



# **Cornwall Council Allocations Policy**

## **Allocation of affordable homes**

Ver 1.0  
Planning and Enterprise  
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## 1.1 **Introduction**

## 1.2 **Background**

1.2.2 The Council has a statutory duty to set out in an Allocations Scheme the way in which social housing owned by the authority will be prioritised and let. Cornwall Allocations Scheme comprises **Cornwall Homechoice Scheme** a common housing register/assessment framework and **Cornwall Council's Allocations Policy**.

1.2.3 **Cornwall Homechoice** is a common housing register where customers can apply for affordable homes owned and managed by the Council and its Registered Provider (RP) partners. It includes a common assessment framework where all partners to the scheme agree with the prioritisation of households on the Common Housing Register. For full details of the scheme please refer to the "Cornwall Homechoice Scheme" document.

1.2.4 **Cornwall Council Allocations policy** sets out who will qualify for an offer of accommodation owned by the Council and homes to which it has nominations rights.

1.2.5 Each RP within the [Cornwall Homechoice partnership](#) has their own allocations/lettings policy which sets out who will qualify for an offer of accommodation on a property they own to which the Council **does not** have a nomination right, and how decisions will be made on whether to accept individuals nominated by the Council

1.2.6 The Strategic Housing Framework was adopted by the Council in May 2014. The Framework agreed the following set of priorities:

- **Increase supply:** create more balanced communities;
- **Meet demand:** where people can find and keep;
- **Improve quality:** a safe, good quality home;
- **The right type:** which is appropriate for them; and
- **Minimise cost:** and which they can afford to live in.

1.2.7 Under these priorities are a set of outcomes which will help the Council to understand how it has delivered against its priorities. A number of outcomes, associated with meeting the Council's priorities, resulted in a review of the Cornwall Homechoice Scheme and the Council's Allocations Policy.

## 1.3 **Aims and Objectives of Cornwall Allocations Scheme**

1.2.1 The Council and the [Cornwall Homechoice Partnership](#) have determined that applicants should have an open, simple and transparent route to apply and bid for affordable homes; that applicants can exercise choice; that there will be appropriate advice and guidance available on alternative housing options, that the register can be used as a tool for strategic housing and planning purposes and that homes are better matched to applicants and need.

### 1.2.2 The specific aims and objectives are:

- There will be a choice of homes and tenures which meet a range of housing needs – the Common Housing Register enables applicants to exercise 'choice' when they apply and bid for an affordable home.
- The Council will use a range of data to provide robust evidence, on where new homes are needed – the Housing Register provides information of the need for affordable housing by type and location.
- There will be a more straightforward and transparent system to access affordable homes of all types – the Common Housing Register offers one point of access and application for affordable housing.
- There will be a better understanding of the types of properties available and the demand for them – the development of '[Your Housing Options](#)' in conjunction with a common housing register will enable the Council to manage the expectations of residents seeking affordable housing better.
- There will be fewer instances where people refuse a home offered to them – the ability to remove applicants whose circumstances have changed or repeatedly refuse suitable offers of accommodation.
- There will be better use of Council and RP partners' housing stock – the Council wants to ensure that there is a better use of adapted/accessible accommodation, ensuring that applicants requiring adapted/accessible homes are housed in them.
- More people will be able to live in the areas in which they want to live – Choice Based Lettings enables applicants to register a preference of location and bid for properties on that basis.
- People will have access to the right information to enable them to make an informed choice – the development of 'your housing options' will provide a more tailored package of advice for applicants, and in some circumstances provide an alternative to registering for affordable housing.

## 1.3 Scope

1.3.1 Cornwall Council Allocations policy sets out who will qualify for an offer of accommodation owned by the Council and RP homes to which it has nominations rights.

1.3.2 All Council properties are currently managed by Cornwall Housing Ltd, the current numbers of council owned stock are 10469

1.3.3 Cornwall Housing Ltd also own and or manage housing stock that the Council **does not own**, this policy does not apply to those properties. Cornwall Housing currently own 56 properties.

