- you need to move into Angus to be near a relative or carer; or
- you have a special social or medical reason for requiring to be housed in Angus; or
- you want to move to the area because you are fleeing harassment or at risk of domestic abuse.

8.3 Assessing Multiple Needs

If you have multiple housing needs, your application will be awarded the highest priority banding according to your assessed needs. For example, if you are assessed as homeless and have a requirement for a house with adaptations, your application will be awarded a Gold priority banding.

8.4 Other Exceptional Circumstances

We know that our allocation policy can't cover everyone's circumstances and that situations may arise that it won't cover. The Service Manager, Housing (Angus Council) or the Director of Housing Hillcrest Housing Association Ltd, Blackwood Homes or Caledonia Housing Association have special powers to use 'discretion' where you need to move or be housed urgently.

Discretion will only be used, and an outright priority banding awarded, where:

- We determine that housing is needed quickly; and

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- our allocation policy won't allow you to be placed highly; and
- there are good reasons or special circumstances

'Good reasons' and 'special circumstances' include:

- significant compassionate grounds: such as the death of a family member occurring in, or around, the house. In these circumstances, it may be very difficult for the remaining family to distance themselves from the event and professional advice suggests a change of home is fundamental to the future wellbeing of a family member. We would also consider requests for rehousing from the terminally ill living outside Angus who wish to return to Angus to be closer to their family;
- management reasons: such as where we need to carry out substantial works to your home and we need to move you out;
- community safety issues: such as witness protection measures.

If the Service Manager, Housing (Angus Council) or the Director of Housing, Hillcrest Housing Association Ltd, Blackwood Homes, Caledonia Housing Association and Hillcrest Housing Association agree to use their discretion, you will be awarded a Platinum priority banding.

You or someone like an advice worker can make an application for discretion through the Common Housing Register team or our Housing Managers can make a discretionary application. A discretionary application may be subject to a housing options and housing need assessment.

8.5 House Size – Number of Bedrooms

When we register your application you will only be able to bid on properties that match the number of bedrooms for which you are eligible. This helps us make the best use of the stock that becomes available.

Household size	Number of Bedrooms
Single Person	Bedsit or 1-2 bedrooms
Couple	1-2 bedrooms
Family with one child	2 bedrooms
Family with two children of the same gender, or both under 10 years of age	2 bedrooms
Family with two children, of different genders, and at least one aged over 10 years of age	3 bedrooms
Family with 3 children	3 bedrooms
Family with 4 children of the same gender, or all at least 10 years of age	3 bedrooms
Family with 4 children or more	4 or 5 bedrooms

We will work out the number of bedrooms that you need using the criteria in the table, based on who will be living permanently with you in the household.

We will make common sense exceptions to these rules, depending on individual circumstances. For example:

- if you require an additional bedroom on medical grounds;
- if you provide foster care, or have been preapproved to provide foster care or to adopt children we will provide one additional bedroom.

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We will count an unborn child or children as part of your household if you can provide us with proof of your pregnancy.

Where parents have shared care of their child or children, the child or children are treated as living with the parent that is treated as responsible for them and provides their main home. If a child or children spend equal amounts of time in different households, or there is question as to with whom they normally live, they will be treated as living with the person who is receiving child benefit for them.

For a property with 2 bedrooms, we will consider families with 1 child and families with 2 children of the same gender, or both under at least 10 years of age **before** we consider single people or couples, regardless of priority banding.

For single people and couples, if you have a history of rent arrears or we think you might not manage to meet your housing costs we will restrict the size of properties you can bid for or can be matched to a maximum of 1 bedroom.

8.6 Housing Type

The main type of housing provided by the four CHR partners is general needs or “mainstream” housing. However, we also provide housing for particular needs groups, such as:

Supported Housing

A group of self-contained properties generally for older people or people with a disability. Accessible housing with 24 hour on-site enhanced housing management or support and communal facilities on site. Due to the specialist nature of this house type, not all of our supported housing vacancies will be advertised. Vacancies will be matched to applicants with an assessed need for particular supported housing. Where there are no existing applications, we may advertise the property for bids however you must meet the eligibility criteria specified in the advert to bid on these properties.

Sheltered Housing

A group of self-contained properties for adults of any age who have an assessed medical / support need to live in a sheltered environment. There are usually communal facilities on site. You must have an assessed need for sheltered housing to bid on these properties. However in circumstances where we have no qualifying bids, we will re advertise a vacancy and consider bids from people with no assessed need for sheltered housing, taking into account other factors such as the individuals suitability for a sheltered environment and the needs of other tenants.

Retirement Housing

A group of self-contained properties for older people over the age of 60. There are usually communal facilities on site. You must be over the age of 60 to bid on these properties.

