



**PRCC.24 12/13**

**Committee: Prosperous  
Communities**

**8 January 2013**

**C**

**Subject: Central Lincolnshire Tenancy Strategy**

Report by:

Head of Strategic Growth

Contact Officer:

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Purpose / Summary:

This report includes the Central Lincolnshire Tenancy Strategy for members consultation and approval

**RECOMMENDATION(S):**

- 1) That members approve the draft strategy and provide feedback**
- 2) That members support and assist the implementation of the strategy**

## IMPLICATIONS

### Legal:

The Localism Act 2011, clause 126, sets out a requirement for all local housing authorities to produce a tenancy strategy.

### Financial :

None arising from this report.

### Staffing :

None arising from this report.

### Equality and Diversity including Human Rights :

EIA attached

### Risk Assessment :

None arising from this report.

### Climate Related Risks and Opportunities :

None arising from this report.

### Title and Location of any Background Papers used in the preparation of this report:

- The draft Central Lincolnshire Tenancy Strategy
- Consultation responses

Both documents are available to download at the following link

<http://www.west-lindsey.gov.uk/residents/housing/housing-strategy/central-lincolnshire-tenancy-strategy/>

### Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

This report is to seek member's approval for the adoption of the Central Lincolnshire Tenancy Strategy. The report sets out the main points.

## **1. Introduction**

1.1 The Localism Act 2011, clause 126, sets out a requirement for all local housing authorities to produce a tenancy strategy. In response to this the central Lincolnshire authorities of City of Lincoln Council, North Kesteven District Council and West Lindsey District Council have produced a joint tenancy strategy to address the housing-related matters set out in the Act. Although the local authorities are united in the main principles of the strategy, there are also distinct differences between the authorities. Separate approaches to some aspects of the strategy therefore exist to meet the individual needs of each area.

## **2. The Strategy**

2.1 The common aims of the three authorities are:

- To make best use of the affordable housing stock
- Reduce under occupancy
- Reduce overcrowding

2.1 The strategies set out each authorities approach to flexible tenancies and aims to give Registered Providers guidance to inform their own Tenancy Policies. Each RP must 'have regard' to the Tenancy Strategy when producing their own.

2.2 The main points of the strategy include:

Flexible tenancies – The strategy recommends use of flexible tenancies for all re-let properties with a minimum of 5 years as the fixed term for the tenancies.

Tenancy reviews – The use of reviews can be vital in ensuring best use of the stock is being made. The strategy recommends reviews take place on all fixed term tenancies.

Discharging the homelessness duty – West Lindsey's current homelessness position doesn't require the use of this new power. However, this can be reviewed in the future if this position changes and homelessness increases.

The strategy does cover other aspects set out in the Localism Act including succession of tenancies, affordable rents, intermediate rents and disposals but the above changes are likely to have the largest impact.

## **3. Consultation**

3.1 Consultation took place for 2 weeks in November. We consulted with Registered Providers, Local Authority Officers, Social Housing Residents, Housing Developers and the Voluntary Sector. The consultation was in the form of an internet survey. We also discussed the strategy in various meetings and recorded the responses and feedback.

## **4. What next**

4.1 Once this strategy has been finalised we intend to work closely with Registered providers and Acis in particular to embed our Tenancy Strategy and assist RP's to implement the changes set out in the strategy.

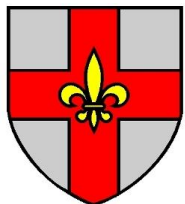
4.2 We will review this strategy every 2 years unless it is required before and any changes we propose to make will be consulted on.

**5. Recommendations**

**5.1 Members approve the Draft Central Lincolnshire Tenancy Strategy and provide comments**

**5.2 Members support and assist with the implementation of the strategy moving forward**

# Central Lincolnshire Tenancy Strategy 2013-18



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## 1. Tenancy Strategy Context

### 1.1 Introduction

The Localism Act 2011, section 150, sets out a requirement for all local housing authorities to produce a tenancy strategy. In response to this the Central Lincolnshire authorities of City of Lincoln Council, North Kesteven District Council and West Lindsey District Council have produced this joint tenancy strategy to address the housing-related matters set out in the Act.

