

CABINET MEMBER FOR SAFE AND ATTRACTIVE NEIGHBOURHOODS

**Venue: Town Hall,
Moorgate Street,
Rotherham. S60 2TH**

Date: Monday, 26th November, 2012

Time: 10.00 a.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested, in accordance with the Local Government Act 1972 (as amended March 2006).
2. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Minutes of Meetings held on 5th and 17th September and 15th October, 2012 (see Minute Book dated 31st October, 2012, Pages 21J-27J)
4. Petition - Eastwood Village
5. Review of Local Lettings Policies (Pages 1 - 61)
6. Registered Social Landlord Nomination Rights (Pages 62 - 67)
7. Right to Buy Receipts - Implications of New Rules (Pages 68 - 74)
8. Exclusion of the Press and Public
Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 2 of Part I of Schedule 12A to the Local Government Act 1972 (information likely to reveal the identity of an individual).
9. Stage 3 Complaint Panel (Pages 75 - 87)

ROTHERHAM BOROUGH COUNCIL

1.	Meeting	Cabinet Member for Safe and Attractive Neighbourhoods
2.	Date	26th November 2012
3.	Title	Review of Local Letting Policies
4.	Directorate	Neighbourhoods and Adult Services

5. Summary

Local letting policies were first implemented in Rotherham in December 2008 and these have been reviewed annually.

This report details progress since the last review and also includes recommendations for further additions and removal.

6. Recommendations

That Cabinet Member:

- **NOTES PROGRESS MADE AND AGREES THE AMENDMENTS TO THE LOCAL LETTING POLICY AS DETAILED IN APPENDIX 1**

7. Proposals and details

7.1 Local letting Policies set out how properties may be allocated in a way that is different to the usual Allocation Policy. Applicants with an evidenced history of housing management difficulties can be excluded from properties through the application of a local lettings policy; this is set out in Section 167 of the Housing Act 1996. In some cases this may mean that people on the housing register with lower priority may be housed before those with higher priority, but this will always be for a particular reason. We use local lettings policies for a number of reasons, for example: where an area would benefit from more stability, where there have been a high number of tenants moving out, where new flats or houses have been built and we feel that a new community needs to be established.

7.2 A local lettings policy will usually give the percentage of properties which will be offered to any particular group of people, so that there will still be an opportunity for those in the greatest housing need to be housed as well. We will still advertise vacancies in Key Choices, but will show in the advert that a local lettings policy will be used. The position now is that as at 20 September 2012 there are 20,811 properties in the Council's stock and 3221 properties have local lettings policy criteria applied when advertised. This means that 15.28% of the Council's housing stock will be advertised with a local letting policy.

7.3 The proposed changes for period 01/11/2012 to 01/05/2013 are detailed in Appendix 1; additions are highlighted in green, removals in yellow. There are several types of local letting criteria; this document seeks to bring all local letting policy criteria onto one document.

7.4 Any recommendations for additions have been justified by supporting evidence, such as abandoned properties, evictions, reported crime and tenancy issues. Changes have also been informed by consultation led by Neighbourhood Management with Elected Members, Safer Neighbourhood teams and Community groups through the Area Assembly Coordinating groups. Consultation has also been undertaken with residents, external partners and agencies and the voluntary sector as part of the consultation on the Housing Strategy, Allocation Policy and the Localism Act 2011. Appendix 3 details the overall objective and criteria/evidence that was taken into account, the Local Ward Members who were consulted and when the consultation took place.

7.5 As part of the consultation process local letting policies have been discussed with the police public protection unit and Rookwood bail hostel. These services, which are part of the MAPPA arrangements, raised concerns that one of the local letting policy criteria excludes applicants who cannot demonstrate good behaviour in the community for the last 12 months. This means that applicants released on licence are excluded from areas with a local letting policy. A number of applicants who have licence conditions have no accommodation and have a medical need and therefore need to be rehoused sometimes in adapted housing which they are currently excluded from in terms of the local letting policy. The risk is that ex offenders are released from prison or Rookwood with no fixed address these cases are ultimately difficult for the police to manage and any risk to the community is increased. It is therefore proposed that each case (subject to MAPPA arrangements) will be

considered individually and procedures put in place to work more closely with Rookwood on such cases. Rookwood will highlight when the applicant moves into Rookwood so a medical assessment can be undertaken, each case will then be discussed by both the housing assessment panel and housing management. Rookwood will include housing and conducting tenancies as part of an applicant's induction to Rookwood. The police public protection unit manage offenders of this nature; this joint working protocol will ensure that rehousing is appropriate in order to reduce any risk to the community.

