

Local Lettings Policy Bramley Apartments

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Approved by:	CSMT
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1 Overall purpose

This policy sets out the principles behind the Local Lettings Policy (LLP) for the Bramley Apartments, the reasons why it is of benefit, and the guidelines of the Local Lettings Policy.

The Policy supports Leeds Federated's mission to enable the maximum number of people to access and live sustainably in good value, affordable housing 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, Bramley Apartments includes all rental properties owned and managed by Leeds Federated at:

Century House, Century Fields, Swinnow, Leeds, LS13 4AF

This is a total of 10 rental units, consisting of:

- 6 x 1 Bedroom Apartments
- 4 x 2 Bedroom Apartments

3 Background

Leeds Federated's Lettings Policy states that 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

Bramley is a popular area in high demand, attracting several applicants for void properties.

In general apartment blocks see a higher turnover. Though we expect to see a lower turnover in new builds due to the standard of property, we have seen higher than expected turnover in another apartment block in West Leeds.

One bedroom flats are often allocated to vulnerable, single persons, as we often see in West Leeds; two bedroom properties are mainly allocated to young families.

With the Bramley Apartments providing a mix of two bed and one bed properties, it is important to ensure that the needs of all tenants are met in order for tenancies to be sustainable. An LLP gives clear guidance on the expectations of a good tenancy history and the need for engagement in support, where applicable.

An LLP has been in place at Century House since it was built in 2019. There were over 50 applicants bypassed who did not meet the criteria of the LLP; there have been no re-lets since the properties were initially let in 2019, demonstrating that the LLP has ensured sustainable tenancies to date.

Over the past two years there have been a total of 2 anti-social behaviour cases linked to addresses at Century House. Both of these were resolved without any formal tenancy action required.

As part of the review of the current local lettings policy we wrote to 10 households to ask their opinions as to whether they would like to see it continue (see appendix 1). 1 survey was returned (10% return rate), this person indicated they would like to retain the LLP.

5 Local Lettings Policy

Leeds Federated will operate a Local Lettings Policy for the Bramley Apartments to ensure sustainable tenancies in this high demand area. 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.

The LLP will therefore stipulate that:

- References must be received from a minimum of 2 sources, one of which should ideally be from a previous or current landlord. Where the applicant has not previously held a tenancy, a character reference should be sought.
- Applicants must be able to provide a full 3 years address history for referencing purposes, as is the usual requirement.
- 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. Background checks will be carried out to obtain this information, where required. Any applicant making a false declaration will be subject to tenancy enforcement action on the grounds that the tenancy was obtained under false pretences.
- 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 the Bramley Apartments is communicated to customers and stakeholders.

We will:

- Submit the Local Lettings Policy to Leeds City 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 the Bramley Apartments and surrounding areas 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 Head of Customer Services and Area Manager 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 the Leadership Team to ensure that it remains relevant and serves a purpose to increase the sustainability of the area 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 Bramley Apartments 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
- Monitoring of length of tenancy

9 Equality Analysis

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