



# Lettings Plan 2018/19

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## 1. Introduction

This document sets out the Association's Lettings Plan for 2018/19. It should be read in conjunction with the 2015 Lettings Plan, which describes the historical context of our housing list, allocations (re-lets and new lets) and tenant profile.

The new plan reflects on the allocation activity during 17/18, and sets out our priorities for 18/19.

## 2. Housing Stock

At 31 March 2017, our housing stock comprised 851 properties, 2 of which are used for community houses for our Sheltered Housing Developments. A breakdown of our 849 properties/lettable stock is as follows:

**Table 1 House Types by Apartment Size**

<b>Apt Size</b>	<b>House</b>	<b>Tenement</b>	<b>4 in a block</b>	<b>Other flat/maisonette</b>	<b>Total</b>
1 apt	0	0	0	2	<b>2</b>
2 apt	42	195	0	6	<b>243</b>
3 apt	236	104	16	2	<b>358</b>
4 apt	116	35	0	0	<b>151</b>
5 apt	60	0	0	2	<b>62</b>
6 apt	33	0	0	0	<b>33</b>
<b>Total</b>	<b>487</b>	<b>334</b>	<b>16</b>	<b>12</b>	<b>849</b>

**Table 2 House Types by General Needs and Supported Housing**

<b>House Type</b>	<b>Stock Number</b>
General Needs	699
Amenity	9
Sheltered	95
Extra Care	46
<b>Total</b>	<b>849</b>

## 3. Allocations Policy

The Association has operated a "Group Plus Priority" system since autumn 2012, when we harmonised our Allocations Policy with the local authority and several local RSLs. Allocations are made from several priority groups.

Applications are assessed against a range of housing needs which are explained in the main Allocations Policy. With the exception of the Section 5 Referrals (for statutory homeless households), separate housing lists are held for each priority group with applicants being placed in the group which gives the highest degree of re-housing priority.

Separate lists are maintained for the allocation of sheltered and extra care housing.

## 4. Re-lets in 17/18

To ensure that applicants in each priority group have a realistic chance of being offered housing, the Association sets a percentage of target re-lets for each priority group. Targets for 17/18 were based on an estimated 70 re-lets, comprising 42 general needs, 15 sheltered and 13 extra care.

Actual outcomes for the year were lower, with 64 properties being re-let – 32 (50%) lets were from general needs properties; 16 (25%) were from sheltered; and 16 (25%) were from extra care.

A comparison of re-lets against the target for the year is shown in the table below.

**Table 3 Target and Actual Lets in 17/18**

Priority Group	% Target Lets	% Actual Lets	Target Lets	Actual Lets
Group 1 (Section 5)	30%	31%	13	10
Group 2 (Mobility)	20%	0%	8	0
Group 3 (General Needs)	30%	47%	13	15
Group 4 (Transfer)	15%	16%	6	5
Group 5 (No needs)	0%	0%	0	0
Supported Living	5%	3%	2	1
Other (lets/referrals)	No target	3%	0	1
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>42</b>	<b>32</b>
Sheltered	80%	94%	12	15
Sheltered Transfer	20%	6%	3	1
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>15</b>	<b>16</b>
Extra Care	90%	94%	12	15
Extra Care (transfer)	10%	6%	1	1
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>13</b>	<b>16</b>
<b>Overall total</b>			<b>70</b>	<b>64</b>

Overall re-lets in the year were below target, primarily through a lower than predicted turnover of general needs properties.

Re-lets achieved between 13/14 and 16/17 are shown in the Table 4.

**Table 4 Re-lets 13/14 to 15/16**

Year	General Needs Lets	Sheltered Lets	Extra Care Lets	Total Lets
13/14	39	14	7	60
14/15	28	21	15	64
15/16	36	15	17	68
16/17	46	11	15	72
<b>Total</b>	<b>149</b>	<b>61</b>	<b>54</b>	<b>264</b>
<b>Average</b>	<b>37</b>	<b>15</b>	<b>14</b>	<b>66</b>

- Re-lets between 13/14 and 16/17 show a year on year increase in overall lets. 17/18 at 64 re-lets shows lower than average lets over the reporting period.
- Table 4 highlights that lets to general needs properties are variable with fairly significant swings year to year. Similarly the number of sheltered re-lets are difficult to predict. Extra care lets have been fairly stable over the last 4 years.

Outcomes for 17/18 show the majority of general needs lets have gone to Group 3 general needs applicants, followed by lets to statutory homeless households, which were slightly above target. Lets to transfer applicants were also slightly above target. Unusually, no suitable properties became available for applicants on the mobility list - bungalows and ground floor flats generally become available in our lettings pool, but no such voids occurred during the year. This in turn meant that general needs applicants benefitted from greater access to available properties.

Lets to transfer applicants were further enhanced with 11 tenancies achieved through the mutual exchange process, enabling tenants to move to a house of their choice out with the allocations system.