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Amenity Homes

Flats or houses that meet the needs of older people or people with a disability with modifications like lower light sockets, additional hand rails or special bathroom or kitchen features but without any site support. You must be over the age of 50 to bid on these properties.

Adapted or Adaptable housing

Flats or houses that meet the needs of people with a physical disability. Homes may be partially adapted, fully adapted or suitable for future adaptations. You must have an assessed need for housing with adaptations to bid on these properties. We may match some properties that have been specially adapted or designed to meet a person's needs.

8.7 Areas of Preference

To allow us to monitor housing demand and allow us to match properties (where required) or make suitable nominations to other social landlords, we will ask you where you would like to be considered for housing.

We will ask you about your preferred letting areas however this will not prevent you from bidding on properties outwith your indicated area choices.

In circumstances where we match you to a property, we may offer you housing outside the areas where you want to live if we need to meet your housing needs quickly. We call this 'over-riding your area preferences'. If we do this, we will write to you and tell you why.

9. Bidding

If you wish to bid for a property, you must do so before the closing date. You can make bids on the website. If you have difficulties bidding online, we can help you place bids either over the telephone, in person or by nominating someone to bid on your behalf. Housing staff will also be able to provide support with bidding to those who need it. In circumstances where you are unable to access the bidding system, we may match you to a property or place bids on your behalf.

If you do not meet the criteria specified in the advert, your bid will not be accepted.

We must receive bids by the closing date. Bids received after the closing date will not be accepted.

9.1 Matching Bids

Once the closing date for bids has been reached and all valid bids have been processed, selection for the individual properties will take place.

This is done by shortlisting all applications who have submitted a bid.

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Bids will be ranked as outlined in Section 8. The highest ranked bidder will be made the offer of housing (*nb. when shortlisting for a property with 2 bedrooms, we will consider families with 1 child and families with 2 children of the same gender, or both under 10 years of age before we consider single people or couples*).

We will notify the successful bidder that they are to be offered the property. Unsuccessful bidders will not be notified but can check the results table on the website to check successful bids and gauge how best to use future bids. Help will be available through the ACCESSLine and local ACCESS offices/Libraries if you wish to discuss your bids or need help in identifying your best housing options.

9.2 Bypassing successful bids

Where we don't make an offer of housing to the highest ranked bidder, we call this 'bypassing.' Only in exceptional circumstances will we bypass a successful bidder, for example, where there are public protection or community safety issues or other exceptional circumstances. Our strategic housing team reviews bypass reasons each year to ensure that bypasses are made fairly.

9.3 Multiple Viewings

Where a property has been identified as low demand, we may arrange multiple viewings. In these instances, viewings will be arranged for up to ten of the highest ranked bidders. Applicants who view the property will be asked at the viewing if they still wish to be considered for the property. From those interested, the highest ranked bidder will be made the offer of housing.

10. Offering you a Property

Whether you successfully bid or are matched to a property, we will make you a formal offer of housing. We may call you to tell you we have an offer for you or we may send you a written offer. If we offer you the property by telephone, we will always confirm the offer in writing.

The letter we send will set out clear steps for you to follow to arrange to view the property.

You must tell us within three working days if you'd like to view the property. If you don't respond to our offer, we will treat this as a refusal.

10.1 Home visits

When we're thinking about making you an offer of housing, we may visit you at home. We do this to check that the information you gave us when you applied for housing is still correct.

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10.2 Accepting our offer

We will ask you to tell us within 24 hours of viewing the property if you are going to accept our offer or refuse it.

If you accept our offer, we will sign you up as our tenant. If you made a joint application, you will have a joint tenancy. All joint tenants must be present when we ask you to sign your tenancy agreement. We will give you advice, information and support throughout the process of becoming our tenant. We will clearly explain your rights and responsibilities under the tenancy agreement before you sign it.

10.3 Scottish Secure Tenancy (SST)

If you are made an offer of housing, we will offer you a Scottish Secure Tenancy (SST) in line with our legal responsibilities. A SST means you can keep your tenancy for as long as you want as long as you do not break the terms of your tenancy agreement. If you do, we can take legal action to end your tenancy.

In a limited number of situations, we may offer you a Short Scottish Secure Tenancy. As a Short Scottish Secure tenant you have many of the same rights as a Scottish Secure tenant. However, your rights are more limited on eviction, sub-letting and succession.