The local authorities are united in the main principles of the strategy. However, there are also distinct differences between the authorities and separate approaches to some aspects of the strategy therefore exist to meet the individual needs of each area. The common aims of the three authorities are:

- To make the best use of the affordable housing stock
- To reduce under-occupancy
- To reduce overcrowding

### 1.2 Aims and objectives

The strategy aims to give Registered Providers in the Central Lincolnshire area guidance to inform their policies and practices with regard to flexible tenancies. It will also continue to ensure that the local housing need is able to be met whilst improving the functionality of the housing market.

The key objective of the strategy is to ensure the social housing stock is used in the best possible way to provide homes for those households who are unable to secure or afford a home that meets their needs in the private sector.

The strategy will also set out the councils' approach to the use of flexible tenancies to assist with addressing under-occupancy, and encouraging tenants to have control over their own housing situations and offering support where needed to ensure this is able to happen.

Each Registered Provider must have regard to this strategy when formulating and applying their own tenancy policies.

### 1.3 Why we need to make the best use of the housing stock?

Access to the private rented sector has become more restrictive for people on low incomes and benefits since changes to the Local Housing Allowance and wider welfare and policy reform. This has led to higher demand for social rented properties and in turn leads to the supply of affordable housing being limited. For this reason it is important that the stock that is available is being used to its full potential in order to assist those people who are not able to afford to rent or buy in the private sector.

For example, if used effectively, flexible tenancies can give housing providers more scope to better manage under-occupancy within their stock. This can be achieved through supporting households to move to more appropriately sized accommodation if they are suitable to be moved. At present housing providers have no powers to move under occupying households in order to free up much needed family accommodation.

#### 1.4 Local context

In order to inform the tenancy strategy, the local context needs determining. This will help inform how the new Localism Act can be implemented in our area.

Central Lincolnshire covers the areas of the City of Lincoln, North Kesteven and West Lindsey.

The councils in the Central Lincolnshire area already work together on a number of other housing projects including the joint choice-based lettings scheme which is due to be implemented in 2012, and the local investment plan which provides the strategic direction for the area and sets out each council's strategic projects in the short and long term along with their priorities for investment.

#### 1.5 Tenure types

These tables are highlighting the low percentage of social housing available in each area and help to stress the importance of ensuring we are making the best use of the limited existing stock.

##### West Lindsey

Tenure	Dwellings	Percent
Owner occupier	30,420	77%
Private rented	4,580	12%
<b>Total private sector stock</b>	<b>35,000</b>	<b>89%</b>
Housing association (RP)	4,240	10%
Other public	260	1%
<b>Total social housing</b>	<b>4,500</b>	<b>11%</b>
<b>Total</b>	<b>39,500</b>	<b>100%</b>

##### North Kesteven

Tenure	Dwellings	Percent
Owner occupier	36,254	77%
Private rented	5,130	11%
<b>Total private sector stock</b>	<b>41,384</b>	<b>88%</b>
Housing association (RP)	680	1%
Local authority	3,873	9%
Other public	957	2%
<b>Total social housing</b>	<b>5,510</b>	<b>12%</b>
<b>Total</b>	<b>46,894</b>	<b>100%</b>



## City of Lincoln

Tenure	Dwellings	Percent
Owner occupier	23,440	57%
Private rented	8,580	21%
<b>Total private sector stock</b>	<b>32,020</b>	<b>78%</b>
Housing association (RP)	1,310	3%
Local authority	7,970	19%
<b>Total social housing</b>	<b>9,280</b>	<b>22%</b>
<b>Total</b>	<b>41,300</b>	<b>100%</b>

All figures from 2009 housing condition survey and HSSA 2008/9

### 1.6 Overcrowding & under-occupancy

The Strategic Housing Market Assessment (SHMA) for Central Lincolnshire sets out the over-occupancy figure as 3.9% of the population in the Central Lincolnshire area. This can be broken down by each local authority.

5.9% of Lincoln's population are living in overcrowded conditions compared with 2.2% across each of North Kesteven and West Lindsey.

Under-occupation is an issue which affects Central Lincolnshire, although the extent of this has not been comprehensively quantified. From April 2013 under-occupancy by one bedroom or more will see a reduction in Benefit entitlement, making the planned and effective use of the housing stock of increased importance to both customers and landlords. Mechanisms to address under-occupation will be explored in conjunction with this strategy.