## 5. Terminations

Terminations reduced to 63 during 17/18. Comparisons with the previous 4 years show:

**Table 5 Terminations 13/14 to 17/18**

Year	No. of Terminations	Comments
13/14	51	
14/15	72	With the exception of the re-let activity in 12/13 associated with transfers to Rashilee North, 14/15 saw the highest turnover of empty properties for a number of years - increase of 41% over the year
15/16	64	Decrease of 11% over the year
16/17	73	Increase of 14% over the year
17/18	63	Decrease of 14% over the year

**Table 6 Breakdown of Terminations per Area 15/16 to 17/18**

15/16	General Needs	Amenity	Sheltered	Extra care	Total	% of overall terminations by area
<b>Bargarran</b>	10	n/a	5	10	25	39%
<b>North Barr</b>	8	1	5	7	21	33%
<b>Park Mains</b>	16	n/a	2	n/a	18	28%
<b>Total</b>	<b>34</b>	<b>1</b>	<b>12</b>	<b>17</b>	<b>64</b>	<b>100%</b>
<b>% of overall terminations</b>	<b>53%</b>	<b>1.5%</b>	<b>19%</b>	<b>26.5%</b>	<b>100%</b>	
16/17	General Needs	Amenity	Sheltered	Extra care	Total	% of overall terminations by area
<b>Bargarran</b>	12	n/a	10	7	29	40%
<b>North Barr</b>	14	2	3	7	26	36%
<b>Park Mains</b>	18	n/a	0	n/a	18	24%
<b>Total</b>	<b>44</b>	<b>2</b>	<b>13</b>	<b>14</b>	<b>73</b>	<b>100%</b>
<b>% of overall terminations</b>	<b>60%</b>	<b>3%</b>	<b>18%</b>	<b>19%</b>	<b>100%</b>	
17/18	General Needs	Amenity	Sheltered	Extra care	Total	% of overall terminations by area
<b>Bargarran</b>	8	n/a	7	1	16	26%
<b>North Barr</b>	9	0	3	16	28	44%
<b>Park Mains</b>	15	n/a	4	n/a	19	30%
<b>Total</b>	<b>32</b>	<b>0</b>	<b>14</b>	<b>17</b>	<b>63</b>	<b>100%</b>
<b>% of overall terminations</b>	<b>51%</b>	<b>0%</b>	<b>22%</b>	<b>27%</b>	<b>100%</b>	

- The number of terminations in Bargarran has dropped significantly in 17/18 – this is primarily down to reduced number of terminations in extra care housing.
- Conversely terminations in extra care housing in North Barr have increased significantly during the year, however, overall lets are largely unchanged through a drop in terminations in general needs stock.
- Terminations in Park Mains have been stable over the reporting period.

Analysis of voids by reason of termination is shown in Table 7.

**Table 7 Reasons for Termination of Tenancies 17/18**

Reason for Termination	General Needs	Amenity	Sheltered	Extra Care	Total	% of overall terminations	Comparison with 16/17	
Death	6	0	9	9	24	38%	18	25%
Moved into Care	2	0	0	7	9	14%	16	22%
Moved Locally	3	0	0	0	3	5%	10	14%
Moved out with the area	10	0	1	0	11	17.5%	15	21%
Transfer	6	0	4	1	11	17.5%	12	16%
Abandonment	3	0	0	0	3	5%	1	1%
Eviction	1	0	0	0	1	1.5%	1	1%
Other	1	0	0	0	1	1.5%	0	0%
<b>Total</b>	<b>32</b>	<b>0</b>	<b>14</b>	<b>17</b>	<b>63</b>	<b>100%</b>	<b>64</b>	<b>100%</b>

52% of terminations (33) arose from death or tenants moving into care. Of these, 76% (25) were tenants living in our supported housing.

The 1 'other' reason related to the termination of 1 lease with Renfrewshire Council for temporary accommodation for homeless households.

A comparison with 16/17 shows a similar number of terminations relating to death/moving into care; a reduction in tenants moving locally and out with the area; and an increase in the number of abandoned properties.

## 6. Projected Turnover in 18/19

Re-lets over the last 5 years highlight an increased number of lets against historic average lets of 55 per year.

64 re-lets are predicted for 18/19 split as follows:

