



## **EDEN HOUSING ASSOCIATION LIMITED**

### **Local Lettings Policy Threlkeld**

(Incorporating St Johns, Castlerigg and Wythburn, Underskiddaw, Mungrisdale, Matterdale, Greystoke, Keswick)

<b>Document Reference Number</b>	<b>HOU29</b>
<b>Document Owner</b>	<b>Housing Manager</b>
<b>Approved By:</b> <b>Eden District Council Housing Portfolio Holder and Housing Services and Health Manager</b>	<b>Jan 2016</b>
<b>EHA Executive Team</b>	<b>April 2022</b>
<b>Policy Implementation Date</b>	<b>Jan 2016</b>
<b>Revision Cycle</b>	<b>(2 Years)</b>

## 1. POLICY STATEMENT

This policy sets out how the association will create sustainable communities by using a local lettings policy within the local area of Threlkeld and immediate areas.

## 2. REFERENCES

### Internal

- Allocations Policy

### External

- Choice Based Allocation Policy
- Cumbria Choice Housing Allocations Partnership
- Sections 106 Agreement

## 3. POLICY CONTENT

This document sets out a Local Lettings Policy for use in Threlkeld as referred to in the Cumbria Choice Allocations Policy.

The aim of this Local Lettings Policy is to allow the communities living in the parish of Threlkeld to retain their links with the area, to help maintain sustainable communities.

The cost of buying a property in Threlkeld and surrounding areas is largely unachievable for families living and working there. A proportion of Eden Housing Association properties in Threlkeld have been lost through Right to Buy, and many properties are holiday homes. The rental turnaround of family properties in the area is low, and there are only a small number of two bed houses for young people and small families who would like to remain in the village.

Eden Housing Associations aim is to create sustainable communities by using a Local Lettings Policy which gives priority to local people. We will ensure that there is a good mix of residents in terms of age, sex, household groups and economic status. Properties will be advertised on the Cumbria Choice website and adverts will state that a Local Lettings Policy applies.

### **3.1 Properties covered by the policy**

The Local Letting Policy described is for properties in Threlkeld which do not have a section 106 or covenant; namely Town Cross and Ghyll Bank.

The local occupancy restriction in the s106 or Covenant will continue to apply under Choice Based Lettings and will be detailed in the advert for the property.

### **3.2 Priority under local letting policy**

The Choice Based Lettings allocations policy will be applied to all applications that are received, however, priority will be given if:

- The applicant currently lives in the Parish of Threlkeld, and has done for a minimum of 3 years.
- The applicant works or is securing permanent work in the locality

- The applicant has an immediate family member who has lived in Threlkeld for a minimum of three years
- They are currently, in prison, in hospital or similar accommodation whose location is beyond their control, and immediately before moving to this type of accommodation they lived in the locality for at least three continuous years; or
- Former residents (who previously lived in the locality for a period of at least three consecutive years) who wish to return to the locality having completed a post-secondary (tertiary) education course within the past three years; or
- They need to live in the locality either because they are ill and/or need support from a relative who lives in the locality, or because they need to give support to a relative who is ill and/or needs support who lives in the locality. Proof of illness and/or need of support will be required from a medical doctor or relevant statutory support agency; or
- They previously lived in the locality for most of their lives and left the locality less than ten years ago (“Most of the applicant’s life” will be interpreted as over half of the applicant’s life up to the point that they left the locality, or a continuous period of twenty years up to the point they left the locality); or
- They lived continuously in the locality for two years or more prior to being accepted as homeless under the Homelessness Act 2003 and placed in any form of temporary accommodation outside of the locality for up to a maximum of two years.

Preference will be given to persons with a local connection above all other applicants unless the following applies.

### Armed Forces

The Localism Act 2011 amended the Housing Act 1996 in relation to the allocation of housing (Qualification Criteria for Armed Forces) (England) Regulations 2012.

The regulations require that housing authorities **do not use local connection** (within the meaning of section 199 of the Housing Act 1996) as a criterion in deciding whether the following are not qualifying persons.

In addition to the above the following persons will also receive priority;

- Persons who are serving in the regular forces or have done so in the five years preceding their application for an allocation of housing accommodation.
- Bereaved spouses or civil partners of those serving in the regular forces where their spouse or partner’s death is attributable (wholly or partly) to their service and the bereaved spouse or civil partner’s entitlement to reside in Ministry of Defence accommodation then ceases;
- Seriously injured, ill or disabled reservists (or former reservists) whose injury, illness or disability is attributable wholly or partly to their service.

### 3.3 Allocation

The property will be advertised for persons matching the above criteria for three bid cycles (3 weeks).

In an attempt to offer local people housing in Threlkeld, a property may be under-occupied. If a property is to be under-occupied advice will be given to applicants on

how their Housing Benefit/Universal Credit may be affected by the 'bedroom tax' and applicants will be subject to an affordability assessment.

If there are no applicants that place a bid on the advertised property satisfying the above criteria, the area may be widened during the fourth bid cycle (4 weeks) to include the parishes of;

- St Johns, Castlerigg and Wythburn
- Underskiddaw
- Mungrisdale
- Greystoke
- Keswick
- Or any subsequent new parishes that may be formed as a result of Local Government Reorganisation (LGR).