### 1.7 Housing need & demand

The SHMA sets out the need for an additional 16,200 social rented homes across Central Lincolnshire between 2010 and 2031. This represents 36.5% of the housing need across the area. This differs across the three areas with Lincoln's demand for social housing representing 40.1% of the required housing in the principal urban area which includes the city of Lincoln and North and South Hykeham, West Lindsey requiring 35.2% of housing to be social rented and North Kesteven requiring 32.0% of housing to be social rented between 2010 and 2031.

The table below shows the number of homes needed to be delivered in the social sector between 2010 and 2031 across each area and Central Lincolnshire as a whole to meet the current and projected need.

	Social rented need	Intermediate housing need
Lincoln (PUA)	9,100	600
North Kesteven	3,800	1,400
West Lindsey	3,300	(1,100)
<b>Overall</b>	<b>16,200</b>	<b>900</b>

Strategic Housing Market Assessment 2010

The housing needs as identified through the SHMA are broken down by the number of bedrooms required below. This clearly shows that there is a high

need for 1, 2 and 3 bedroom properties across Central Lincolnshire (please note: these figures also include the intermediate housing products).

	<b>West Lindsey</b>	<b>North Kesteven</b>	<b>City of Lincoln</b>	<b>Central Lincolnshire</b>
1 bed property	1000	700	3500	5300
2 bed property	1200	1600	3000	5500
3 bed property	1200	1500	2400	5000
4 bed property	100	100	200	300
5 or more bed	0	0	0	100

## 1.8 Affordability

In calculating the housing needs figures for Central Lincolnshire the SHMA assumes that a household spends up to 25% of its gross income on rent. It also recognises that some households will choose to use more than 25% of their income on their rent to improve their choice in the housing market.

The table below shows the average weekly rents of properties across Central Lincolnshire, together with the Local Housing Allowance (LHA) values.

### West Lindsey

	<b>LHA</b>	<b>Social rent</b>	<b>Market rent</b>	<b>80% of market rent</b>
1 bed property	£80.77	£58.16	£83.30	£66.64
2 bed property	£100.38	£73.82	£111.69	£89.35
3 bed property	£114.23	£81.50	£119.30	£95.44
4 bed property	£150.00	£90.54	£181.38	£145.10

### North Kesteven

	<b>LHA</b>	<b>Social rent</b>	<b>Market rent</b>	<b>80% of market rent</b>
1 bed property	£80.77	£60.17	£97.84	£78.28
2 bed property	£100.38	£70.89	£110.76	£88.60
3 bed property	£114.23	£83.80	£160.38	£128.32
4 bed property	£150.00	£92.26	£179.07	£143.27

### City of Lincoln

	<b>LHA</b>	<b>Social rent</b>	<b>Market rent</b>	<b>80% of market rent</b>
1 bed property	£80.77	£61.43	£99.92	£79.93
2 bed property	£100.38	£68.39	£117.00	£93.60
3 bed property	£114.23	£74.42	£137.07	£109.65
4 bed property	£150.00	£79.12	£177.92	£142.33

All figures from Central Lincolnshire Economic Viability Assessment June 2011 and Nestoria

## 2. Joint Tenancy Strategy

### 2.1 Introduction

This strategy has been produced in partnership by the Central Lincolnshire authorities of City of Lincoln Council, North Kesteven District Council and West Lindsey District Council. However, the strategy will be delivered through the local authorities working together with their partner Registered Providers and other stakeholders to ensure that the key principles of the strategy are embedded in order to address the issues raised.

There are many differences across the three districts and for this reason each section of the joint strategy which follows contains a table summarising both the common points and where the positions taken by the three authorities differ.

Registered Providers of social housing have, in the past, been required to offer the most secure form of tenure to their tenants, with a variety of tenancies being used, none of which had a fixed term.

Under the new government reform it has been recognised that these tenancies are not always appropriate as people's circumstances often change. This has led to the introduction of flexible tenancies whereby a Registered Provider can determine the length of a tenancy given to a new tenant. These tenancies, in turn, should assist with ensuring the best use is made of the limited social housing stock available and help to address issues such as under-occupancy.

Registered Providers must have in place a tenancy policy which sets out what type of tenancies they will offer, how they will be managed and if offering fixed-term tenancies, how they will either be renewed or terminated at the end of the fixed term. A copy of the policy should be sent to each local housing authority affected by the policy.

### 2.2 Flexible tenancies

A flexible tenancy is a tenancy which has a fixed term. These will be longer than private rented tenancies but are different from lifetime tenancies which have previously been the norm for tenants of social housing.