1.3.4 The Council is able to negotiate nomination agreements with its RP partners to secure 'nomination rights' to a proportion of their stock. That proportion of stock will be prioritised and let in accordance with the Cornwall Homechoice Common Assessment framework and this policy. The remainder of stock owned by RPs will be let in accordance with the individual RP's allocations/lettings policies. These policies should be read in conjunction with this policy. Details of negotiated nominations agreements can be found at [Appendix 2](#)

1.3.5 To be able to access Council owned properties and those to which the Council has a nomination right an applicant must firstly apply to Cornwall Homechoice. Please refer to the Cornwall Homechoice Scheme document which provides details of:

- Aims and objectives of Cornwall Homechoice
- The operation of Cornwall Homechoice
- How to join Cornwall Homechoice
- How housing need will be assessed
- Applying for properties
- Removal from Cornwall Homechoice
- Additional information

## **2.1 Cornwall Council Allocations Policy**

### **2.2 Annual Lettings Plan**

2.2.1 The Council operates an Annual Lettings Plan (ALP), which is applied to Council vacancies and to RP vacancies to which the Council has nomination rights. The plan is agreed by relevant members in consultation with RP partners. See [Appendix 1](#). The plan operates by placing the appropriate "preference labels" on property adverts.

2.2.2 The Council has determined, in addition to the criteria to join the Common Housing Register; that applicants **must** demonstrate that they have a local connection to Cornwall in order to qualify for an allocation of a home owned by the Council or to RP homes to which it has nomination rights subject to any statutory requirements which override these criteria. This includes, but is not limited the Right to Move legislation details of which are set out at [Appendix 5](#) and [Appendix 6](#).

2.2.3 At the point of verification for an allocation to a Council owned property only, a further preference will be given to households with a net annual eligible income of below £30,000. Eligible income for the purpose of a financial assessment is as follows:

- Net earnings

- Self-employed earnings
- Pensions and Annuities
- Rent received from tenants or lodgers

## **2.3 Local Lettings Plan**

2.3.1 On occasion, a local lettings plan will be agreed for specific areas or developments to reflect local circumstances. Any such policy will be published.

2.3.2 Local lettings plans may include a system to ensure a mix of household types, for example the number of children in order to ensure that there are not too many within a particular area. Where agreements have been reached adverts will clearly state how such schemes will be allocated and the applicants eligible to bid.

2.3.3 Local letting policies may be introduced where a new estate has been built in order to help create a new community. Alternatively, a local letting policy may be required where there are issues that have occurred within an established community, and action is required to assist that community to become sustainable.

2.3.4 Any such policy may be time limited but during that time, properties may be let to applicants outside the normal rules for priority and banding within this policy.

## **2.4 PLANNING RESTRICTIONS**

2.4.1 Some properties have eligibility criteria attached to them as a result of planning restrictions. These planning restrictions often referred to as S106 or S52 orders, set out the criteria an applicant must meet to be considered for the tenancy. Where planning restrictions apply they will override any other local lettings criteria.

## **2.5 Related policies / documents**

2.5.1 Following a successful offer of a council owned property or a property of a RP to which the Council has a nomination right, an applicant will become a social housing tenant.