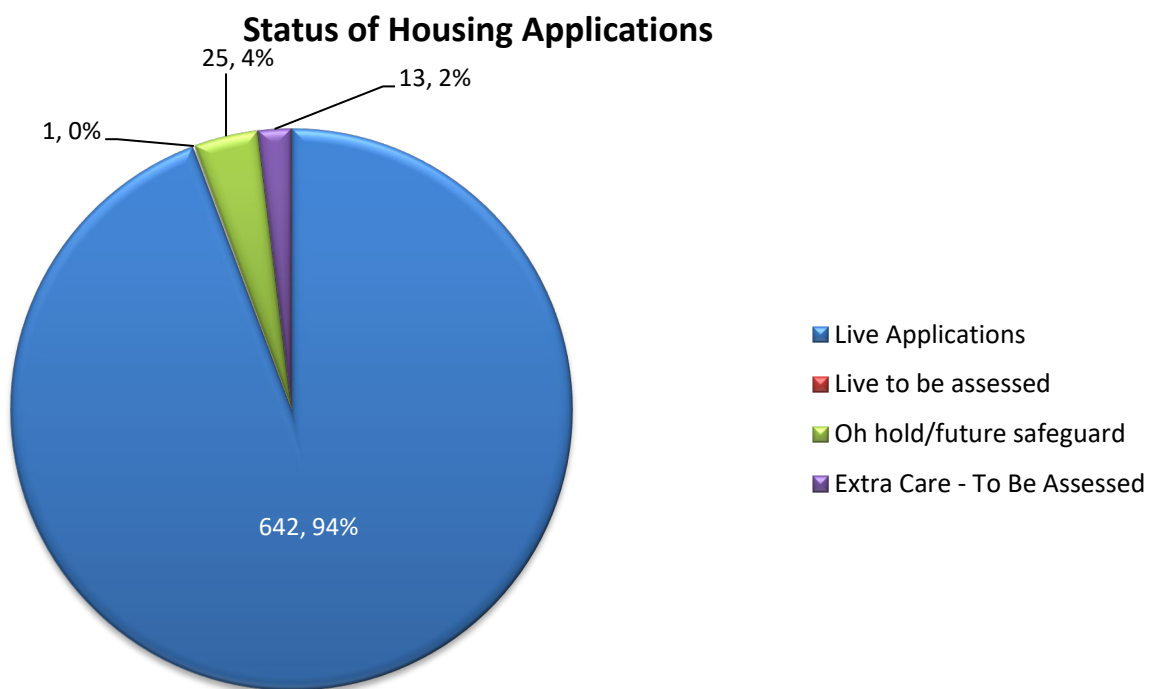
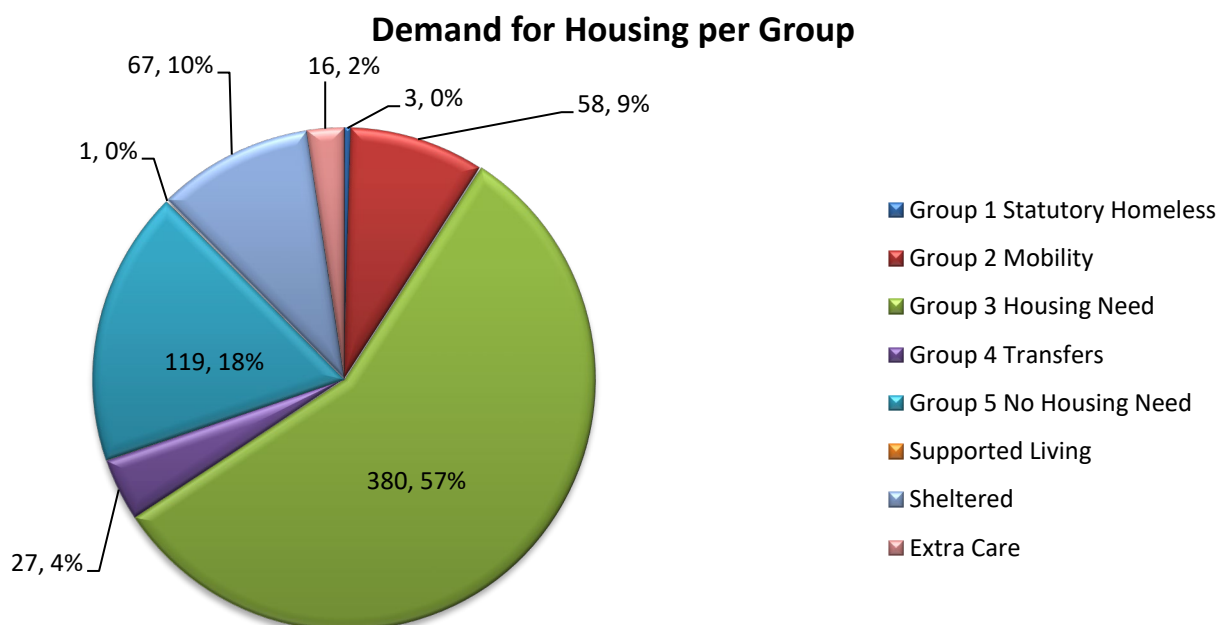
- 36 (56%) general needs
- 14 (22%) sheltered
- 14 (22%) extra care

## 7. Analysis of Demand

681 applicants were on the housing list at the end of March 18. This is a reduction of 273 from March 17, and reflects the outcome of the review of the list which was concluded in the last quarter of the year.

The list continues to be dominated by general housing need applicants. A breakdown of the housing list at March 18 is shown in Table 8.

**Table 8 Housing List at March 18**



(NB total of 681 is an increase of 4 from the end of year performance report - this is through timing of the running of report)

## 8. Analysis of Allocations

An analysis of lets made by the Association is set out in Tables 9 to 12.

