



Local Lettings Policy: Minehead

SER-POL-39

Version 1.0

Date approved: 18 September 2018

Approved by: Parent Board

1. Introduction

- 1.1 This policy outlines the approach Southway Housing Trust (Southway) will take in allocating certain properties outside of the Manchester City Council (MCC) Allocations Scheme.
- 1.2 The Policy will target older under occupiers within Southway homes to help them to right size to smaller accommodation at the Minehead new build development scheme.

2. Policy Statement and Scope

- 2.1 The policy deals with the direct letting of 33 older persons affordable rent properties at the Minehead new build development.
- 2.2 Southway will work in partnership with MCC and other registered providers to meet identified housing need in the City.
- 2.3 Southway will continue to advertise available properties that are not subject to this policy, using the Choice Based Lettings system, Manchester Move.
- 2.4 Southway will exercise discretion when considering applicants who have been perpetrators of Anti-Social Behaviour, are in Rent Arrears or have other tenancy breaches at their Southway tenancy.

3. Suitability, Eligibility Criteria, Tenancy Type and Appeals

- 3.1 A direct let will be made to social housing tenants over the age of 55 with the following priority order:
- 3.2 Living within three miles of the Minehead and under occupying by two or more bedrooms
- 3.3 Living within three miles of the Minehead and under occupying by one bedroom
- 3.4 Living in a Southway home in an another area and under occupying by two or more bedrooms
- 3.5 Living in a Southway home in another area and under occupying by one bedroom.
- 3.6 If there is nobody who meets the above criteria and homes are still available for let they will be advertised to over 55's registered on Manchester Move.

Preference will be given to tenants of other Registered Providers in a high banding awarded due to under-occupancy.

- 3.7 The type of tenancy granted to Southway tenants who move into the scheme will be dependent on their existing tenancy, and they will retain all of their existing rights including right to buy or right to acquire.
- 3.8 Appeals or requests to review any allocation that an applicant or tenant believes is unreasonable or unfair will be carried out by the Strategic Director of People and Places.
- 3.9 The Policy will be supported by an internal procedure.

4. Monitoring & Recording

- 4.1 The policy will be monitored by Southway's Community Support and Age Friendly Manager.
- 4.2 The Strategic Director People and Places will have responsibility for the implementation of the Policy.

5. Equality Impact Assessment

- 5.1 An Equality Impact Assessment has been carried out.
- 5.2 There is a selection process based on the preferences and needs of the applicants. Eligibility criteria is being applied, therefore ethnicity and diversity monitoring will be included in the monitoring of this scheme to ensure that no specific groups are excluded or under represented.

6. Consultation

- 6.1 The Director of Housing at MCC will be required to approve this change to the way that Southway allocates a proportion of its homes.
- 6.2 Ward Councillors will be consulted as part of MCC's approval process for the Policy.

7. Links with Other Southway Policies and Strategies

- Allocations Policy.
- Age Friendly Strategy.

8. Policy Review

- 8.1 This Policy will be in place for all affordable rent lets at the Minehead development to support ongoing downsizing and the freeing up of family homes.
- 8.2 The Policy will be reviewed every three years to ensure it remains fit for purpose.

POLICY REVIEW HISTORY	
<i>To be completed during each review</i>	
Previous versions (version number – approved by – approval date – title if different)	
Date of last EIA:	
Review lead by:	Jane Gant, Strategic Director: People and Places
Main points or amendments made and reasons	
Next review due:	Q2 2021/22
Approval level:	Parent Board