

Local Lettings Policy

Wakefield and district outliers

Version:	1.1
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Approved by:	Customer Services Management Team
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1 Overall purpose

This policy sets out the principles behind the implementation of a Local Lettings Policy (LLP) for areas that fall under Wakefield district council where Leeds Federated do not currently have a stock profile, the reasons why it is of benefit, and the guidelines of the Local Lettings Policy.

The Policy supports Leeds Fed's vision of 'Building Futures Together' and is aligned with the following goals of the Association:

- Goal 1: Sustain**
- Goal 2: Innovate**
- Goal 3: Grow**

2 Context

For the purposes of this policy, "Wakefield and district outliers" will cover any area that falls under Wakefield district council where Leeds Fed do not currently have a stock profile. It will cover any new build development or purchase of individual stock within this geographical area, where the property will be made available for rental by Leeds Fed.

At the time of this policy being written, the following developments are either in contract or in negotiation and will be covered by this policy if they come to fruition:

- Flasse Lane, Glasshoughton
- Prince of Wales, Pontefract

The following schemes are already owned by Leeds Federated and will be covered by this policy:

- Leafield Gardens, Wrenthorpe
- Carnforth Avenue/Merchant Gate, Wakefield
- Beckett Close, Horbury
- Staxton Grove, Glasshoughton
- Carleton Glen, Pontefract
- Longwall Road, Pontefract
- Oaklands Avenue, Crofton

However, this list is subject to change due to the nature of the policy and the areas in which it is designed to cover may be added as long as they fall within the criteria mentioned above.

3 Background

Leeds Federated's Lettings Policy states that:

"Leeds Federated is also committed to assisting in the creation and maintenance of sustainable communities. We will:

- *Operate a local lettings policy in selected areas in order to help build or maintain sustainable communities but these will always take into account urgent housing needs and be non-discriminatory"*

"The Association may operate local lettings policies to enhance the sustainability of selected areas. Where a local lettings policy operates, preference for offers of accommodation will be given to particular customer groups. Local lettings policies will not discriminate unjustifiably, directly or indirectly on racial or other equality grounds.

The relevant local authority will be notified of any local lettings policies introduced which will be reviewed regularly to ensure they remain relevant."

4 Introduction

Leeds Fed do not currently have a known stock profile in some of the outlying areas covered by Wakefield district council and therefore has little or no experience of these areas.

There is a large programme of development within the organisation whereby stock is being purchased in areas where we do not currently operate.

The purpose of this Local Lettings Policy is to:

- Assist in creating communities in these areas by ensuring that the tenancies created are sustainable and manageable
- Prevent areas of transiency where people do not wish to stay for long periods of time
- Reduce the potential for tenancy management issues in areas of unfamiliarity
- Ensure demand for properties in these areas remains at a manageable level

5 Local Lettings Policy

Leeds Federated will introduce the following conditions via this Local Lettings Policy which will be used in conjunction with the standard Lettings Policy. The policy will be reviewed every two years, or earlier if necessary, to ensure it is meeting its overall purpose and supporting the goals of the Corporate Plan.

It will cover all properties in the area specified by the policy to ensure that new residents are better matched to the properties available and due consideration is given to both their needs and those of existing local residents. It will apply to 100% of allocations within the specified geographical area. The LLP will therefore stipulate that:

- References must be received from a minimum of 2 sources, one of which should be from a previous or current landlord.
- Applicants must be able to provide a full 3 years address history for referencing purposes.
- Any applicant who is known to have been the perpetrator of violent or anti-social behaviour or any other form of nuisance will be refused accommodation in the area.
- Applicants with a history of drug or alcohol abuse will need to prove that they have been engaging with support for a minimum of 6 consecutive months, and provide a satisfactory reference from their support service confirming that they have not suffered any relapse within the same period.
- Any applicant who is known to have a general tenancy support requirement will need to prove that they are effectively engaging with support services in order to help their ability to maintain a tenancy.

6 Communication Plan

It is important that this Local Lettings Policy for Wakefield and district outliers is communicated to customers and stakeholders.

We will:

- Submit the Local Lettings Policy to Wakefield District Council to ensure that they are informed of the stipulations of the policy.
- Include the overarching details of the Local Lettings Policy in any adverts for properties within the geographical area, to ensure that applicants are given the information they need in order to decide whether to place a bid.
- Promote and communicate any changes to our Local Lettings Policy for Wakefield and district outliers to staff and customers as necessary.
- Undertake a consultation exercise with Leeds Federated tenants within the geographical area designated by the Local Lettings Policy at the time when the policy becomes due for review.

7 Implementation

The Customer Services Management Team (CSMT) are responsible for ensuring that this Policy is implemented and reviewed. At review, a report on the effects of the LLP will be presented to CSMT to ensure that it remains relevant and serves a purpose to increase the sustainability of the area(s) covered by the policy.

It is the responsibility of all Leeds Federated Housing Association staff to ensure that their work is carried out in accordance with this Policy. This will ensure that the Association's Lettings Policy is delivered consistently.

The Local Lettings Policy Wakefield and district outliers will be reviewed every two years or earlier if necessary to ensure it is meeting its overall purpose and supporting the goals of the Corporate Plan.

8**Monitoring, evaluation and reporting**

Leeds Federated Housing Association will monitor, evaluate and report on the activities undertaken to deliver this Policy, in particular, through:

- “Reasons for Leaving” as part of the tenancy termination process
- ASB levels within the geographical area
- Satisfaction levels from various survey results
- Feedback from the customer service visit programme in the area
- Number of tenancy terminations in the area
- Level of demand for properties in the area

9**Equality Analysis**

An Equality Analysis for the Local Lettings Policy Wakefield and district outliers has been completed and will be reviewed in line with any review of the policy.