

# ForFutures (Salford) Local Lettings Policy

Policy reference	ALLOC4-POL-FH
Version number	V2.2
Date applies from	26 07 2024
Policy owner	Director of Neighbourhoods
Next review Date	This is usually ever 3 years (Please see Policy and Procedure Framework Guidance for types of review)

## Annual Checks

Policy owners should ensure that an annual check of hyperlinks, roles, and names is undertaken. These checks are in addition to formal review process. Please see Policy and Procedure framework guidance for further details.

UNCONTROLLED IF PRINTED

## Aim of policy

Local Lettings Policies are intended to ensure that the allocation of properties supports a balanced and sustainable community, whilst continuing to ensure the best use is made of our housing stock.

This policy will complement the requirements of ForHousing Allocations Policy and our commitment to support the Local Authorities aims in reducing and preventing homelessness along with meeting current demands and pressures on housing waiting lists.

ForHousing recognizes the need to develop sustainable communities that have a diverse tenant base, maximize the wellbeing in our neighbourhoods, which includes improved levels of employment and household income whilst addressing housing need.

The Local Lettings Policy has been developed as an anti-poverty/homeless prevention initiative, that provides entry level tenancies at reduced rent, alongside access to support and a pathway to employment that are added features of the ForFutures specialist housing solution.

## Related Legislation and Regulation

Homeless Reduction Act

The Tenancy Standard

## Policy

Three ForFutures schemes were built in Salford by utilizing open spaces within our neighbourhoods that were under the ownership and management of ForHousing. These sites were identified as being prime locations for development. The schemes have significantly transformed the aesthetic appeal of the neighbourhoods in which they have been built and have supported ForHousing and the Local Authorities in addressing the under supply of housing stock in the area. Detailed planning and consultation with tenants, partners and stakeholders was undertaken prior to taking the decision to develop the land and build homes for those who are unable to afford a standard social housing tenancy.

ForHousing is committed to working with tenants, partner agencies and stakeholders in making significant improvements to the quality of life of tenants.

The ForFutures schemes provide fixed term tenancies of two years duration, for those who cannot afford a standard social housing tenancy, private rented sector or the housing market rates.

The targeting criteria will not include social need other than having insufficient financial backing to make a move into independent accommodation, or to secure single accommodation where shared accommodation is lost through family or relationship breakdown. However, like in many social housing communities, the impact of poverty is found in economic, health and social risks, including lower levels of educational attainment, expectations and aspirations, poor diet,

and a high prevalence of mental health issues, so it is anticipated that enhanced support will be required.

The aim is for tenants to be able to take advantage of an opportunity to live independently and healthily in their own homes and use this as a springboard from which they can build future economic and social wellbeing.

During the two year tenancy, tenants will have access to a clear pathway on to other accommodation, preferably within ForHousing portfolio, and the support that will help break a cycle of deprivation.

ForHousing is committed to ensure all allocations to the ForFutures properties will mirror the requirements of the transfer agreements between ForHousing and the respective Local Authority in relation to Nominations, as far as practicable. This will be managed via a partnership allocation panel with representatives from both ForHousing and Salford City Council.

The criteria used will vary, as the stability and needs of the ForFutures schemes varies, but the overall aim will remain constant, to provide entry level tenancies at a reduced rent, alongside access to support.

**In addition to this all applicants must agree to:**

- Have any checks with relevant agencies, including the Police, which are felt necessary in order to assess suitability.
- Engage with support services were identified as a requirement.

**Allocation of Properties under this Policy**

Reasonable preference will be granted to those applicants who are homeless whether they have a priority need or not taking into account the financial resources open to applicants to meet housing costs.

**In addition to the Reasonable Preference criteria above Additional Preference will be granted to those applicants who:**

- Are not economically active
- Have aspirations to improve their economic wellbeing, through employment, and or training opportunities.

Applicants should be advised that they may appeal restrictions and reasons for being refused by making an appeal to the Neighbourhood Services Manager within 14 days of the original decision, who will investigate and advise the applicant of the outcome in writing within 10 working days of receiving the appeals. If the appeal is accepted, the restrictions will be removed from their application and they will be considered in the future for ForHousing properties.