2.5.2 Cornwall Housing Ltd policies that relate to the management of Cornwall Council stock are listed below

- Cornwall Homechoice Scheme
- Anti-Social Behaviour ASB and Nuisance Policy
- Compensation
- Domestic Violence Policy
- Drugs Misuse Policy
- Enforcing Conditions of Tenancy Policy
- Minority Group Harassment and Hate Crime Policy
- Rent Management Policy

- Tenant Incentive Scheme
- Tenancy Policy
- Tenancy Fraud Policy

2.5.3 Other RP landlord policies should be available on their websites, for contact details of partner landlords please see [Appendix 3](#)

### **3.1 Management**

#### **3.2 Policy management**

3.2.1 Cornwall Housing Ltd both in its role as administrators of Cornwall Homechoice Scheme and as the managing agents for the housing management of Cornwall Council properties is responsible for the implementation of this policy and the Cornwall Homechoice Scheme

3.2.2 Cornwall Council will oversee the implementation of the policy as part of the management framework agreement between the Council and Cornwall Housing Ltd

3.2.3 Cornwall Homechoice Management Group over-sees the operation of Cornwall Homechoice Scheme ensuring that the scheme is properly resourced and that each partner participates in accordance with the [Cornwall Homechoice Partnership](#) agreement.

#### **3.3 False statements and withheld information**

3.3.1 It is a criminal offence for applicants and/or anyone providing information to Cornwall Homechoice to knowingly, recklessly or dishonestly make false statements or withhold reasonably required information relevant to their application. Where appropriate to do so Cornwall Housing Ltd will in partnership with Cornwall Council investigate allegations of suspected fraud relating to Homechoice applications and in relevant cases may institute prosecution proceedings.

#### **3.4 Breaches and non-compliance**

3.4.1 The Council has a statutory duty to set out an Allocations Scheme - Part VII of the 1996 Housing Act (as amended by the Homelessness Act 2002 and the Localism Act 2011) and The Allocation of Housing (Qualification Criteria for Right to Move)(England) Regulations 2015) which governs the allocation of housing stock;

3.4.2 Failure to operate within the legislation see Appendix 4, and associated policies may result in the Council being subject to legal challenge.

#### **3.5 How the impact of the policy will be measured**

3.5.1 The impacts of this policy will be monitored through an agreed set of measures with the [Cornwall Homechoice Partnership](#) and via other

locally set and agreed measures

3.5.2 These measures will be included in the quarterly and annual monitoring reports of the Cornwall Homechoice Scheme. And will be published on the relevant pages of CHL's website

### **3.6 Evaluation and review**

3.6.1 Cornwall Council will evaluate and review the effectiveness of this policy.

3.6.2 The initial review will take place 12 months following implementation of the policy and then annually thereafter subject to the need to review for legislative purposes.

3.6.3 Any proposed amendments which would lead to a significant change to the Council Allocations Scheme require a statutory 12 week consultation period and Cabinet approval.

3.6.4 The Cornwall Homechoice Scheme can only be amended with the approval of the Homechoice Partnership Group

**Appendix 1 – Annual Lettings Plan (to be developed and agreed)**

## **Appendix 2 – Preference Labels**

### **Parish Preference Label**

What does the label say?

- Preference given to applicants with a local connection to the specific parish.

### ***Planning Restrictions***

Where planning restrictions apply, the specific criteria contained within the S106 or S52 order will override the parish connection criteria.

### ***Definition***

To qualify the applicant, or member of their household, must meet one of the following criteria:

#### **Residency –**

- i) Currently lives within the parish and has done so continuously for the past 3 years; or
- ii) Has lived in the parish continuously for 5 years at some stage in the past.

#### **Employment –**

Currently works in permanent employment (regarded as 16 hours or more per week – exceptional cases will be considered on their own merit) in the parish and has done so continuously for the past 3 years and this employment is not of a casual nature.

#### **Family –**

Has a close family member (normally mother, father, brother, sister, son or daughter) living within the parish and has been for the past 5 years and there is independent evidence that the family member is in need of support or can give support.

When will the label be used?

Parish preference label will be applied to 100% of social housing lettings of council owned property or a registered provider property to which the Council has a nomination right, in the rural parishes where there are less than 50 social housing dwellings.

In all other areas (large villages and towns) preference will be given to somebody with a parish connection within the band if it is a letting to a Council owned property or a registered provider property to which the council has a nomination right.