This option recognises that currently Registered Providers grant tenancies that meet the immediate need of the household. However, that need may change over time resulting in overcrowding or under-occupancy in the property, or in having social tenants who could afford to rent or buy in the open market.

Tenants with a flexible tenancy will enjoy many of the same rights as secure tenants including the Right to Buy (following qualifying period, as with secure tenants).

### 2.2.1 Use of flexible tenancies

All three local authorities support the use of flexible tenancies by Registered Providers in their area. However, there are important variations in the approaches used, which are detailed below.

#### Flexible tenancies

Lincoln	Supports the use of flexible tenancies by Registered Providers for any of their general needs properties, within the constraints and provision of their published tenancy policies.
North Kesteven	Supports the use of flexible tenancies where appropriate for both new and re-let properties in areas of high demand. However, recommends assured tenancies continue to be used for the majority of tenants.
West Lindsey	Recommends flexible tenancies be used for all re-let properties in the area but recognise some circumstances which would require alternative tenancies.

### 2.2.2 Tenancy length

The minimum period for fixed-term tenancies recommended by all of the local authorities is five years, while they recognise that other periods should be offered in some circumstances where this is in the best interest of both the tenant and housing provider. They also agree that it is important that the household should be assured the fixed-term tenancy is extendable where appropriate, so that the household sees the property as their home and encourages them to contribute to the local community. Where requirements have been identified for tenancy types or length within Section 106 agreements, these should be considered.

#### Tenancy length

All	Suggest a minimum term of 5 years for fixed term tenancies as standard but recognise other periods should be offered in some circumstances.
Lincoln	Shorter term tenancies may be offered in exceptional circumstances where significant evidence can be provided to suggest this would be appropriate, but the minimum term must be two years. Consideration may be given to providing tenancies longer than five years where a household has school age children.

### 2.3 Other tenancy types

In addition to flexible tenancies, the three authorities continue to support the use of other existing forms of tenancy. However, there is some variation in this.

## Other tenancy types

Lincoln	<p>Assured tenancies – should be provided for existing tenants of social housing (tenancies starting before 1 April 2012) when moving within the social sector.</p> <p>Assured tenancies should also be provided for:</p> <ul style="list-style-type: none"> <li>• Sheltered, warden assisted or Extra Care accommodation designated for older people;</li> <li>• People who have reached state retirement age who occupy a general needs property;</li> </ul> <p>Introductory or starter tenancies should be provided to all new social housing tenants and should be for up to two years with a view to extending these to a flexible or assured tenancy.</p> <p>Family Intervention Tenancies will be granted in certain cases where the tenant requires behaviour support services.</p>
North Kesteven	<p>Assured tenancies – continue to be recommended for the majority of tenants, where appropriate.</p> <p>Assured shorthold tenancies – recommended where the accommodation is unlikely to be long term or for homeless households in interim accommodation.</p> <p>Starter tenancies – support this type for applicants that have not had a tenancy before, where it is felt appropriate.</p> <p>Introductory tenancies – may be used by the local authority where there are local lettings policies linked to Anti-Social Behaviour.</p> <p>Demoted tenancies – we support these, where needed.</p> <p>Where necessary, the Registered Provider will need to consult with the local authority to determine the most appropriate tenancy type for the tenant.</p>
West Lindsey	<p>Starter tenancies – support this type for applicants that have not had a tenancy before, where it is felt appropriate.</p> <p>Assured tenancies – can be offered when the need of the tenant is seen as lifelong and no change would come from reviewing the tenancy at any point. Expect these to be considered particularly for elderly and disabled people.</p> <p>Both of the above are at the discretion of the Registered Provider.</p>

## 2.4 Tenancy reviews

Flexible tenancies will require a review to take place towards the end of the fixed term of the tenancy. All three authorities are in agreement concerning the factors which should be considered during the review, but there are differences in the timing of the review. The table below provides a summary, and the full details of the review criteria for each authority are contained at section 3.