We can only give Short Scottish Secure Tenancies in very specific circumstances, defined by law. These circumstances will apply to you if:

- there is evidence that you or someone in your household or a visitor to your home has been involved in antisocial behaviour in or near your home within the last three years;
- you or someone in your household has been evicted for antisocial behaviour or subject to an antisocial behaviour order within the last 3 years;
- you are an owner occupier but cannot occupy your home on a short term basis (e.g. your home is unsafe and needs significant repairs);
- you are moving to Angus to take up or seek employment;
- where you're living is scheduled for development and we need you to move to allow us to get the work done;
- you are homeless and the property is let to you on a temporary basis for more than six months;
- you need housing support to help you maintain your tenancy;
- we are sub-letting the property to you: this means we lease the property we're offering you from another social landlord.

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In all cases we will serve you with a notice informing you that we are offering you a Short Scottish Secure Tenancy. This notice will also state why you are being offered a Short Scottish Secure Tenancy and the period for which the tenancy is being offered.

10.4 Refused Properties

People who refuse two reasonable offers of housing (after successful bids) will be suspended from the housing list and unable to make bids for 6 months. Please note, if you have a priority under Part II of the Housing (Scotland) Act 1987 as amended (a homeless priority) and you refuse one reasonable offer, your Platinum or Gold priority will be removed.

If a property is refused, it will be offered to the next ranked bidder.

11. Local Lettings Plans

Local Lettings Plans (“LLPs”) consider the supply and demand for housing in each area of Angus taking into account specific local needs and circumstances. Our teams use LLPs to develop local solutions and plans for allocation of housing in their area, we call these ‘lettings initiatives.’ At times, we may operate local letting criteria for some of the available stock. This would result in additional criteria or restrictions being applied to the advertisements of available properties.

12. Appeals

If you’re unhappy with any decision we make about your housing application, you can appeal against our decision.

All appeals are considered by independent officers that had no part in making the decision you’re unhappy about.

You must appeal within 21 days of being told about the decision you’re unhappy with. Appeals should be in writing but if you have difficulties reading or writing, or your first language is not English, you can contact us by phone. You must tell us why you think the decision is wrong whatever way you contact us.

We aim to write to you with a decision on your appeal within 21 days.

You can ask for help from Shelter or the Angus Citizens Advice Bureaux if you need help with your appeal.

Write to us:

Strategic Housing Team

Common Allocations Policy

William Wallace House

Orchard Bank Business Park

Orchard Loan

Forfar

DD8 1WH

Call us: 03452 777 778

Email us: HOUSINGQPP@angus.gov.uk

Visit the web: www.angus.gov.uk

13. Complaints

You can complain about the service we provide if you're unhappy with it.

You can contact the relevant department using the details in Section *

14. Getting a copy of this policy

You can get a copy of our policy on our website. We will also send copies of our policy to advice organisations and agencies. This policy can be translated, on request, into other languages. For people with other needs, easy read, large print, audio or braille versions can also be provided.

15. Reporting what this policy achieves

We need to make sure that this policy achieves what it sets out to do and that people are treated fairly. To do this, we will collect information through our allocations system and report on our performance each year.

Under our policy objectives, we will report on:

- Working in partnership with other social landlords through our Common Housing Register and through nomination arrangements: reporting on numbers of applications received and allocations made across all partners and numbers of successful nominations to other social landlords.

Common Allocations Policy

- Responding quickly to people in acute and urgent housing need and giving the right priority to people who are in most need of housing: reporting on the percentage of allocations we make to each of the priority bandings against non-priority bidders on the CHR. We will know we are giving more priority to people in the greatest housing need if we can show that we allocate more properties to people in the priority bandings.
- Maximising choice to people through advertising our empty homes and working to create communities where people want to live: reporting on the number of bids received; the size of housing they need, the type of property they want and where they would like to be housed. Reporting on acceptance rates of offers and the amount of time people wait for an offer of housing.
- Preventing and responding to homelessness by being proactive through providing appropriate advice and assistance or suitable housing within a reasonable timescale: reporting on the number of homeless presentations and number of people requesting temporary accommodation in Angus.
- Open and fair letting of our homes: reporting on unsuccessful bids and reporting on the quotas set for Starter and Mover Categories.
- Improved tenancy sustainment: reporting on tenancies sustained for over 12 months, where properties become available for let and why people terminate their tenancies
- Ensuring best use of our housing stock: reporting on refusals of housing, why people refuse and what properties they refuse and improve our 'offer to let' ratio. Ensuring that specialist stock such as adapted, supported and sheltered housing is allocated to those needing it most.
- Maximised rental income through the efficient letting of property – reporting on void loss.

16. Reviewing our policy

We introduced this policy in *** 2018. We will review our allocation policy every three years. The policy will be reviewed by officers from Angus Council, Blackwood Homes, Caledonia Housing Association and Hillcrest Housing Association.

We will ask everyone for their views about any changes we are considering following our review of the policy.

Glossary & Contact Details to be added.