



Allocation Policy

The aim of Homes for Wells Limited is to help the people of Wells and the surrounding parishes of Stiffkey, Holkham, Warham and Wighton, afford to live in local homes.

Applications to be allocated a Homes for Wells tenancy are invited from Keyworkers* (see Appendix) and/or people who live in the Homes for Wells area.

1) The Allocations Committee

- a) Homes for Wells Board will appoint an Allocations Committee to allocate Homes for Wells properties to applicants.
- b) The Allocations Committee will be composed of the CEO (General Manager) and up to four additional members of whom one may be co-opted with the remainder being Board members.
- c) The Board will appoint the Chair being one of the Board members.

2) Application procedure

- a) All applications will only be considered by the Allocations Committee on completion of a Homes for Wells application form in the form required by the Committee from time to time.
- b) The applicants must be able to provide evidence of the information given on the form if requested.
- c) All applications, once submitted to the Allocations Committee will be placed in a banding at the next meeting. Date of receipt of the application will be recorded and the applicant informed of their banding.
- d) It will be the responsibility of the applicants to inform Homes for Wells of any facts in their applications that cease to be accurate after the completion of the Application Form.

3) Grading of Applicants

- a) Highest priority for a property allocation will be given to existing Homes for Wells tenants who have had their tenancy terminated because a management agreement has been terminated by a property owner or because their personal circumstances have changed resulting in their need for a different size property or any other reason that is not the fault of the tenant.
- b) After existing tenants have been considered new applicants will be identified who are appropriate for the property – and will then be offered in band priority order A1 being the highest.

BAND A1/A2

An applicant meeting this criteria will have lived in the parish or adjoining parishes for more than 5 consecutive years full-time (A1) or 3 years (A2) and meets the following:

Is a Key Worker in the parish or adjoining parishes (paid or voluntary) and

Is in insecure accommodation with insufficient funds to privately rent or buy a property suitable to their needs within the parish or adjoining parishes

BAND B1/B2

An applicant meeting this criteria will have lived in the parish or adjoining parishes for more than 5 consecutive years full-time (B1) or 3 years (B2) and meets the following:

is employed full or part time in the parish or adjoining parishes and

Is in insecure accommodation with insufficient funds to privately rent or buy a property suitable to their needs within the parish or adjoining parishes

BAND C

An applicant meeting this criteria will have lived in the parish or adjoining parishes for more than 12 months but less than 3 consecutive years full-times and meets the following:

Is a Key Worker in the parish or adjoining parishes (paid or voluntary) and

Is in insecure accommodation with insufficient funds to privately rent or buy a property suitable to their needs within the parish or adjoining parishes

BAND D1/D2

An applicant meeting this criteria will have lived in the parish or adjoining parishes for more than 5 consecutive years fulltime (D1) or 3 years (D2) and:

Is in insecure accommodation with insufficient funds to rent or buy a property suitable to their needs within the parish or adjoining parishes

BAND E

An applicant meeting this criteria will have lived in the parish or adjoining parishes for less than 3 consecutive years full-time and:

Is in insecure accommodation with insufficient funds to privately rent or buy a property suitable to their needs within the parish or adjoining parishes

BAND F

An applicant meeting this criteria will have a family connection with the parish or adjoining parishes. They will be in insecure accommodation with insufficient funds to privately rent or buy a property suitable to their needs within the parish or adjoining parishes

4) Applications from couples

Applications are from individuals, and it is individuals who will be banded.

Property allocation will take into account proposed cohabittees and children.

Where a couple wish to apply they must both apply – if banded separately then the tenancy may be given only to the applicant with the highest banding.

5) Criteria of properties

When a property becomes available the Allocations Committee will consider the criteria that need to be applied in deciding which potential tenants are suitable for that property.

The considerations may include:

- Number and size of bedrooms
- Availability of garden
- Disabled access and facilities
- Level of rent
- Suitability for pets
- Any other relevant factors

6) Procedure for the Allocation of Newly Available Properties

- a) The General Manager will provide the Allocations Committee with information on the applicants from original application forms and a spreadsheet overview, prior to meeting.