## Tenancy reviews

All	<p>Reviews should include tenants' financial situation, conduct, employment, need for adaptations, type and suitability of properties and over or under occupation.</p> <p>Extensions to tenancies should be for at least 5 years.</p> <p>Where a review has taken place and the decision is taken for the tenancy to be terminated, the Registered Provider must:</p> <ul style="list-style-type: none"> <li>• Give the tenants a minimum of 6 months' notice.</li> <li>• Inform the tenants of the reasons why a new tenancy is not being granted.</li> <li>• Inform the tenant of their right to a review of the decision.</li> </ul> <p>Registered Providers are also expected to:</p> <ul style="list-style-type: none"> <li>• Inform the housing team of the termination and work with them to put a move-on plan in place.</li> <li>• Assist the household to find suitable alternative accommodation.</li> </ul>
Lincoln	<p>Reviews should take place at the beginning of the 4<sup>th</sup> year of the tenancy.</p> <p>Expectation that flexible tenancies will be renewed or extended unless the household does not meet the criteria. Tenancies should only be ended if there has been a significant change in circumstances of the household or there has been a breach of tenancy and all other options for dealing with the breach have been exhausted.</p> <p>Where there are school age children in the property there should be careful consideration taken to minimise disruption to the education of the child(ren). Tenancies should only not be renewed if there are exceptional circumstances. However, it is acknowledged that households may need to move due to the size of the property no longer being suitable. Should this be the case consideration should be taken to ensure the household remains in the catchment area for child(ren)'s school to minimise disruption.</p> <p>Where a disabled person remains living in the property the tenancy should be renewed.</p>
North Kesteven	<p>Reviews should take place between 6 and 12 months before the end of the tenancy.</p>
West Lindsey	<p>Reviews should be taken place at the beginning of the 4<sup>th</sup> year of the tenancy</p>

### 2.5 Circumstances that trigger a tenancy review

In addition to the tenancy review which is required towards the end of the fixed term, an earlier review may be triggered by particular circumstances.

## Circumstances that trigger a tenancy review

Lincoln & West Lindsey	<p>These circumstances would trigger an early review of a tenancy:</p> <ul style="list-style-type: none"> <li>• A change in the household which results in a person who is named on the tenancy no longer residing in the property. The review will need to assess the suitability of the property;</li> <li>• If a request for an adaptation to the property is received. The review will highlight if the property is no longer suitable for the household and if finding alternative accommodation would be a better solution.</li> </ul>
North Kesteven	Any breaches of the tenancy could trigger an early review.

## 2.6 Existing social housing tenants

One of the main objectives of this strategy is to address under-occupancy in social housing by encouraging existing tenants to transfer and exchange, as appropriate. The local authorities already use various measures to encourage people to move, such as incentive schemes and giving applicants who are under-occupying additional priority for rehousing. Mobility amongst tenants is also promoted where they need to move to give or receive support or to obtain employment.

However, we do not want to deter people from obtaining a more suitable property due to the threat of a 'less secure tenancy.' All three local authorities are therefore in agreement with the following principle.

### Existing social housing tenants

All	Existing housing tenants should not be deterred from transferring to more suitable accommodation so existing tenants should be given the same security of tenure when transferring between properties.
North Kesteven & Lincoln	Where the tenant chooses to transfer to an affordable rent property the above does not apply, in which case a flexible tenancy can be used.

## 2.7 Succession

The Localism Act gives Registered Providers increased discretion regarding the succession of tenancies. Currently, any family member living at the property for more than 12 months can succeed to the tenancy. However, tenancies created after the Localism Act comes into force will have no family member right of succession unless expressly stated in the tenancy agreement. The only succession will be for a spouse, civil partner or a person living with the tenant as their spouse or civil partner.

## Succession

All	All authorities recommend one succession per tenancy for spouse or civil partner, or person living with them as their spouse or civil partner.
Lincoln	Further succession(s) should be at the discretion of the landlord and in the form of a new tenancy. Would support succession for family members (if there is no spouse or civil partner) if they have been living in the property for at least 12 months prior to the death of the tenant with proof of residency at the discretion of the landlord. The size of the property would be a factor when considering any further succession.
North Kesteven	Would also support succession for family members too if included by Registered Providers in tenancy agreement, but would recommend only one succession per tenancy.
West Lindsey	Recommends that no additional succession should be included in the tenancy agreement and that only one succession should be allowed per tenancy.

## 2.8 Affordable rents

The concept of affordable rent was introduced as an alternative to social rent to help fund new development. All Registered Providers who have entered into a contract with the Homes and Communities Agency (HCA) will be able to charge affordable rents. Affordable rents enable RPs to set rent levels at up to 80% of market rent for comparable properties within the same area.