For every vacancy within Cornwall Council stock<sup>1</sup> and to Registered Provider properties to which the Council have nomination rights, preference will be

given to applicants with a parish connection within the band.

A parish preference may also be applied where a new social housing scheme has been developed within a parish of less than 50 social housing units and this has resulted in an increase above 50. The preference may be applied only to the initial re-letting of social housing vacancies within that parish, which are a direct result of the first lettings into the new development.

#### Reason for the label

This label will be used to help sustain communities in rural and coastal locations

### **Homelessness Preference Label**

#### What does the label say?

Preference given to applicants accepted as homeless by Cornwall Council.

#### Eligibility criteria

To fulfil the criteria, applicants must be accepted as homeless and owed a full housing duty by the authority under Part VII of the 1996 Housing Act (as amended by the Homelessness Act 2002).

It is anticipated that a proportion of general needs vacancies will need to be let to applicants who have been accepted as statutory homeless and who are owed a main housing duty by Cornwall Council. In these circumstances the preference label may be applied.

#### How will this be validated?

Verification of the applicants 'homelessness status' will be sought from the Councils Housing Options team.

The Housing Needs Team will advise landlords of the shortlisted applicant's status. Where partner landlords carry out their own shortlisting, verification of the homeless status must be sought from the Housing Options Team. Partner landlords will still need to verify the applicant's identity, household make up and other relevant details but they cannot challenge the homeless decision.

#### When will the label be used?

The Localism Act 2011 permits Local Housing Authorities to discharge the main homeless duty to suitable property within the private sector. Therefore this label will only be used when monitoring shows that there are a high number of homeless cases being accommodated in temporary housing who

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<sup>1</sup> Cornwall Council social housing stock is managed by Cornwall Housing Ltd

are unable to be moved to suitable housing in the private sector, and this is impacting upon the Council's homelessness reduction targets.

#### Reason for the label

The use of this label will help to manage homeless cases effectively, by ensuring the Council's duty to house homeless clients can be discharged in a timely manner.

### **Adapted/Accessible Property Preference label**

#### What does the label say?

- Preference given to applicants requiring a property with a particular adaptation/s or an accessible property.

#### Criteria

An adapted property is one that may contain any of the following and is also considered suitable for anyone with restricted mobility.

- level access shower or a specialist bath
- wide doorways
- ceiling tracking
- ramps
- a stairlift
- lowered kitchen
- ground floor kitchen and bathroom extensions

Properties will be advertised according to the criteria in the Mobility Property Assessment Category and the Mobility Applicant assessment Categories. If a property is advertised for a specific mobility group then only applicants in that mobility group will be considered and added to the shortlist whilst advertising of that property is restricted

Fully adapted wheelchair accessible properties will generally only be let to those requiring this level of adaptation and may generally be allocated via a direct match after the Housing Needs Manager has considered all eligible applicants.

#### How will this be validated?

This will be validated through the verification process to check an applicant's medical details. Partner landlords should be provided with a copy of the welfare assessment paperwork and details of any occupational therapist or support worker involved.

A viewing of the property by an occupational therapist may be required prior to any formal offer being made to assess its suitability. If once visited, the occupational therapist recommends that the property would not be suitable then the offer will be withdrawn. If the occupational therapist recommends the property as suitable, then a formal offer will be made and the registered applicant will be invited to view the property.

## **Older person's accommodation preference labels**

Advertising Cornwall Housing Older Persons/Accessible and 60+ (Lifeline charge applies) Accommodation on Homechoice

### **Older Persons/Accessible Accommodation**

What the label will say

- Applicants should be eligible to apply for State Pension Credit or require accessible accommodation due to a mobility need

Eligibility criteria

In order to meet the criteria to apply for properties designated as older persons accommodation, applicants or their partners (where applicable) will need to be eligible to apply for state pension credit \* on the date of bidding/verification, or where the property is suitable for an applicant with an evidenced mobility problem.