**Table 9 Household Re-lets and New Lets**

Year	Single Male	Single Male With access	Single Female	Joint Female	Couple	Family Male Head of h/h	Family Female Head of h/h	Couple with children	Other/ Agency Let	Total Lets
12/13	16	0	26	2	15	31	75	1	3	169
13/14	9	0	16	1	4	3	24	5	0	62
14/15	8	0	33	0	3	1	15	3	1	64
15/16	11	2	36	0	6	0	9	4	1	69
16/17	12	1	24	0	4	3	22	5	2	73
17/18	15	3	23	0	1	1	17	3	2	65
<b>Total</b>	<b>71</b>	<b>6</b>	<b>158</b>	<b>3</b>	<b>33</b>	<b>39</b>	<b>162</b>	<b>21</b>	<b>9</b>	<b>502</b>

### Notes to Table 9

- 12/13 includes 76 re-lets, 92 new lets for Rashielee North and 1 MTR acquisition.
- 13/14 includes 60 re-lets and 2 MTR acquisitions
- 14/15 64 re-lets
- 15/16 68 re-lets & 1 MTR acquisition
- 16/17 72 re-lets and 1 MTR acquisition
- 17/18 64 re-lets and 1 new let (former buy back)
- The trend of households with a female head of household or a single female continues to dominate. 19 of the lets to single females in 17/18 were for supported housing (11 extra care and 8 sheltered). 12 of the lets to single males were for supported housing (5 extra care and 7 sheltered). The 1 let to a couple was a sheltered let.

### Ethnic Origin

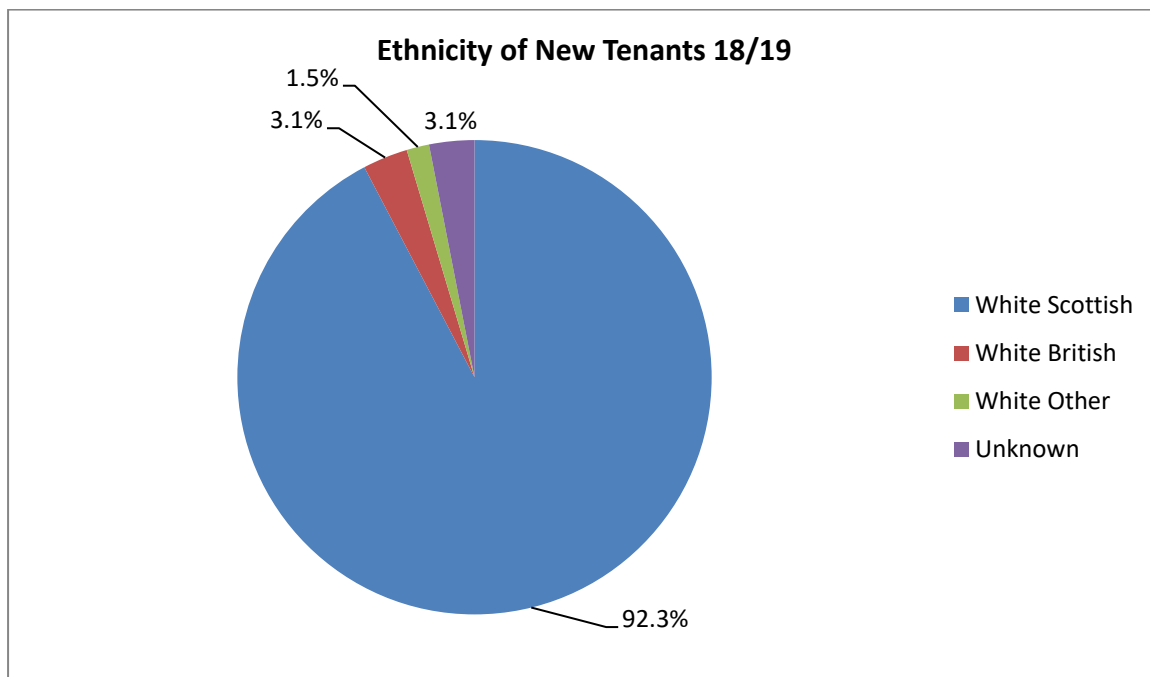
Of the 65 lets during 2017/18:

- 92% were made to white Scottish applicants. This represents a similar position to previous years.