- b) The Allocations Committee shall meet as soon as possible when a property becomes available.
- c) The Allocations Committee will consider applicants on information contained in the application forms. The Allocations Committee will consider the criteria of the property.
- d) The Allocations Committee will make a decision to match an applicant with the property taking into account all relevant factors concerning the applicants on the waiting list and the details of the property available.
If there are two applicants in the same banding both equally suitable for a property then the following additional factors may be taken into account
 - the duration and level of the applicants voluntary/community work
 - the circumstances of their current accommodation eg number of bedrooms
 - if children will be living in the property then the amount of time the children reside there ie permanently or part-time
 - the length of time the applicant has been on the waiting list
 - any other relevant factors
- e) The Allocations Committee decision will be agreed by a simple majority. In the event of a tie The Chair will have a second and casting vote.
- f) Affordability will be discussed with tenants before offering them a particular property.

7) Approval by the Landlord (To be used in cases where Homes for Wells manages a property for a private landlord)

- a) The name of the first successful applicant shall be given to the landlord by the General Manager or other authorised person. If the landlord does not wish to accept that applicant, the landlord will be given the name of the second successful applicant and so on.
- b) The landlord may request to meet a successful applicant.
- c) If none of the three applicants chosen is acceptable to the Landlord, the General Manager or such other person authorised by the Chair of the Committee shall have a meeting with the Landlord to discuss the matter. The Chair shall then decide if the Allocations Committee is to meet again to allocate the property, excluding the applicants vetoed by the Landlord.

8) Conflict of Interest

- a) Impartiality and integrity will be a crucial requirement of the members of the Allocations Committee. If any member of the Allocations Committee of Homes for Wells is related to/has a close personal, business or other connection to an applicant he/she will disclose this information and will not participate in any Allocations Committee discussion or decision during which the relevant application is under consideration. However, the Chair of the Allocations Committee will have the option to invite the Member to comment if he/she considers that it may be of assistance.
- b) The General Manager will provide the Allocations Committee members with copies of the applications in advance of meetings to allow the Committee members to read all applications and for Members to signal if they consider that they may have a conflict of interest.
- c) The quorum for Allocation Committee meetings shall be three excluding members who have declared a conflict of interest. If the meeting is not quorate the meeting will not proceed. A further meeting shall be convened as soon as possible with other Board members being co-opted to ensure that there is a quorum at such re-convened meeting.

9) The Allocation

- a) The Applicants shall be notified of the results of the application by the General Manager as soon as possible after acceptance by the Landlord of one of the Allocation Committee's recommendations.
- b) The General Manager will check the applicants 'right to rent' normally by inspecting a passport.
- c) The successful applicants shall have 48 hours, or longer by agreement, from notification that they are successful to confirm that they wish to proceed with the tenancy. Once the tenancy agreement has been produced, the applicants are expected to sign it as soon as possible. In the event of any undue delay by the applicants, the Association reserves the right to withdraw its offer and to offer the property to the next successful applicant.
- d) Unless there are exceptional circumstances, the applicants will be offered a maximum of 3 properties and then removed from the Homes for Wells application list.

- e) Applicants who have or have had rent arrears will be assessed on a case by case as to whether they are eligible.

10) Transparency and Confidentiality

- a) The list of applicants and all information provided by applicants will be strictly confidential and will not be shared or discussed with any persons not members of the Board, Allocations Committee, or Homes for Wells staff at any time.

Appendix to Allocations Policy

Homes for Wells definition of Key Workers

Homes for Wells gives priority to Key Workers (paid or voluntary), who provide an essential service to the town and surrounding parishes and for those with established family connections including:

NHS Staff and Paramedics

Staff working and supporting young people at Alderman Peel High School and Wells Primary School, Nursery and Children's Centre

Staff working in Wells care homes and support workers for the elderly or disadvantaged

RNLI

Coastguards

Lifeguards

Firefighters

Police Service

Postal workers

Harbour staff

Flood and Coast Watch

Fishermen based in Wells

Food production and food shop retail (independent food shops and supermarkets)

Essential utility service providers

Funeral directors and religious staff

Staff servicing any of the above including cleaners

Other local people making a significant contribution to the wellbeing of the community of Wells and surrounding parishes will be considered at the discretion of the Allocations Committee

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