

Members' Library Service Request Form

Date of Document	01/03/20
Originator	James Coutts
Originator's Ref (if any)	
Document Title	Housing Allocations Policy - Local Lettings Plans

Please indicate if access to the document is to be "unrestricted" or "restricted", with regard to the terms of the Local Government (Access to Information) Act 1985.

Unrestricted	<input checked="" type="checkbox"/>	Restricted	<input type="checkbox"/>
--------------	-------------------------------------	------------	--------------------------

If the document is "restricted", please state on what grounds (click on grey area for drop-down menu):

For Publication

Additional information:

Links to a report to Cabinet on 10 March 2020

Authorised By	Douglas Proudfoot
Designation	Head of Development
Date	27/02/20

For Office Use Only:	
Library Reference	24/20
Date Received	27/02/20
Bulletin	Feb 20

Local Lettings Plan (LLP)

LLP Name:	Wimpey Letting Area
Proposed Start Date:	February 2020
Proposed End Date:	February 2021
Date:	30 January 2020
Author:	Mandy Rudden

Reason for the introduction of a local lettings plan

- Please provide details outlining the need for a local lettings plan i.e. high demand for housing in rural communities or where there is an increasing incidence of anti-social behaviour. What are the aims & objectives of the plan?

There is not in high demand from transfer applicants (currently 4 on list with no points) for this area. This is partly because of the property type but commonly because of the ongoing problems over the years from drug users and suppliers.

The Void turnover of properties for 2018 / 2019

21 properties void

4 x through abandonment action carried out

3 x initially through abandonment action but halted when tenant terminated

4 x due to fleeing ASB and accepting move to RSL

10 x transfer / death

The table below contains information provided by Safer Communities Team and Police Scotland for the period from 1 January 2019 - 1 January 2020 and contains the number of incidents recording on both systems and provides evidence to the extent of the problem within this area.

APPENDIX 1

Location	ASB Incidents	Police Incidents
Delta Road	43	64
Galt Avenue	14	22
Galt Road	6	46
Macbeth Moir Road	26	104
Moir Avenue	4	46
Moir Crescent	37	41

Despite efforts to actively engage with residents, carrying out estate inspections, joint visits with colleagues for the Community Warden's and Safer Communities Team to encourage reporting of incidents of anti-social behaviour and taking a proactive approach to enforcement action against perpetrators, some of our tenants that lived in this area for a long period of time have decided to move out with.

Therefore most allocations will be made to applicants from the General Needs List. These cases can often include young applicants, some with various issues such as addictions, extreme mental health, alcoholism etc. and also trying to manage and sustain their first tenancy. These tenants can become easy targets for local dealers and in some cases criminal organisations.

We do not receive regular official complaints but are aware of regular incidents which are not made official through fear of reprisals from individuals and/or their associates and reported informally to the Community Housing Officer.

In case where complaints have been made and corroborated, we have managed to take high intervention action via Safer Communities team resulting in us being granted an ASBO for the tenants involved and their associates.

A lettings plan would allow us to have a longer term plan to try and regain more stability within this close community, in and around the Wimpey estate, and creating a sustainable community, generating an increase demand from our transfer applicants wishing to relocate to this area.

Break-down of streets, property size and stock

	1 apt	2 apt	3 apt	4 apt	5 apt
Delta Road		18	40		
Galt Avenue	2	2	12	6	
Galt Road			11	6	

APPENDIX 1

Macbeth Moir Road			41	17	
Moir Avenue			48	7	
Moir Crescent			31	8	

The aims and objectives of the plan are as follows:

- To manage the allocation of lets to ensure a balanced community and reduce risks of anti-social behaviour incidents in the area.
- To increase access to social housing for those with lower housing need
- To increase demand for area and in particular house type (flats) from transfer and other RSL tenants
- To assist us in managing ASB complaints / tenancy management issues, in particular those associated with misuse of drugs
- To reduce abandonments and evictions

Allocations Targets

- For allocations quotas outwith Cabinet approved targets - please provide allocation breakdown by group targets and property type/size.

Not applicable as allocations will still be made on approved quotas.