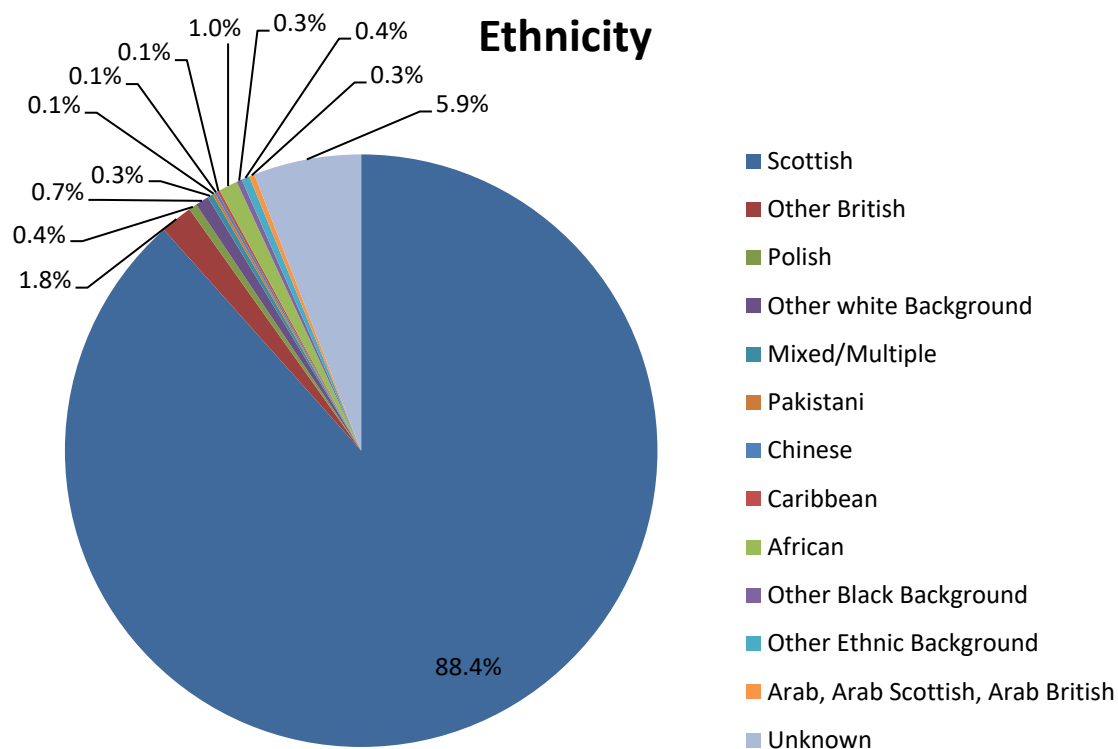
The summary of lets largely reflects the composition of the wider housing list and our existing tenant base.



**Table 10 Ethnic Origin of Re-lets & New Let**



**Table 11 Ethnic Origin of Housing Applicants**



## Disability

A number of applicants with a disability are re-housed by us each year. Such applicants may come from a variety of sources - Group 2 Mobility; Supported Living priority group; referrals from external agencies such as Renfrewshire Council Joint Commissioning Team; Extra Care or Sheltered Housing Lists. It is important that we are aware of the needs of applicants with a disability so that we can forward plan; incorporate accessibility issues within development programmes; and access appropriate funding to assist with medical adaptations and other requirements.

A breakdown of our client base who consider themselves to have a disability is as follows:

**Table 12 Disability 2012/13- 2017/18**

Year	Housing Applicants	New lets & re-lets
2012/13	32 (5%)	42 (25%)
2013/14	43 (5%)	16 (26%)
2014/15	79 (12%)	23 (36%)
2015/16	104 (13%)	22 (32%)
2016/17	96 (10%)	17 (23%)
2017/18	54 (8%)	13 (20%)

- The number of housing applicants and new tenants who consider themselves to have a disability varies considerably over the 6 year reporting period.

## Homelessness

We recognise our statutory role, working in partnership with the local authority, to provide accommodation for homeless people. The Housing (Scotland) Act 2001 introduced a duty on Registered Social Landlords (RSLs) to assist local authorities in rehousing homeless people.

To date this assistance has been through the provision of permanent accommodation for Section 5 Referrals and lets from our housing list. 3 properties are leased to Renfrewshire Council as temporary homeless accommodation.

A summary of lets made to statutory homeless applicants is shown in Table 13.

**Table 13 Lets to Statutory Homeless Applicants (SHA)**

Year	No. of Re-lets SHA	Total Re-lets		% of Re-lets	
		All Re-lets	Mainstream Re-lets	All Re-lets	Mainstream Re-lets
2002/03	4	44	33	9%	12%
2003/04	2	42	38	5%	5%
2004/05	8	64	59	13%	14%
2005/06	2	37	31	5%	6%
2006/07	8	54	39	15%	21%
2007/08	18	51	39	35%	46%

2008/09	21	72	45	29% (Includes (5% of sheltered lets/1 let)	44%
2009/10	8	58	25	14%	32%
2010/11	11	59	37	19%	30%
2011/12	7	56	22	13%	32%
2012/13	15	76	55	20%	27%
2012/13 Rashielee North - new lets	18	92	92	20%	20%
2013/14	10	60	39	16%	26%
2014/15	7	64	28	11%	25%
2015/16	11	68	36	16%	31%
2016/17	13	72	46	18%	28%
2017/18	10	64	32	16%	31%
<b>Total</b>	<b>173</b>	<b>1033</b>	<b>696</b>	<b>17%</b>	<b>25%</b>

Table 13 shows how our performance has varied over the last 16 years, with 25% of all our mainstream lets going to statutorily homeless households.

## 9. Tenancy Sustainability

The analysis of voids on page 7 (Table 6) gives reasons for properties becoming void, and highlights 18% of tenancies being terminated by people moving out with the area, and 5% for people moving locally. This is a combined decrease of 12% from 16/17, which saw 21% of terminations through people moving out with the area, and 14% through local moves.