### Affordable rents

All	All authorities support the use of affordable rents within their area. The tenure requirements of any section 106 agreements must be taken into consideration when looking to convert properties to affordable rent. Care must be taken not to breach these or any other legal agreements such as leases, nomination agreements or land covenants.
Lincoln	Recommend 3 or 4 bed properties or properties which are considered as hard to let should not be converted to affordable rent.
North Kesteven	Recommend 4 bed properties or properties which are considered as hard to let should not be converted to affordable rent. Also understands the need to convert existing stock to affordable rents and supports this if there are no adverse effects on affordability.
West Lindsey	Recommend 4 bed properties or properties which are considered as hard to let should not be converted to affordable rent.

## 2.9 Intermediate rents

In some cases landlords and Registered Providers may seek to charge an intermediate rent for a property, which is at a level lower than market rent but



higher than social rent. The three local authorities have an agreed approach to intermediate rents.

### Intermediate rents

All	Where a Registered Provider wishes to charge an intermediate rent, it will be discussed and agreed as part of the negotiations for Section 106 obligations. Part of these negotiations will require the local authority to consider whether it is appropriate to charge this level of rent for the type of development and its location.
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### 2.10 Adapted properties

All of the local authorities recommend that each Registered Provider keeps a register of all properties that have been adapted. An approach to a Registered Provider for an adaptation to a property is one of the potential triggers for a review of the tenancy within all of the authorities. This is to ensure that the accommodation is still suitable for the household and that more appropriate accommodation with assisted move-on would not be a better solution for the household.

In addition, all properties let through the choice-based lettings scheme will be advertised with any adaptations they may have, to ensure wherever possible they are let to households who need such adaptations. Priority should be given to those who require the adaptation.

### Adapted properties

All	Recommend all Registered Providers keep a register of adapted properties. All properties let through the choice-based lettings scheme will be advertised with any adaptations in place to ensure they are let to households who need such adaptations.
Lincoln & West Lindsey	A request for an adaptation will trigger a tenancy review.
North Kesteven	A request for an adaptation may lead to a review of whether there is more suitable accommodation available before undertaking the adaptation.

### 2.11 Disposals

Generally we would not want to see the disposal of any social housing in the area given the demand levels for social housing. However it is recognised that in certain circumstances it is unavoidable and may facilitate the development of further units which provide more appropriate accommodation to meet the needs of the community.

## Disposals

All	Recommends that Registered Providers consult with the local authority before disposing of any properties and that all other options must have been explored. The following properties should not be disposed of: <ul style="list-style-type: none"><li>• 4 bed properties</li><li>• Adapted properties</li></ul>
Lincoln	As above but adds that any proceeds from the sale of property should be spent within the local authority area, where possible.

### 2.12 Discharging the homeless duty

Local authorities have a duty to provide accommodation for certain people who are homeless or about to become homeless through no fault of their own. Currently a homelessness duty can only be discharged into the private rented sector with the agreement of the household. As part of the Localism Act, a homelessness duty can be discharged into the private rented sector without agreement from the household provided a suitable property can be found and a minimum of a 12 month tenancy is offered.

A suitable property for the household is defined as being:

- Suitable size for the household
- Affordable for the household, following a financial assessment
- Appropriate for the household to be placed within a 12 month tenancy
- Meets the Decent Homes Standard, as with social homes

### Discharging the homeless duty

All	Supports the use of the power to discharge the homeless duty into the private sector where it is appropriate and needed, but adds where the accommodation is suitable and sustainable. All properties would be inspected in line with the HHSRS standards.
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### 2.13 Access to the housing register

The new Central Lincolnshire Homefinder choice-based lettings (CBL) scheme is due to be implemented in 2012 across all three local authority areas. There are currently no plans to restrict access to the housing register to those persons that are not in immediate need of housing.

The authorities have a shared approach to dealing with housing applications which ensures that all housing options available to the applicant are explored, and possible solutions found, without the applicant being instantly added to the housing register.

When properties are advertised, the tenancy type and rent levels will be clearly stated in the adverts to enable applicants to make appropriate choices when they bid.

### Access to the housing register

All	<p>Currently no plans to restrict access to the housing register to those persons that are not in immediate need of housing.</p> <p>New CBL policy provides a mechanism for suspending cases from the register if an applicant makes three refusals of appropriate properties.</p> <p>As Registered Providers will have different tenancy types, these will be stated in adverts to enable applicants to bid appropriately.</p>
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## 3. Tenancy Review Criteria

### 3.1 Introduction

Further to section 2.4 of the Joint Tenancy Strategy, the detailed criteria for tenancy reviews, as specified by each of the local authorities, is given below.