7.6 Progress and Proposed changes

In order to create sustainable communities it is proposed that local letting policies will be changed to adopt the following principles:

- To include and consider information about all household members, not just the primary applicant.
- Improve the processes and communication with the police to obtain information on convictions. Previously the police only gave information on the seven strands of Anti Social Behaviour. The police are now providing information, (see new form appendix 2), if the person has served a custodial sentence within the previous 12 months, been convicted of any criminal offence in the same time period or has a pending criminal case. Any issues and customer challenges on information provided by the police will be passed onto the police to respond and resolve.
- To include pending convictions. In the past the police have only provided information on previous convictions. Following a review of the process we have included pending criminal convictions on the information we request from the police
- To include different types of local letting policies. In order to review the local letting policies they have all been brought together in one document which will be used by officers as a working guide to local letting policies.
- Previously local letting policies did not include current tenancy breaches. During consultation it was clear that opinion was to not allow current council tenants to move if there were breaches with their tenancy agreement. We have therefore widened tenancy breaches to include served with an NSP or SPO in a current tenancy.

8. Finance

8.1 Any changes made to the Abritas system will incur a charge, it is envisaged at this point that the changes proposed will incur little, if any spend.

8.2 Training will be provided on the local letting policy this will require time of a senior manager. This update will be added to a rolling training programme on policy changes. Briefings will also be sent to elected members and staff.

8.3 By applying local lettings policies to a limited part of the local authorities stock will create sustainable communities, which may lead to fewer voids. However there is a slight risk that void properties may take longer to let as some policies are quite restrictive. This will lead to a financial impact on rent loss through voids.

9. Risks and uncertainties

9.1 Any change to the local letting policy must ensure that the needs of vulnerable and hard to reach groups are addressed, and the Council's statutory obligations are met. The local letting policy must be delivered in a transparent way to ensure it is fair, and seen to be fair.

9.2 There is a risk of delay in allocating properties as properties advertised with an local letting policy may not receive applications from customers who do not have a history of Anti Social Behaviour therefore impacting on void costs and turn around times.

9.3 There is a risk that blockages in temporary accommodation will occur therefore impacting on the use of temporary and the performance measure.

10. Background papers

10.1 The proposed changes have been informed by consultation with leaseholders, tenants, applicants and internal and external agencies. Legal Services have also been consulted on the proposed changes.

10.2 In monitoring the local letting policy we have used the Housing Assessment Panel as a mechanism to consider any changes, where possible, to seek views of others to ensure any improvements are effective and are at the heart of customer's needs and aspirations.

10.3 The review of the local lettings policies, which has been led by Neighbourhood Management who have consulted with elected members, customers, legal services, partners and staff.

10.4 Background Papers and Policies include:

- Homelessness strategy
- Localism Act 2011
- Housing Act 1996
- Allocation Policy

11. Contact details

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Local Letting Policies to be effective November 2012 – May 2013

The overall aim of the Local Lettings Policies is to create a stable and balanced community.

Rotherham Metropolitan Borough Council manages all the current Housing Stock. The number of properties at close of business on 21 September 2012 was 20,811.

For period 1 November 2012 to 31 May 2013, the Local Lettings Policies will cover 3221 properties and applies to applicants and members of their household. The additions have been justified by supporting evidence, and where there has been significant improvement in sustainability such as reduced abandonment's /evictions and reported crime the Local Lettings Policy has been removed.

Where age restrictions apply they are subject to a declining age threshold so eventually age restrictions will disappear allowing the area to develop into a properly balanced community. The age threshold will be reviewed every 6 months and any changes will be made in consultation with Elected Members, Safer Neighbourhood teams and Community groups through the Area Assembly Coordinating groups. Where there are Housing Management Difficulties evidence will be supported by the number of abandoned tenancies, estate management difficulties and crime statistic from the Community Information

There are several types of local letting criteria; this document seeks to bring all local letting policy criteria onto one document.

Management Local Letting criteria

This type of criteria will be applied when there has been an increase in reported anti social behaviour in the area

Properties will be allocated to applicants with a management local letting criteria who:

- Have not had a criminal conviction in the last 12 months where the conviction poses a risk to the Community. These include:

Appendix 1

- Acts of violence
 - Theft and burglary
 - Community disorder
 - Criminal damage to property
 - Racial abuse
 - Any drug offence, this will include all class of drugs e.g. heroin and cannabis
-
- Do not have a drug or alcohol problem unless they can demonstrate that they are actively engaging in a rehabilitation treatment programme.
 - Have not been requested to sign an Anti Social Behaviour Contract (ABC) within the last 12 months.
 - Have no tenancy enforcement action in place in respect of tenancy breaches (Has no current SPO, NSP or NTQ)
 - Does not have any pending criminal court cases not yet heard
 - Can demonstrate good behaviour in the community for the last 12 months, individual cases in urgent housing need will be considered by Housing Assessment Panel.