Comparisons with 14/15 & 15/16 show combined totals of 20% & 29% respectively, showing fluctuations from year to year. While these figures do not give cause for concern over tenancy sustainability, this situation will require to be monitored so that we can determine the specific reasons why people choose or need to move. Additional termination reasons will be incorporated in our monitoring for 18/19.

A further check on tenancy sustainability is to monitor the length of tenancies, and in particular new tenancies still in force after a year.

**Table 14 New Tenants Remaining in a Tenancy**

Year	No. of new tenancies commenced during the year	No. of these tenancies sustained for > 1 year	% of these tenancies sustained for > 1 year
2009/10	59	53	90%

2010/11	59	52	88%
2011/12	56	47	84%
2012/13	168	159	95%
2013/14	60	54	90%
2014/15	64	52	84%
2015/16	68	62	91%
2016/17	72	66	92%
<b>Totals</b>	<b>606</b>	<b>545</b>	<b>90%</b>

Table 14 shows an 8 year average of 90% of tenancies being sustained after 1 year.

Of the 6 tenancies started during 16/17 and sustained for less than a year:

- 2 were former Section 5 homeless referrals - 1 tenant was evicted and 1 tenant did not move in (resumed living with her mother)
- 4 were from the housing list - all related to deaths within our supported housing developments.

Tenancy sustainment currently gives no cause for concern, and will continue to be monitored.

## 10. Leasing of Properties – Review of Temporary Accommodation

In 2004, the Association was approached by Renfrewshire Council to assist with the provision of temporary furnished accommodation. This resulted in 2 x 3 apartment houses being leased to the Council, the first in December 07, and the second in May 08.

In September 2009, the Council requested that we increase the number of our leases from 2 to 5. Board Members considered this request at their meeting on 30 September 2009, and were fully supportive of the Council's aim to cease using B&B, other than in an emergency, by the end of 2009/10. A third property - a 2 apartment flat – was leased in July 10. We were later advised that no further leases were required as the Council's priority was to provide permanent accommodation to statutory homeless households.

At the Board meeting on 24 May 2017, members approved the continued leasing of properties to Renfrewshire Council for temporary accommodation for homeless people. To assist the Board in its deliberations on the rationale for leasing properties to the local authority, and a continued long term view on this, the SHR self-certificate had been completed.

One the leases was terminated during 17/18 and a new lease put in place for an alternative property.

### **Conclusions**

The provision of temporary accommodation in Erskine has created a useful resource to the Council in housing homeless people. Management problems have been minimal and the properties' use seems largely to have been accepted by the community. Consequently, leases have continued to be renewed. Steps are, however, being taken to replace the original 3 properties on an incremental basis, because of the duration of the leases to date.

The properties account for just 0.4% of our overall general needs properties and have enabled us to support the Council improve its provision of homeless services within Renfrewshire.

### **Recommendations**

Staff have entered into discussions with RC about providing alternative properties during 18/19 and this will be reflected in the leases.

Board Members approved the leasing of up to 5 properties at their meeting in May 17.

## **11. Review of Lettings Initiative – Flats above Sheltered Housing**

### **Background**

At the Management Committee Meeting on 22 February 2006, members approved a Housing Support Local Lettings Initiative for the allocation of housing above sheltered flats. The effectiveness of the lettings initiative is reviewed annually, and members are advised of the impact it has had since its continued operation was approved at the Operations Committee on 29 April 2009.

The blocks were termed 'supported housing' and members approved a new process for allocating void properties. Referrals are sought from Renfrewshire Council Joint Commissioning Team in the first instance. Where the Council is unable to make any referrals, we then look at our housing list and identify applicants who have a support need, and identified support provider or carer. The third stage is where there are no known applicants with support needs, and in these circumstances, applicants from the priority groups will be considered.

### **Review**

Since 2006, 21 lets have been achieved - 12 of which were achieved for referrals from JCT through the lettings initiative – 11 x 2 apartments, and 1 x 3 apartment. A breakdown of lets is as follows:

**Table 15 Outcomes of Lettings Initiative**

Year	Referrals to JCT	Successful referrals	Lets to Priority Groups
2006/07	2	0	2 referrals from Women's Aid
2007/08	2	0	1 'new' applicant 1 section 5 referral
2008/09	3	2	1 'new' applicant
2009/10	2	1	1 'new' applicant
2010/11	2	2	0
2011/12	1	1 (client re-housed in 12/13)	0
2012/13	2	2	0
2013/14	0	0	0
2014/15	1	1	0
2015/16	2	1	1 section 5 referral
2016/17	3	2	1 general needs applicant
2017/18	1	0	1 general needs applicant
<b>Totals</b>	<b>21</b>	<b>12</b>	<b>9</b>

### Terminations & Tenancy Sustainability

7 tenancies have been terminated since the initiative began (none occurred during 17/18)

- 1 from a former Women's Aid Referral (terminated after 2 ½ years);
- 1 from a former "new" applicant (after 5 months, because of family/care commitments);
- 4 from JCT clients (after 8 months, 6 ½ years, 7 ½ years and 3 ½ years);
- 1 former 'new' applicant who transferred to another Bridgewater property after 7 years.