- \*NB eligibility will change as the state pension credit age increases. The sliding range is available on [www.gov.uk](http://www.gov.uk)

How will this be validated?

- State pension credit application eligibility

State Pension Credit application eligibility of an applicant or applicants' partner will be verified at two stages.

1. On application - applications will include date of birth for each person on the application form.
2. At verification stage – applicants will need to supply evidence of their date of birth (e.g. birth certificate)

- Evidenced mobility problem

Applicants applying on the basis of mobility problems will be required to provide independent evidence from a health professional demonstrating the need for an accessible property or the need for the property adaptations

### **60+ (Lifeline charge applies) – formerly known as Cat 2**

What the label will say

- Applicants must be 60+(lifeline charge applies)

\*The age limit has been specified as under the Equalities Act 2010 the inclusion of this age is following the legitimate aim of:

- Enabling people of a particular age or age range to socialise together and
- Enabling people of a particular age to enjoy peace and quiet.

Any applicants requesting consideration for this type of property who do not meet the above criteria will be considered on a case by case basis taking into account their individual circumstances.

### Eligibility criteria

In order to meet category 2 designated as older persons accommodation, applicants or their partners (where applicable) will need to be within the stated age on the date of bidding/verification. Please note that most CAT 2 schemes have hardwired Lifeline units which have an additional charge.

### How will this be validated?

The age of an applicant or applicants' partner will be verified at two stages to ensure the minimum age criteria of 60 is met.

1. On application - applications will include date of birth for each person on the application form.
2. At verification stage – applicants will need to supply evidence of age (e.g. birth certificate)

Applicants will be made aware that an additional charge applies for most Category 2 properties for the Lifeline service.

**Appendix 3 – Nomination Agreements**

## Appendix 4 - Cornwall Homechoice Partner Information

A number of Registered Providers of Social Housing have formed a partnership to deliver the choice based lettings across Cornwall. Participating landlords contact details are detailed below.

Partner Landlord	Address	Telephone	E mail	Web address
Aster Communities	Mayflower House, Armada Way, Plymouth PL1 1HD.	01752 8227730		<a href="http://www.astercommunities.co.uk/">http://www.astercommunities.co.uk/</a>
Coastline Housing	Coastline House 4 Barncoose Gateway Park Pool Redruth TR15 3RQ	08082 027728 Local rate (cheapest from a mobile) - 01209 200200	<a href="mailto:customer.service@coastlinehousing.co.uk">customer.service@coastlinehousing.co.uk</a>	<a href="http://www.coastlinehousing.co.uk/">http://www.coastlinehousing.co.uk/</a>
Cornwall Housing Ltd	Chy Trevail, Beacon Technology Park, Bodmin, Cornwall PL31 2FR	0300 1234 161	<a href="mailto:info@cornwallhousing.org.uk">info@cornwallhousing.org.uk</a>	<a href="http://www.cornwall.gov.uk/housing/cornwall-housing-ltd/?page=30419">http://www.cornwall.gov.uk/housing/cornwall-housing-ltd/?page=30419</a>
Cornwall Rural Housing Association	1 Dreason Barns Bodmin Road Bodmin Cornwall PL30 4BG	01208 264530	<a href="mailto:info@crha.org.uk">info@crha.org.uk</a>	<a href="http://www.crha.org.uk/">http://www.crha.org.uk/</a>
DCH Group (Devon and Cornwall Housing Group)	Penzance 67 Morrab Road Penzance TR18 2QJ  Truro Kenwyn Street Truro TR1 3BA	0300 303 8030	N/a	<a href="http://www.dchgroup.com/">http://www.dchgroup.com/</a>