### 3.2 City of Lincoln tenancy reviews

It is expected that where flexible tenancies are given the housing provider should expect to renew or extend the tenancy unless the household does not meet the criteria. It is not the intention of the local authority to increase the churn in the housing stock: it is more sustainable to keep households in a settled environment and allow them to engage and develop established communities. Tenancies should only be ended if there has been a significant change in circumstances for the household or there has been a breach of the tenancy agreement whereby all other options for dealing with the breach have been exhausted.

When a fixed-term tenancy is in place, we would expect a review to take place 12 months prior to the end of the tenancy. This review must include the following:

- Financial assessments of the household to decide if they would be able to afford housing the private sector. This assessment needs to ensure that it doesn't discourage the household from working.
- The conduct of the tenant, including if they have integrated into the community successfully, have they caused any anti-social behaviour? Do they have any rent arrears?
- Are there any children living in the property? Are these of school age? Do they attend the local school?
- The letability of the property and if the house is in what is considered as a hard to let area.
- The current need of the household and if the property is still suitable for the household. Is the property now too big or too small for the household?
- The availability of housing in the appropriate area for the household.
- The consideration of any Section 106 agreements or local lettings policies directly related to their current dwelling or development.

If the review has highlighted that the household require an extension to the tenancy, we would recommend another five-year tenancy be put in place.

### **3.3 North Kesteven tenancy reviews**

When a fixed-term tenancy is in place, we would expect a review to take place not before 12 months and not less than 6 months before the end of the tenancy. This review must take into account the tenant's circumstances and include the following:

- Whether their financial situation has improved and they can now afford housing in the private sector.
- The conduct of the tenant including if they had any tenancy breaches, caused any anti-social behaviour in the area or have rent arrears.
- Whether they need to move to a different area due to family, employment or education.
- Whether the property is adapted and no longer requires these adaptations.
- Whether the tenant need adaptations or ground floor accommodation and their needs would be better met in another property.
- Whether the property is in a hard to let area.
- Whether the property is under or over occupied and is unsuitable.
- The availability of housing in the appropriate area for the household.
- The consideration of any Section 106 agreements or Local Lettings Policies directly related their current dwelling or development.
- Whether the property is needed back for redevelopment or refurbishment.

If the review has highlighted that the household require an extension to the tenancy, we would recommend another 5 year tenancy be put in place.

### **3.4 West Lindsey tenancy reviews**

When a fixed-term tenancy is in place, we would expect a review to take place at the beginning of the 4<sup>th</sup> year. This review must include the following:

- Financial assessments of the household to decide if they would be able to afford housing the private sector. This assessment needs to ensure that it doesn't discourage the household to get out to work.
- The conduct of the tenant including if they have integrated into the community successfully, have they caused any anti-social behaviour in the area, do they have any rent arrears.
- Are there children in the property and the needs of any of the children.
- The let-ability of the property and if the house is in what is considered as a hard to let area.
- The current need of the household and is the property still suitable for the household. Is the property now too big or too small for the household?
- The availability of housing in the appropriate area for the household.
- The consideration of any Section 106 agreements or Local Lettings Policies directly related their current dwelling or development.

If the review has highlighted that the household require an extension to the tenancy, we would recommend another 5 year tenancy be put in place.

#### 4. Monitoring and Reviewing

The local authorities require all Registered Providers with stock in Central Lincolnshire to provide details of their tenancy policies and how these will be applied in the area. To enable on-going monitoring, Registered Providers are also expected to provide quarterly lettings returns in a format approved by the local authorities.

An Equality Analysis will be undertaken on this strategy. This strategy will be reviewed as required and at least every two years.

#### 5. Risks

This section highlights possible risks that will arise from the implementation of this strategy and how we intend to manage those risks.

**Risk:** When a fixed term tenancy is being terminated and the tenants are given 6 months notice, there is a risk within the 6 months that a suitable property is not found.

**Mitigation:** We have suggested a minimum 6 month period as this is seen as a long enough period to assist with finding a new home. We would hope to manage this in a way in which it would be a priority to find the household a suitable property so the above situation never arises.