The number of terminations give no cause for concern, and do not raise any sustainability issues for the lettings initiative.

### Impact of Lettings Initiative

The lets to referrals from the Joint Commissioning Team account for 57% of the overall lets. However, it can be seen that from 2008/09, the acceptance rate of referrals has been reasonably high with 12 out of 17 lets (71%) being achieved. These lets have created an opportunity for people to live in the community with a suitable support package, in a supported environment.

Table 16 demonstrates that general needs applicants are not being excluded, with (24%) 5 lets to the former 'new' /current 'general needs' group.

Our Allocations Policy recognises domestic abuse as a housing need, and consequently people who are likely to be fleeing violence. To further support our policy, we allow

nominations from Women’s Aid to receive priority for housing, and aim to let at least one property per year to a Women’s Aid nomination. The initiative secured housing for 2 referrals from Women’s Aid in its first year in operation.

The 2 lets to the Section 5 Referrals highlight the on-going need for us to offer properties to the local authority so that it can discharge its duty in providing permanent accommodation to statutory homeless households. Section 5s may have support needs, so these lets can link to the overall network of supported tenancies.

The impact of the initiative during the last 12 years is that we have had a settled period within the sheltered/supported developments with few neighbour complaints; tenancies being sustained; and with a mix of people with various backgrounds and support needs living together.

### Equality and Diversity

The outcomes from the past 12 years show that a mix of age groups have been re-housed through the initiative. A breakdown of gender, age and economic status is as follows:

**Table 16 Economic Status**

	Un-employed	Employed	Retired	Semi-Retired	Unknown New tenant not yet confirmed
Male	13	1	0	1	
Female	3	1	1	0	
Total	16	2	1	1	1

**Table 17 Age**

Age Band	Male	Female	Unknown
20-29	3	2	
30-39	4	0	
40-49	4	1	
50-59	3	1	
60-69	1	1	
Total	15	5	1

## Conclusions

The Lettings Initiative has worked well and has enabled us to progress the development of supported housing for vulnerable people on a small scale. The process opened up opportunities for those who require support to live in the community, while at the same time including people with other housing and support needs.

## Recommendations

It is recommended that the Lettings Initiative continues to operate and be reviewed annually.

## 12. Older Persons Housing Strategy

Around 35% of the Association's tenants are aged 65 and above.

Government statistics on population growth in Scotland [Projected Population of Scotland (2010-based)] show that:

- The number of people aged 75 and over is projected to increase by 23% between 2010 and 2020, and by 82% between 2010 and 2035.
- In the same 25-year period, the number of people aged 60 – 74 is projected to increase by 27%.
- In 2010, 23% of the population was aged 60 and over. By 2035, this is likely to have increased to 30%.

Through our housing support service for our sheltered housing; extra care housing developments; and programme of medical adaptations, the Association has remained committed to supporting older people to live at home independently for as long as possible.

However, we are critically aware of the lettings difficulties surrounding our upper sheltered flats (low demand has been a feature for a number of years) and the accessibility difficulties associated with the absence of lifts, and the dispersed nature of our sheltered stock. This has been documented in the Anna Evans Housing Consultancy Report in 2010, and the Renfrewshire Council Review of Sheltered Housing in Renfrewshire in 13/14.

A further consideration is the grant funding for our housing support service. Longer term funding remains a challenge for the Association. Supporting people grant funding was in place until 2008/09 at which point as part of the Concordat agreement with the Scottish Government, a number of existing health and wellbeing funds, including Supporting People grant funding, were rolled up in the local government settlement. This means that there no longer is a supporting people grant, the grant funding we receive is part of the council's overall funding allocation.

The integration of Health and Social care agenda in relation to housing support services, and in particular, sheltered housing, remains unclear for the medium/long term.



In September 17, the Association's Board approved our Older Persons Housing Strategy 2017/20 and action plan. The highlighted priorities within the plan will be developed during 18/19.

## 13. Lettings Plan Issues for 2018/19

### Re-let Targets

The number of applications from Group 3 Housing Need continues to be disproportionate when compared against the other priority groups. As in previous years, at face value it seems appropriate to increase the % lets to new applicants to marginally improve their opportunity for re-housing. However, in light of the low turnover of stock, this would be difficult to achieve. It is also worth noting that it is the types of properties which become available which essentially drive the re-lets to particular groups.

The availability of stock suitable for Group 2 Mobility applicants led to the target being increased to 15% in 12/13, and further increased to 20% in 16/17. 17/18 has been a unique year with no lets being achieved through the lack of availability of suitable properties. It is envisaged that lets will get back on track during the year.

Lets to transfer applicants have historically been low, however the target was achieved for 17/18. This was likely to have been as a consequence of no lets to mobility applicants. Generally, lets to this group are low as a result of the size and availability of housing required. Lets through Homeswapper and/or our mutual exchange scheme have facilitated a number of moves over the last 3 years. In light of this, it is recommended that the transfer target remains at 15%.