Guinness Partnership	<p>Plymouth 3 Endeavour House Parkway Court Longbridge Road Plymouth PL6 8LR</p> <p>Exeter Ground Floor Hillfields House Matford Court Sigford Road Exeter EX2 8NL</p>	0300 303 8034		<a href="http://www.guinnesspartnership.com/">http://www.guinnesspartnership.com/</a>
Ocean Housing	Address: Stennack House, Stennack Rd, St Austell PL25 3SW	01726 874450		<a href="http://www.oceanhousing.com/">http://www.oceanhousing.com/</a>
Sanctuary Housing	<p>Exeter</p> <p>Sanctuary Housing, Estuary House, Peninsula Park, Rydon Lane, Exeter EX2 7XE</p> <p>Plymouth</p> <p>Sanctuary Housing, Leat House, Tavistock Road, Roborough Village, Plymouth PL6 7BD</p>	0300 123 3511 or 0800 131 3348	<a href="mailto:contactus@sanctuary-housing.co.uk">contactus@sanctuary-housing.co.uk</a>	<a href="http://www.sanctuary-housing.co.uk/">http://www.sanctuary-housing.co.uk/</a>

Westward Housing Group	Newton Abbot Office Templar House Collett Way Newton Abbot TQ12 4PH Bideford Office Tarka House Clovelly Road Industrial Estate Bideford EX39 3HN	0300 100 1015.		<a href="http://www.westwardhousing.org.uk/">http://www.westwardhousing.org.uk/</a>
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## **Appendix 5 Legislation**

### Allocation of Housing

Part VII of the 1996 Housing Act (as amended by the Homelessness Act 2002 and the Localism Act 2011) governs the allocation of housing stock;

### Priority need – Reasonable Preference

The Allocation Scheme determines allocation priorities, housing authorities must ensure that reasonable preference is given to the following categories of people as set out in s 166A(3) Housing Act 1996 (as amended by the Homelessness Act 2002).

Applicants who are homeless. This includes applicants where there is a statutory duty to re-house as well as applicants who are intentionally homeless and those who do not fall within a priority need category.

Applicants occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.

Applicants who need to move on medical or welfare grounds, including grounds relating to disability.

Applicants who need to move to a particular locality within the district where failure to meet that need would cause hardship to themselves or to others.

### Eligibility

Local Authorities must ensure that when allocating their stock they only allocate to eligible persons as defined in section 160ZA of the Housing 1996 Act.

### Qualification

Local Authorities also only allocate to qualifying persons as defined by section 160ZA Housing Act 1996. Authorities are free to decide what classes of person are and are not “qualifying persons” for the purposes of their allocation schemes (Section 160ZA as the Housing Act section 160ZA (7)).

### Homelessness

The Housing Act 1996 requires that the allocation scheme gives “reasonable preference” to people who are owed a homeless duty under Part VII of the Housing Act 1996.

### Unacceptable behaviour

Section 167(2A) of the Housing Act 1996 (as amended) enables the Council to classify applicants as ineligible or to reduce the priority of these applicants for housing because of previous unacceptable behaviour which affects their suitability to be a tenant.

### Armed Forces

The Allocation of Housing (Qualification Criteria for Armed Forces) (England) Regulations 2012.

### Discharge of Homeless duty with private sector offer

Section 148 of The Localism Act 2011 amended the Housing Act 1996 to permit Local Authorities to discharge its homelessness duty by offering suitable property within the private sector.

Anti-Social Behaviour Crime and Policing Act 2014

The Anti-Social Behaviour, Crime and Policing Act 2014 gives social landlords new powers to obtain possession against tenants causing nuisance and /or anti-social behaviour.

Right To Move

The Allocation of Housing (Qualification Criteria for Right to Move)(England) Regulations 2015)

## **Appendix 6 – Right to Move Procedure Guidance & Preference Label**

The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 states that local authorities cannot decide that a person does not qualify for an allocation of accommodation on the grounds that the applicant does not have a local connection with the area if the applicant is a tenant of social housing and who needs to move to take up a job or live closer to employment or training (including apprenticeships).