Age limited Local Letting Policy Criteria.

This type of criteria will be applied to better match the profile of existing tenants and help remove fear of crime and clash of lifestyle issues.

- An age limited criteria may apply to some properties

Rural Local Letting Policy

This type of criteria will be applied to a rural village when the population is less than 3,500; few or no facilities; surrounded by open countryside. There are 35 rural villages in Rotherham, some with populations as small as 100. However, not all villages have any council stock. In the villages with Council Stock 50% of new vacancies will be offered to persons on the housing register with a local connection. The applicant will have a Local Connection if:

Appendix 1

- Their only or principle home is within the boundaries of the locality covered by the rural housing letting policy and has been for the last 12 months.
- The applicant (not a member of their household) is in **permanent paid work** in the locality covered by the rural housing letting policy
- They have a son, daughter, brother, sister, mother or father, who is over 18 and lives in the locality covered by the rural housing letting policy and has done so for at least five years before the date of application.

Employment Local Letting Policy

This type of criteria will be applied when there are high unemployment levels in the area

The housing application asks for information on employment status, this can be utilised to give preference in certain areas to create more balanced communities.. The advert will clearly state that a Local lettings Policy applies and give preference to:

- households who are currently in employment.
- This will be adopted only in the specific areas listed and will not be applied to more than 10% percent of voids in Rotherham.

New Build Local Letting Policy.

This type of criteria will be applied to new build properties because all of the new homes meet high quality design standards and Level 4 of the Code for Sustainable Housing resulting in a quality residential social housing offer. It is important to ensure that all of the schemes are looked after by the new tenants, that there is compliance with the tenancy agreement and the estate(s) do not suffer from anti social behaviour. The criteria will also help free up Council homes for other applicants on the housing register

127 new properties were built in Rotherham in the last two years. These and any subsequent new build properties will be allocated in accordance with the New Build Local Letting Policy.

Appendix 1

Preference will be given to current council tenants who:

- Are Rotherham Council Transfer applicants with a clear rent account and has a good management behaviour history over the past 2 years.
- Have not been convicted of anti social behaviour within the previous 12 months.
- Where the conviction resulted in a custodial sentence they MUST have also in the opinion of the Council demonstrated good behaviour in the Community within the last 12 months.
- Demonstrated good behaviour in the Community for the last 12 months.
- Do not have a police record of anti social behaviour, where the last offence is less than 12 months ago.
- Have not been prosecuted for an offence within the last 12 months where illegal drug use played a major part in the conviction. e.g. stolen goods to pay for drug addiction.
- Do not have a drug or alcohol problem unless they can demonstrate that they are actively engaging in a rehabilitation treatment programme.
- Have not been requested to sign an Anti Social Behaviour Contract (ABC) within the last 12 months.

The following properties will be allocated in accordance with local letting criteria.

Rother Valley South. No additions/deletions					
Address/Estate	Management Local Letting Policy	Age Limited Local Letting Policy	Rural Local Letting Policy	Employment Local letting policy	New Build Local Letting Policy
All bungalows	Yes	Yes 50% quota for age	No	No	No
Rural Villages: Slade Hooton 2x houses Firbeck 5 x houses	No	No	Yes	No	No

Appendix 1

Gildingwells 4 x houses Woodsetts 47 properties Thorpe Salvin 9 x houses Harthill 136 properties Todwick 15 properies Laughton Common 8 Bungalows					
Caperns Road, North Anston 23 Properties	Yes	40 Plus	No	No	No
Plantation Court, Dinnington No's 1 to 33 33 Properties	Yes	Yes 30 plus	No	No	No
Plantation Walk, Dinnington No's 1 to 8 8 Properties	Yes	Yes 30 plus	No	No	No
Woodland Drive, North Anston Flats No's 64 to 110 27 Properties	Yes	No	No	No	No

Appendix 1

Rother Valley West						
	Address/Estate	Management Local Letting Policy	Age Limited Criteria	Rural Local Letting Policy	Employment Local letting policy	New Build Local Letting Policy
	All bungalows	Yes	Yes 50% quota for age	No	No	No
	Rural Villages: Ulley 10 Properties Treeton 230 properties	No	No	Yes	No	No
	Arbour Drive, Thurcroft No 10 1 Property	Yes	No	No	No	No
Addition	Arcubus Avenue, Aston No's 41 to 63 12 Properties	Yes	No	No	No	No
	Catherine Avenue, Aston No's 1 to 2	Yes	No	No	No	No