Local Lettings Plan Attributes

- If additional attributes form part of the local lettings plan, please provide details below i.e. no ASB, any age criterion. Please provide information as to how these attributes contribute to achieving the aims and objectives of the plan.

No previous history of serious ASB.

Tenure - sub tenant / private tenant / transfer.

Economically Active eg. Full / part time worker, part / full time education etc.

General Needs List cases providing about criteria met.

Consultation

- Have you discussed the introduction of the local lettings plan with local tenants & residents groups (where applicable)?

No local Tenant/Resident Association in this area.

Plan was discussed and approved for progression at Local Housing Partnership meeting

No other RSL within immediate area concerned.

Monitoring

- Is there an effective monitoring framework in place to make sure the aims of the local lettings plan are being met and there are no unforeseen consequences?

Yes, outcome will be monitored through Void and ASB databases and a comparison will be made to the information provided by Safer Communities and Service Development & Support Team as referenced in the main report.

Review

- A local lettings plan should be reviewed on a regular basis, both on an operational and strategic basis and a decision made on whether to continue. Local lettings initiatives which go on too long are unlikely to be meeting their original aims.

Plan will be reviewed annually from implementation date. However, if there are any issues picked up through monitoring process that raises concerns, an earlier review will be considered.

Local Lettings Plan (LLP)

LLP Name:	McLeod Crescent, Prestonpans
Proposed Start Date:	1 st November 2019
Proposed End Date:	30 th October 2020
Date:	18 th October 2019
Author:	Val Hynd/Demi Ross

Reason for the introduction of a local lettings plan

- Please provide details outlining the need for a local lettings plan i.e. high demand for housing in rural communities or where there is an increasing incidence of anti-social behaviour. What are the aims & objectives of the plan?

Stock Profile of the local lettings plan area.

McLeod Crescent	2 Apt	3 Apt	Total
4 in block ground	11	6	17
4 in block upper	9	3	12
Total	20	9	29

Six of the 2apt ground floor flats and two of the 3 apartment ground floor flats have wet floor showers but they will never be fully adaptable because they cannot be ramped as the path is communal access shared between the ground and upper flat.

All ground floor flats would be suitable for ambulant disabled.

Total: 29 properties, 1 is a homeless temp unit.

Historically, McLeod Crescent has not been a popular choice for applicants but over the past couple of years, it has become more problematic from a housing management perspective. This is due to an increase in complaints about recent allocations and allegations of illegal activities within the properties mainly relating to drug abuse and dealing.

It has been difficult and almost impossible to implement any enforcement action under the Antisocial Behaviour Policy because the complainers are frightened of repercussions. All complaints are reported informally to the Housing Office and if tenants have not been confident enough to report to the police, Housing Staff have reported it formally on their behalf. Our Local Community Police Officer has also drop carded residents within the street with information on how to report any acts of crime.

This has led to a decrease in demand for the street. The plan aims to introduce a more balanced profile of people living in the area and to promote greater sustainability for the community.

The objectives of the plan are as follows:

- *To lower the level of ASB complaints/management issues*
- *To increase demand for the area.*
- *To increase access to social housing for those with an assessed need for ground floor housing and those with a low level of housing needs.*

Please provide evidence and/or sources of data analysis that supports the introduction of the local lettings plan.

- *REDACTED*
- *Regular complaints in respect of the street. Local intelligence suggests there are fights breaking out in the middle of the street on a regular basis, there is a constant flow of traffic to particular properties in the street and police attend on a regular basis. (Refer to police reports below).*
- *Tenants have approached the Housing Officer and the Tenancy Support Officer when they have been in the street to show them used needles that have been disposed of in their garden that is causing a great deal of stress and anxiety as there are young children and dogs in the street.*

Void turnover:**In 2016 only 1 property became void in this area.**

This property was given over to the Homeless Team to use as a Temporary Unit.

In 2017 again, only 1 property became void.

The property was accepted on first offer but tenant only occupied the property for 8 months before applying for mutual exchange, which was accepted.

In 2018, 4 properties became void.