In 2008/09 we agreed to assist the Local Authority provide permanent accommodation for statutory homeless households by adopting their target of 40% of mainstream lets. We retained this target until it was reviewed and reduced to 30% in 12/13. It is recommended that Bridgewater commits to a 30% target for Section 5 Nominations/Referrals during 18/19.

We remain committed to supporting people to live in the community as independently as possible. It is recommended that we continue to commit to a target of 5% of mainstream lets for this client group. This means that we can accept up to 2 referrals per year from Renfrewshire Council's Joint Commissioning Team.

Sheltered re-lets lie out with the lets to priority groups. It is recommended that 80% of all lets continue to be made to waiting list applicants with 20% to transfers.

Our Extra Care Allocations Policy allows for transfers in specific circumstances. Demand remains low, however a target of 10% is recommended for 2018/19.

Recommended target % lets to each of the groups are noted below in Table 18.

**Table 18 Target Lets to Priority Groups 14/15 – 18/19**

Priority Group	14/15	15/16	16/17	17/18	18/19	18/19 Target Lets
<b>New Applicants/ Group 3 Housing Need</b>	30%	30%	30%	30%	30%	11
<b>Accessibility/Group 2 Mobility</b>	15%	15%	20%	20%	20%	7
<b>Transfer Applicants/Group 4 Transfers</b>	20%	20%	15%	15%	15%	5
<b>Section 5 Referrals/Group 1 Homeless</b>	30%	30%	30%	30%	30%	11
<b>Supported Living/ Up to 2 referrals per year from JCT</b>	5%	5%	5%	5%	5%	2
<b>Group 5 No Housing Need</b>	0%	0%	0%	0%	0%	0
<b>Total</b>						<b>36</b>
<b>Sheltered</b>	80%	80%	80%	80%	80%	11
<b>Sheltered Transfer</b>	20%	20%	20%	20%	20%	3
<b>Total</b>						<b>14</b>
<b>Extra Care</b>	90%	90%	90%	90%	90%	13
<b>Extra Care Transfer</b>	10%	10%	10%	10%	10%	1
<b>Total</b>						<b>14</b>
<b>Overall Total</b>						<b>64</b>

The percentage of lets will continue to be monitored and reported to the Scrutiny Sub Committee on a quarterly basis.

## Issues for 2018/19

### 1. Proposed Renfrewshire Wide Allocations Policy

Discussions opened up with Renfrewshire Council, FLAIR and some of the regional RSLs in February 2014 to explore options for creating a single Renfrewshire-wide allocation policy, with the flexibility to apply local lettings initiatives where required and partners remaining able to set their own allocations targets. An external consultant was appointed during 2014 to develop the single allocations policy and the policy is now finalised for consultation later in the year. The aspiration is that the new policy will be in place prior to April 19. Progress was significantly affected by the delay in the Scottish Government finalising guidance on the allocations provisions within the Housing (Scotland) Act 2014. A common application form is also under development.

### 2. Review of Sheltered Allocations Policy

A working group was established in 2016 to develop a new harmonized policy among partners, comprising Renfrewshire Council, Bridgewater and Linstone Housing Associations. It is proposed that the new policy is introduced during 18/19 following consultation and Board approval.

- 3. Assessment of Housing Applications**  
With the exception of applications for general needs housing, all applications for housing will require to be reassessed under the new general needs and sheltered housing policies. This will be a time consuming exercise.
- 4. Annual Review of the Housing List**  
We will aim to review the list in the final quarter of 18/19. This may, however, be affected by the implementation date of the reviewed policies.
- 5. Homelessness**  
We will continue to work with our partners at Renfrewshire Council to assist with the provision of permanent accommodation for Section 5 referrals/nominations. This will be informed by the 'Housing First' Initiative, which was launched in June 15. In addition, we will review at least 1 lease for the properties leased to the Council for temporary accommodation for homeless households, and review the location of relevant properties.
- 6. Supported Living**  
We will continue to work with our partners at the Joint Commissioning Team/Review and Performance Team to assist with re-provisioning/re-housing people who wish to live within the community with support.
- 7. Supported Accommodation**  
We will continue to explore new opportunities for joint working with our partners - Joint Commissioning Team/Review and Performance Team, Turning Point Scotland, RAMH and so on - in order to enhance the provision of supported accommodation for a range of clients in Erskine.
- 8. Older Persons Housing Strategy**  
Following the development of our first strategy during 17/18, we will progress the core activities within our action plan.
- 9. Welfare Reform**  
Household data collection continues to be progressed through our household survey of tenants of working age. This data will inform our Welfare Mitigation Strategy as we plan for our transition to the Live Universal Credit system from September 2018. Crucially, the survey will identify areas where we can support our tenants more fully through the 'Connect4Renfrewshire' project and our standard services, to assist with tenancy sustainability and income maximisation.

## **14. Monitoring and Review**

Monitoring and review will take place through quarterly performance reporting to the Scrutiny Sub Committee. The actual profile of re-lets will be compared against the assumptions for the year, and targets will be revised mid-year if required. Committee members and staff will consider the reasons for any significant divergence from the targets.

A full review of the Lettings Plan will take place in April 2019.