Appendix 1

	2 Properties					
Addition	Cedric Crescent, Thurcroft No's 40 to 102 30 Properties	Yes	No	No	No	No
	Hepworth Drive, Aston No 42 1 Property	Yes	No	No	No	No
	Pike Road, Brinsworth No's 1 to 41, 43 to 59, 61 to 71, 73 to 83, 20 to 26, 28 to 34, 36 to 42, 44 to 50, 52 to 62.	Yes	No	No	No	No
Addition	Spawell Crescent, Treeton	No	Yes 40 plus Was previously	Yes	No	No

Appendix 1

	<p>Flats 14, 16, 18, 20, 26, 28, 30, 32, 34, 36, 38, 40, 47A, 47B, 49A, 49B, 55A, 55B, 57A, 57B</p> <p>20 Properties</p>		<p>50 plus these properties can be difficult to let and become direct homes so reducing to 40 should increase the number of applicants</p>			
	<p>Station Road Treeton</p> <p>No's 23, 25 and 27</p> <p>3 Properties</p>	Yes	No	Yes	No	No
Addition	<p>St Witholds Avenue, Thurcroft</p> <p>No's 1a-8b, 10a-b, 12a-14b, 16a-b</p> <p>24 properties</p>	Yes	No	No	No	No
	Rotherwood	Yes	No	No	No	No

Appendix 1

<p>Crescent, Thurcroft</p> <p>No 15</p> <p>1 Property</p>						
<p>Tristford Close, Catcliffe</p> <p>No 9</p> <p>1 Property</p>	<p>Yes</p>	<p>No</p>	<p>No</p>	<p>No</p>	<p>No</p>	<p>No</p>
<p>Windy Ridge, Aughton</p> <p>No 7</p> <p>1 property</p>	<p>Yes</p>	<p>No</p>	<p>No</p>	<p>No</p>	<p>No</p>	<p>No</p>
<p>Whitehill Willow, Brinsworth</p> <p>4 semi detached houses</p> <p>1 detached house</p> <p>5 Properties</p>	<p>No</p>	<p>No</p>	<p>No</p>	<p>No</p>	<p>No</p>	<p>Yes</p>

Appendix 1

Rotherham North						
	Address/Estate	Management Local Letting Policy	Age Limited Criteria	Rural Local Letting Policy	Employment Local letting policy	New Build Local Letting Policy
	All bungalows	Yes	Yes 50% quota for age	No	No	No
	Ash View, Munsbrough 1 to 8 15 to 19 29 to 33 18 Properties	No	Yes 40 plus	No	No	No
	Birks Road, Kimberworth Park 8 Properties	Yes	No	No	No	No
Addition	Briery Walk, Munsbrough 96 Properties	Yes	Yes 25 Plus No age restriction previously request to apply age restriction in order to reduce ASB and increase	No	No	No

Appendix 1

			sustainability.			
	Church Street, Greasbrough No's 113, 115, 125, 127, 137, 139, 149, 151, 161, 163, 173, 175 12 properties	Yes	Yes 40 plus	No	No	No
	College Road, Masbrough 39 Properties	No	Yes 50 plus	No	No	no
	Dawson Croft, Greasbrough	Yes	Yes 50 plus	No	No	No
	Elizabeth Way, Masbrough 27 Properties	Yes	Yes 50 plus	No	No	No
Addition	Elm Grove, Munsbrough 78 Properties	Yes	Yes 25 Plus No age restriction previously request to apply age restriction in order to reduce	No	No	No

Appendix 1

			ASB and increase sustainability			
	Goodwin Road, Rockingham No's 18 to 48 16 Properties	Yes	No	No	No	No
	Hampstead Green, Kimberworth Park No's 2 to 31 29 Properties	No	Yes 50 plus	No	No	No
	Jewitt Road, Kimberworth Park No's 2 to 15 and 18 to 32 16 Properties	Yes	No	No	No	No
	Kimberworth Park Road, Kimberworth Park	Yes	No	No	Yes 236, 240,244	No

Appendix 1

	92 Properties				3 properties	
Addition	Lapwater Walk, Rockingham No's 50 to 60. Addition of no's 62 to 80 where there have been significant problems 28 Properties	Yes	No	No	No	No
	Loy Close, No's 1-25 and 8 - 20 20 properties	Yes	No	No	No	No
	Nidderdale Road, Rockingham No's 11, 13, 17, 19, 21, 31, 33, 35, 39, 41 10 Properties	No	Yes 40 Plus	No	No	No
	Oaks Lane,	Yes	No	No	No	no