Two of the four properties were accepted at first offer. Both of these were allocated due to medical need for a ground floor/adapted property. One of the applicants who was allocated due to medical has never stayed in the property since being assigned to it in June 2018.

One property was refused three times and accepted on fourth allocation. And the last was refused once before accepted on second allocation.

The reasons given for the refusals were McLeod Crescent was a street well known for drug dealing and addictions of the tenants.

In 2019, 4 properties have become void so far.

One property was refused 3 times and accepted as starter flat on fourth allocation, another was refused but then accepted as applicant with medical points reconsidered the offer, one property was accepted after the first offer and one property is on offer at present.

POLICE INVOLVEMENT

Police Scotland provide the following information concerning calls to McLeod Crescent since January 2018, please see below.

Since January 2018 there has been 33 calls to McLeod Crescent, Prestonpans, they are as follows:
REDACTED

Allocations Analysis for local lettings plan area by year.

Year	Allocations	Refusals
2017	1	0
2018	4	4
2019	4	3

Allocations Targets

- For allocations quotas out with Cabinet approved targets - please provide allocation breakdown by group targets and property type/size.

Allocations will be within the quota for sustainable communities, however, applicants who meet the criteria and have an assessed need for ground floor property types will be given priority over those with no assessed need for the ground floor flats.

Local Lettings Plan Attributes

- If additional attributes form part of the local lettings plan, please provide details below i.e. no ASB, any age criterion. Please provide information as to how these attributes contribute to achieving the aims and objectives of the plan.

- *No history of ASB*
- *No history of Drug/Alcohol abuse*
- *Economically active****
- *Assessed need for a ground floor property.*

All of the above would help to increase demand, reduce management and ASB Issues and increase access to the social rented sector for applicants with lower Housing needs.

***** Exceptions will be made for those of pension age or those prevented from working due to disabilities.**

Consultation

- Have you discussed the introduction of the local lettings plan with local tenants & residents groups (where applicable)?

No active group for the LLP area, however, the lettings plan has also be sent to East Lothian Tenants and Residents Panel for their information and they are happy with the proposal.

- Have they agreed to the introduction of the lettings plan?

Not applicable

- Has the Local Housing Partnership considered and approved the introduction of the local lettings plan?

Yes - the proposal was discussed and agreed at the LHP meeting on 20/12/2018. Next meeting taking place on Thursday 31st October 2019 where this will be ratified.

- Are strategic partners aware of the development of an LLP in their area, it makes sense for all social landlords operating within the same housing area to understand each other's initiatives and they are developed in a planned and coordinated way

No other social rented housing provider in the area.

Monitoring

- Is there an effective monitoring framework in place to make sure the aims of the local lettings plan are being met and there are no unforeseen consequences?

Yes, outcome will be monitored through Void and ASB database (CAS) and monthly ASB meetings.

Review

- A local lettings plan should be reviewed on a regular basis, both on an operational and strategic basis and a decision made on whether to continue. Local lettings initiatives which go on too long are unlikely to be meeting their original aims.

Plan will be reviewed at the end of April 2020 then 6 monthly

Local Lettings Plan (LLP)

LLP Name:	Glenburn Road, North Berwick
Proposed Start Date:	1 st March 2020
Proposed End Date:	31 st December 2020
Date:	6 th February 2020
Author:	Nicola Mackie

Reason for the introduction of a local lettings plan

- Please provide details outlining the need for a local lettings plan i.e. high demand for housing in rural communities or where there is an increasing incidence of anti-social behaviour. What are the aims & objectives of the plan?

Stock Profile of the local lettings plan area.

Glenburn Road	2 Apt	3 Apt	Total
Double Storey	0	4	4
4 in block ground	4	13	17
4 in block upper	3	11	14
Total	7	28	35

Two of the 2apt ground floor flats and one of the 3 apartment ground floor flats have wet floor showers but they will never be fully adaptable because they cannot be ramped as the path is communal access shared between the ground and upper flat.

All ground floor flats would be suitable for ambulant disabled.

Total: 35 properties.