## Equity and reasonable adjustment statement

We value diversity and work to create an inclusive environment for our customers and colleagues, where everyone has access to the same opportunities. We welcome our responsibility to comply with equalities legislation and regulatory requirements that relate to equity, diversity and inclusion and aim to do more. Through our activities we aim to remove systemic barriers to equal opportunities and eliminate all forms of discrimination, harassment, and victimisation within our organisation.

We are committed to providing excellent customer services, which are fair, equitable and inclusive. As such, we will endeavour to understand and make any reasonable adjustments required for customers in line with ForHousing's Reasonable Adjustment Statement and the Equality Act 2010. Any reasonable adjustment provided will be recorded and kept under active review.

## How the policy will be delivered

The Policy sets out the ForHousing overall approach to allocations of properties within the three ForFutures schemes.

The Policy will, on approval, be communicated to employees via the intranet. It will be published on the internet site for tenants and stakeholders and news stories will draw attention to its publication.

If employees become aware that there are problems with the effective operation of the Policy, or the associated procedures, they should report this to the responsible officer for the Policy. This feedback will be incorporated into the policy / procedural review process.

## Related documents

- ForHousing Allocations Policy
- ForHousing Allocation Procedure
- Tenure Policy

## Inclusive Decision Making Framework (IDMF) analysis

Date of approved IDMF analysis	Not completed at this review Equality Analysis completed 12.09.19
Actions taken forward to mitigate any potential negative impact	N/A

## Data Protection Impact Assessment

### Data Protection Impact Assessment (DPIA)

Under the UK GDPR and the Data Protection Act 2018, you are required to carry out a DPIA when developing or reviewing a Policy or Procedure that will have a widespread or serious impact on data held on individuals. Careful consideration should be given as to whether the policy or process will have an impact on any processing of personal information that is large scale, involves profiling or monitoring, decides on access to services or opportunities, or involves sensitive data or vulnerable individuals. Information and support regarding this can be obtained from the Data Protection Officer (DPO).

Has a DPIA been completed?	No
If a DPIA has been completed, was the DPO consulted?	N/A
If a DPIA has been completed, were any risks identified?	N/A
If risks were identified as part of the DPIA process, have mitigation actions been identified?	N/A

## Consultation and business intelligence

The Policy was developed in conjunction with colleagues of ForHousing, and Salford Community Voice was consulted and approved the Policy.

## Monitoring arrangements

If staff become aware that there are problems with the effective operation of the Policy or the associated procedures, they should report this to the Policy Owner.

This feedback will be incorporated into the policy /procedural review process.

## Policy summary for the intranet

The Salford ForFutures Local Lettings Policy is intended to ensure that the allocation of properties supports a balanced and sustainable community, whilst continuing to ensure the best use is made of our housing stock

## Words linked to this policy for intranet searches

Homelessness  
 Fixed Term Tenancy  
 Homeless Prevention

## Where this policy should be accessible

Group Services  
 ForHousing owned  
 ForHousing managed  
 Liberty Group  
 forfutures

## Control data and approval history

Action	Approved by	Date
Approval	Relevant lead or director: Head of Supported Living	11/09/23
	Director of Neighbourhoods	02/10/23
Approval	Executive Management Team representative(s)	N/A
Approval	Relevant board / committee	N/A
Inclusive Decision Making Framework review and advise	Relevant director	N/A
Health and Safety review and advise	Health and Safety	N/A
Data protection impact assessment	Data Protection Officer	N/A
Legal review and advise	Legal Services Executive	N/A
Human Resources review and advise	Human Resources (Trade Union and staff consulted when required)	N/A

## Annual check history

Date annual check completed	Version number	Non substantive changes (Where non-substantive changes have been made the policy/procedure will have a minor version number, for example V1.1)
21.10.2019	V1	New Policy

15.03.2021	V2	Expanded reference to incorporate more than financial support
30.08.2023	V2.1	Amends to allocation process as now via partnership panel with SCC

## Document revision history

Date approved	Version number	Version history
21.10.2019	V1	New Policy
Date amended	Version number	Key changes
15.03.2021	V2	Expanded reference to incorporate more than financial support
30.08.2023	V2.1	Transferred policy to new template  Amends to allocation process as now via partnership panel with SCC  Removed reference to 'new build'
26 07 2024	V2.2	Equity and reasonable adjustment statement added.