If after the fourth bid cycle there are no applicants that satisfy the above criteria, the property will be allocated as normal following the Cumbria Choice Allocations Policy.

### **3.4 Advertising**

In addition to advertising the property following the Cumbria Choice Allocations Policy guidelines covering Local Lettings Policies;

- the Clerk of Threlkeld Parish Councils will be notified of property details by email upon receipt of notice
- Parish Clarks are encouraged to advertise locally where possible and appropriate.

## **4. RESPONSIBILITIES**

**Customer Advisors** are responsible for verifying applications to join the Cumbria Choice allocation list.

**Housing Officers** are responsible for advertising a property when one becomes available to let. Housing Officers are responsible for carrying out the required checks to ensure that properties are allocated in line with the LLP. The Housing Officers will consult with stakeholders when due for review.

**Housing Manager** has the day to day responsibility to ensure that the policy is implemented and managed effectively by the Housing Team.

**Operations Director** has the overall responsible to ensure that the policy is implemented and managed by the Group.

## **5. EQUALITY IMPACT ASSESSMENT (EIA)**

Eden Housing Association is committed to ensuring that no person or group of persons will be treated less favorably than another person or group and will carry out its duty with positive regard for the following core strands of equality; Age, Disability, Gender, Race, Transgender, Sexual Orientation and Religion and or Belief, Civil Partnership and Marriage, Pregnancy and Maternity. When this policy was reviewed consideration was made to ensure that the wording did not discriminate in terms

of who would be eligible for a tenancy agreements, particularly in relation to choice of tenancy make up and entitlement.

Copy of the EIA can be found in Appendix 1

## **6. MONITORING & REVIEW**

A group comprising representatives from Eden District Council and Eden Housing Association will review the policy to ensure that it is meeting the aims described in section 1.

The policy will be reviewed every two years; the group will consider evidence including:


- a) evidence of housing need from the waiting list and housing needs surveys
- b) evidence from lettings of properties in the area covered by the local lettings policy, including demand and the priority band of the bidders
- c) evidence of demand from across the Eden Area
- d) consultation with stakeholders such as the Lake District National Park Authority and parish and town councils / affordable housing groups in the areas covered by the Local Lettings Policy

## Equality Impact Assessment

Question	Response
<b>1. Name of the policy/practice/activity being assessed</b>	Local Letting Policy Threlkeld
<b>2. Summary of aims and objectives of the policy/practice/activity</b>	This policy allows people living in the local area to Threlkeld opportunity for allocation of properties outside of the Cumbria Choice Policy.
<b>3. What involvement, consultation, engagement has taken place for the policy/practice/activity (e.g relevant groups/stakeholders)</b>	<p>Relevant Parish Coucils to St Johns, Castlerigg and Wythburn, Underskiddaw, Mungrisdale, Matterdale, Greystoke, Keswick</p> <p>EDC – Louise Jeffery</p>
<b>4. Who is affected by the policy/practice/activity</b>	
<b>5. What are the arrangements for monitoring and reviewing the impact of the policy/practice/activity</b>	Policy is on a 2 year review cycle.

Protected Group	Is there a potential for a positive or negative impact	Explain and provide evidence/data used	Action to address the negative impact
<b>Disability</b>	NO		
<b>Gender reassignment</b>	NO		
<b>Marriage or civil partnership</b>	NO		
<b>Pregnancy or maternity</b>	NO		
<b>Race</b>	NO		
<b>Religion or belief</b>	NO		
<b>Sexual orientation</b>	NO		
<b>Sex (gender)</b>	NO		
<b>Age</b>	NO		

## Evaluation

Question	Explanation	
Is it possible the proposed policy/practice/activity could discriminate or unfairly disadvantage people	Eden Housing Association is committed to ensuring that no person or group of persons will be treated less favorably than another person or group and will carry out its duty with positive regard for the following core strands of equality; Age, Disability, Gender, Race, Transgender, Sexual Orientation and Religion and or Belief, Civil Partnership and Marriage, Pregnancy and Maternity.	
Decision	Tick the relevant box	Include any justification required
1. No barriers identified – <b>proceed</b>		
2. Barriers identified towards one (or more) protected groups – <b>stop</b>		
3. Barriers identified towards one (or more) protected groups – <b>adapt or change</b> the policy/practice/activity		
4. Barriers identified towards one (or more) protected groups – no proportionate way to amend the policy/practice/activity so <b>proceed with caution</b>		

<b>Completed by – and date</b>	Paula Day 3 <sup>rd</sup> February 2022		
<b>Reviewed by</b>	Executive Team – April 2022		
<b>Review Date (if applicable)</b>			
<b>Will this EIA be published</b>	Yes	No	Not Required

**Action** (To be completed as required)

<b>If the Evaluation has resulted in Decision 4, complete a risk assessment and record on Operational Risk Register</b>	<b>Date Completed:</b>
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## Change Log

Name	Date	Version	Change
	When published	1	