Historically, Glenburn Road has not been a popular choice for applicants but over the past couple of years, it has become more problematic from a housing management perspective. This is due to an increase in complaints, particularly relating to Antisocial Behaviour and allegations of illegal activities within the properties mainly relating to drug abuse and dealing.

This has led to a decrease in demand for the street. The plan aims to introduce a more balanced profile of people living in the area and to promote greater sustainability for the community.

The objectives of the plan are as follows:

- *To lower the level of ASB complaints/tenancy management issues*
- *To increase demand for the area.*

Please provide evidence and/or sources of data analysis that supports the introduction of the local lettings plan.

- *At the moment one property has been served an abandonment notice.*
- *There are 2 residents and 1 tenant that have ASBO's referring to Glenburn Road.*
- **REDACTED**
- *There are 53 recorded ASB incidents from 2018 to 28.11.2019.*

Void turnover:

In 2016, 3 properties became void in this area.

In 2017, 6 properties became void.

In 2018, 4 properties became void.

In 2019, 2 properties have become void.

Allocations Analysis for local lettings plan area by year.

Year	Allocations	Refusals
2016/2017	4	2
2017/2018	6	0
2018/2019	4	1

APPENDIX THREE

2019/2020	2	0
-----------	---	---

POLICE INVOLVEMENT

Police Scotland provided the following information concerning calls to Glenburn Road since July 2018, please see below.

Since July 2018 there has been 128 calls to Glenburn Road, North Berwick, so the police were only willing to date back to 1.1.19.

I therefore asked for calls dated back to 1.1.19 to 30.12.19 there were 88 calls in total which were:

REDACTED

Allocations Targets

- For allocations quotas out with Cabinet approved targets - please provide allocation breakdown by group targets and property type/size.

Allocations will be within the quota for sustainable communities, however, applicants who meet the criteria and have an assessed need for ground floor property types will be given priority over those with no assessed need for the ground floor flats.

Local Lettings Plan Attributes

- If additional attributes form part of the local lettings plan, please provide details below i.e. no ASB, any age criterion. Please provide information as to how these attributes contribute to achieving the aims and objectives of the plan.
 - *No history of ASB*
 - *No history of serious tenancy breaches*
 - *Economically active****
 - *Assessed need for a ground floor property.*

All of the above would help to increase demand, reduce management and ASB Issues and increase access to the social rented sector for applicants with lower Housing needs.

***** Exceptions will be made for those of pension age or those prevented from working due to disabilities.**

Consultation

- Have you discussed the introduction of the local lettings plan with local tenants & residents groups (where applicable)?

There is no active tenants group in this area but a copy of the plan has been sent to East Lothian Tenants and Residents Panel for their information.

- Have they agreed to the introduction of the lettings plan?

Yes, they are in agreement.

- Has the Local Housing Partnership considered and approved the introduction of the local lettings plan?

Yes.

- Are strategic partners aware of the development of an LLP in their area, it makes sense for all social landlords operating within the same housing area to understand each other's initiatives and they are developed in a planned and coordinated way?

None within immediate area.

Monitoring

- Is there an effective monitoring framework in place to make sure the aims of the local lettings plan are being met and there are no unforeseen consequences?

Yes, outcome will be monitored through Void and ASB database (CAS) and monthly ASB meetings.

Review

- A local lettings plan should be reviewed on a regular basis, both on an operational and strategic basis and a decision made on whether to continue. Local lettings initiatives which go on too long are unlikely to be meeting their original aims.

Plan will be reviewed at the end of April 2020 then 6 monthly

OMA Lettings Plan: Co-Op Buildings Tranent

Date: October 2019

Policy Framework

Rapid Rehousing Transition Plan
Allocations Policy
Anti-Social Behaviour Policy
Links to the Local Housing Strategy

1. Introduction

A lettings plan operates alongside the Council's needs-based allocation policy but allocates vacancies according to the particular circumstances of the estate or area by letting to a household that will contribute to the sustainability of that community. A lettings plan may be required where there are issues that have occurred within an established community, and action is required to assist that community to become balanced and sustainable. There will be clear evidence of the need to vary the overall policy and a time limit for review.