A local connection requirement must not be applied to existing social tenants seeking to transfer from another local authority district in England who:

- have reasonable preference under s.166(3)(e) because of a need to move to the local authority's district to avoid hardship, and
- need to move because the tenant works in the district, or
- need to move to take up an offer of work

Cornwall Council must be satisfied that the tenant needs, rather than wishes, to move which may include:

- the distance and/or time taken to travel between work and home
- the availability and affordability of transport, taking into account level of earnings
- the nature of the work and whether similar opportunities are available closer to home
- other personal factors, such as medical conditions and child care, which would be affected if the tenant could not move
- the length of the work contract
- whether failure to move would result in the loss of an opportunity to improve their employment circumstances or prospects, for example, by taking up a better job, a promotion, or an apprenticeship

The above is not an exhaustive list and other local circumstances may be taken into consideration.

### **Work Qualification Definitions**

The qualification regulations 2015 only apply if work is not short-term or marginal in nature, nor ancillary to work in another district. Voluntary work is also excluded.

The Secretary of State considers that the following are relevant considerations for exclusion and where possible Cornwall Council will adhere to the following set definitions:

### ***Short-term Definition***

- whether work is regular or intermittent
- period of employment and whether or not work was intended to be short-term or long-term at the outset
- A contract of employment that was intended to last for less than 12 months could be considered to be short-term

### ***Marginal Definition***

- the number of hours worked (employment of less than 16 hours a week could be considered to be marginal in nature)
- the level of earnings

However Cornwall Council may take into account that if;

- a tenant only works 15 hours a week, for example, it may not be determinative if they are able to demonstrate that the work is regular and the remuneration is substantial

### ***Ancillary Definition***

- If a person works occasionally in the local authority's district, even if the pattern of work is regular, but their main place of work is in a different local authority's district, the work is excluded from the regulations
- If the tenant is expected to return to work in the original local authority district. If a local authority has reason to believe this is the case, they should seek verification from the tenant's employer
- A person who seeks to move into a local authority to be closer to work in a neighbouring authority – for example, where the transport links are better in the first local authority's area – is also excluded from these regulations. However, there is nothing to prevent local authorities looking sympathetically on tenants seeking to move into their authority's district for this reason, if they choose to do so

### ***Voluntary Work Definition***

- Voluntary work means work where no payment is received or the only payment is in respect of any expenses reasonably incurred

### **Apprenticeship**

- The term 'work' includes an apprenticeship. This is because an apprenticeship normally takes place under an apprenticeship agreement which is an employment contract (specifically a contract of service)

## Verification and evidence

Cornwall Council will require proof that the work or job-offer is genuine and will seek appropriate documentary evidence, which could include:

- a contract of employment
- wage/salary slips covering a certain period of time, or bank statements (this is likely to be particularly relevant in the case of zero-hours contracts)
- tax and benefits information – e.g. proof that the applicant is in receipt of working tax credit (if eligible)
- a formal offer letter
- additionally, the employer may be contacted to verify the position

## **Cornwall Council may consider whether an applicant qualifies both at the time of the initial application and when considering making an allocation.**

The Right to Move Code of Guidance says that a proportion of lets should be set aside for right to move applicants. In order to achieve this Cornwall Council will apply a Right to Move Preference label to a set quota of 18 properties per year which it feels is appropriate for the proportion of properties that it expects to allocate each year to transferring tenants whilst meeting the recommendation of 1% set out in the Code of Guidance. However this will be reviewed and revised as appropriate based upon supply and demand through monitoring channels.

### What does the label say?

Preference given to applicants who have been awarded the Right To Move under the Homechoice Policy.

### Definition

To qualify the applicant, or member of their household must be an existing social tenant in another local authority area who need to move to Cornwall to take up a job, or currently work in Cornwall, where it would **cause hardship** if they didn't.

### Quota

Right To Move Preference Label be applied to a minimum of 1% of all social housing (Registered Social Landlords and Council) lettings.