**Risk:** There is a risk that levels of homelessness would increase if reviews of tenancies are not done correctly.

**Mitigation:** To ensure Registered Providers carry out reviews comprehensively and have procedures in place to maintain a constant approach to reviews. Copies of all Registered Providers review procedures should be obtained by each local authority.

## 6. Registered Providers Policies

The Act states this strategy must provide details of where Registered Providers tenancy policies can be found. Below are details of all the Registered Providers that operate within Central Lincolnshire and their websites.

<b>Registered Provider</b>	<b>Website</b>
Acis Group	<a href="http://www.acisgroup.co.uk">www.acisgroup.co.uk</a>
Anchor Trust	<a href="http://www.anchor.org.uk">www.anchor.org.uk</a>
Axiom Housing Association	<a href="http://www.axiomha.org.uk">www.axiomha.org.uk</a>
L & H Homes	<a href="http://www.landh.org.uk">www.landh.org.uk</a>
Sanctuary Housing	<a href="http://www.sanctuary-group.co.uk">www.sanctuary-group.co.uk</a>
Lincs Rural HA	<a href="http://www.lrha.co.uk">www.lrha.co.uk</a>
Places for people	<a href="http://www.placesforpeople.co.uk">www.placesforpeople.co.uk</a>
Derwent Living	<a href="http://www.derwentliving.com">www.derwentliving.com</a>
New Linx Housing	<a href="http://www.newlinxhousingtrust.co.uk">www.newlinxhousingtrust.co.uk</a>
Boston Mayflower	<a href="http://www.bostonmayflower.org.uk">www.bostonmayflower.org.uk</a>
Hanover Housing Association	<a href="http://www.hanover.org.uk">www.hanover.org.uk</a>
LACE Housing Association	<a href="http://www.lacehousing.org">www.lacehousing.org</a>
Spirita Housing Group	<a href="http://www.metropolitan.org.uk">www.metropolitan.org.uk</a>
Waterloo Housing Group	<a href="http://www.waterloo.org.uk">www.waterloo.org.uk</a>

## 7. Glossary

<b>Affordable housing:</b>	Housing options available to residents who cannot afford to rent or buy a home in the open market. Includes social rented housing, affordable rent housing and intermediate housing solutions, such as shared ownership.
<b>Affordable Rent:</b>	Rents offered by Registered Providers of social housing at up to 80% of the rent that would be charged if the property were let in the open market.
<b>Choice Based Lettings (CBL):</b>	A method for allocating social housing which requires housing applicants to register their interest in vacant properties.
<b>Fixed term tenancy:</b>	A tenancy with a fixed start and finish date.
<b>Homes and Communities Agency (HCA):</b>	The national housing and regeneration agency for England, responsible for allocating funding for new affordable housing. The HCA is also the regulator of social housing providers.
<b>Homelessness duty:</b>	A local authority owes the "main homelessness duty" when the authority is satisfied that a homeless household is eligible for assistance, unintentionally homeless and falls within a specified priority need group. Where this duty is owed, the authority must ensure that suitable accommodation is available to the household.
<b>Housing Health &amp; Safety Rating System (HHSRS):</b>	The system used by local authorities to assess housing conditions.
<b>Local Housing Allowance:</b>	The current form of housing benefit paid to people with low incomes who are renting in the private sector.
<b>Market rent:</b>	The rental income that a property would command on the open market.
<b>Reasonable preference categories:</b>	Particular groups who must be given priority on registers for social housing, as defined by national government.



<b>Registered Providers (of social housing):</b>	Organisations that provide affordable housing to those in need. Often these providers are housing associations.
<b>Section 106 Agreement:</b>	Legal agreements made under Section 106 (S106) of the Town and Country Planning Act 1990. These agreements are used to enhance the quality of development, enabling proposals to go ahead where they might otherwise have been refused. They can include an obligation for a developer to deliver affordable housing.
<b>Social rent:</b>	Housing for which guideline target rents are determined through the National Rent Regime, aimed at helping people in housing need. Rents are usually significantly lower than market levels.
<b>Strategic Housing Market Assessment:</b>	An assessment of how housing markets operate in defined areas, used to identify housing needs within that area.
<b>Tenancy policy:</b>	A Registered Provider's policy that defines how the provider will make decisions about the types of tenancy they will provide to tenants.
<b>Welfare Reform Act 2012:</b>	An act of Parliament which will significantly reform the welfare benefits system.