By sustainable communities we mean places where people want to live and work, now and in the future. Communities which meet the diverse needs of existing and future residents are sensitive to their environment and contribute to a higher quality of life.

2. Proposal for development of the lettings plan

The Community Housing team for the Tranent area, in partnership with our colleagues in the Housing Options team propose the development of a sustainable communities lettings plan for the 12 Open Market Acquisition properties at Co-Op Buildings, Tranent for the following reasons:

- Assist with the objectives of the Rapid Rehousing Transition Plan
- Minimise risk issues in relation to Anti-Social Behaviour within the development
- Ensure a balanced community while also meeting housing need
- Address the unusual shape and size of the 4 x 3 apt properties at the gable ends

3. The aim of the lettings plan

The Co-op buildings Tranent sustainable communities letting plan is for 12 properties:

- 4 x Cottage Flats with 2 bedrooms (1 double, 1 single)
- 8 x Cottage Flats with 1 bedroom

The anticipated completion date for the properties is expected to be across November & December 2019. The properties will be released to the Tranent Housing Team as each one is decorated (this, along with all the work carried out to the properties, is being carried out by internal teams)

All 12 allocations would be made to Waiting List applicants who have been awarded homeless priority and are currently occupying temporary accommodation provided by East Lothian Council. These allocations will seek to achieve a turnaround in the occupancy of our furnished temporary accommodation units and allow a 'clear out' of applicants currently accommodated in unsuitable accommodation such as bed & breakfast.

The lettings plan for Co-Op Buildings, Tranent would also aim to promote balance within this new community and in order to ensure the creation of a sustainability community, consideration will be given to the allocations as follows:-

Anyone with a vulnerability will be identified pre-allocation and offered Tenancy Support

Anyone with a documented history of Anti-Social Behaviour would be excluded from consideration

In addition to the above, the lettings plan aims to deliver the Local Housing Strategy Objectives: -

- To promote and enable sustainable communities
- To promote and enable sustainable housing
- To prevent and reduce homelessness
- To achieve required movement of clients from temporary accommodation to allow us to meet the continued need for provision of temp accommodation (statutory requirement)
- To assist with delivering the aims of the Rapid Rehousing Transition Plan

The Objectives for the lettings plan

In developing a lettings plan for Co-Op Buildings, Tranent the objectives are as follows: -

- Create a well-balanced sustainable community and meet housing need
- Promote social inclusion
- Make the best use of housing stock
- Increase tenant satisfaction
- Assist in delivering Rapid Rehousing Transition Plan responsibilities

Lettings Plan Area Profile

East Lothian is a desirable area to work and live given its proximity to Edinburgh, which amongst other factors has led to a pressurised housing market. East Lothian as a whole is facing a shortage of affordable housing and current demand for social housing stock is high.

Project Address: Co-Op Buildings Tranent

Completion date: November/December 2019 (Estimated)

Proposed allocations

All properties to be matched to applicant on General Needs List with homeless priority points

4 x 2apt Cottage Flats (Upper)	4 Accessed from rear using external communal stairs
4 x 2apt Cottage Flats (Ground)	4 Accessed from front of row of properties
2 x 3apt Cottage Flats (Upper)	2 Accessed from rear using external communal stairs**
2 x 3apt Cottage Flats (Lower)	2 Access from front of row of properties**

****Additional comments for noting**

The upper and lower 3apt cottage flats are situated at each gable end of the row. Both bedrooms are located at the gable end and are unusual in shape in that they are almost triangular in shape. The 2nd bedroom is smaller in size and would not accommodate 2 x single beds or 1 x double bed. There is no storage cupboards in either bedroom.

In order to make best use of these properties, whilst addressing the pressures placed upon East Lothian Council in respect of delivering statutory homeless duty, consideration for these properties should therefore should be given to -

- single applicants with residential access to children following a relationship breakdown, or
- Expectant parent or applicant with one young child

Review

Following completion of the allocations process for these new build projects a review will be carried out to ensure lessons are learned for future lettings plans. A report will be presented to the LHP and Service Manager.