Appendix 1

	Kimberworth Park No's 101 to 111 6 Properties					
	Ochre Dyke walk No's 13- 27, 29a, 31a, 33a and 35a	Yes	No	No	No	No
	Orchard Flatts Crescent No's 22 to 49 15 properties	Yes	No	No	No	No
	Orchard Place 29 Properties	Yes	Yes 50 plus	No	No	No
	Plowmans Way No's 1- 48,	Yes	No	No	No	No
Addition	Redscope Crescent, Kimberworth Park	Yes	No	No	No	No

Appendix 1

	No's 25 to 55 16 properties					
Addition	Richmond Road, Meadowbank No's 1, 3, 2, 4, 6, 8 6 Properties	Yes	No	No	No	no
	Robert Street, Masbrough No's 1 to 46 46 Properties	Yes	Yes 50 plus	No	No	No
	Roughwood Road, Kimberworth Park/Rockingham No's 2 to 24 and 64 to 76, 203 to 209 31 Properties	Yes	No	No	No	No
	Roughwood	Yes	No	No	No	No

Appendix 1

	Way, Rockingham No's 1 to 66 66 Properties					
	Simmonite Road, Kimberworth Park No's 67 to 97 16 Properties	Yes	No	No	Yes No's 2 to 32 Simmonite Road	No
	St Johns Green and Roughwood Way, Kimberworth Park 14 Properties	Yes	No	No	Yes 2 to 30 St Johns Green No	No
Addition	St Mary's View, Munsbrough No's 32,34,2- 16,22-28 23 properties	No	Yes 40 plus Addition of age criteria due to the neighbouring properties are older tenants.	No	No	No
Addition	Thornton	Yes	No	No	No	No

Appendix 1

	Street, Meadowbank					
	Thornton Terrace, Meadowbank	Yes	No	No	No	No
	Town Lane No's 289 to 359 and 433 to 443	Yes	No	No	No	No
	Wagon Road, Munsbrough 31 Properties	Yes	No	No	No	No
	Wellfield Lodge, Kimberworth Park 1 to 18 18 Properties	No	Yes	No	No	No
	Whitegate Walk, Rockingham No's 30 to 64 and 40 to 75	Yes	No	No	No	no

Appendix 1

	36 Properties					
	Whitehall Way No's 25 to 39 24 Properties	Yes	No	No	No	No
	Wingfield Road, Wingfield 32, 40, 41, 43, 49, 46 to 50, 58 to 66, 74 to 80, 90, 100, 102, 112, 114, 118, 124, 126, 130, 136, 148, 156, 164, 170, 172 49 Properties	No	Yes 40 Plus	No	No	No
Addition	Winterhill Road, Richmond Park No's 2 to 44 20 Properties	Yes	No	No	No	No
	Woodside Walk, Munsbrough	Yes	No	No	No	No

Appendix 1

	84 Properties					
	Vine Close, Masbrough	Yes	Yes 50 plus	No	No	No
	14 properties					

Appendix 1

Rotherham South						
	Address/Estate	Management Local Letting Policy	Age Limited Criteria	Rural Local Letting Policy	Employment Local letting policy	New Build Local Letting Policy
	All bungalows	Yes	Yes 50% quota for age	No	No	No
	St Anns Road, Eastwood No's 74 to 88 12 Properties	Yes	No	No	No	No
Addition	Beaconsfield Road, Broom Valley 51 to 85 10 properties	Yes	Yes 50 plus Request to apply decreasing age criteria to ground floor flats as were previously sheltered and other occupants are elderly.	No	No	No
Addition	Bentley Street Canklow	Yes	No	No	Request to introduce employment LLP	No

Appendix 1

	Beeversleigh, Clifton	No	Yes	No	No	No
Addition	Brunswick Road, Broom Valley Flats and bedsits	Yes	Yes 40 Plus Request to apply age criteria due to increase in complaints re lettings in flats and bedsits.	No	No	No
Addition	Canklow Road, Canklow	Yes	No	No	Request to introduce employment LLP	No
Addition	Clarendon Road, Eastwood	Yes	No	No	No	No
Addition	Coleridge Road, Eastwood	Yes	No	No	No	No
	Eldon Road, Eastwood No's 45 to 59 24 Properties.	Yes	No	No	No	No
Addition	Finlay Road, Eastwood	Yes	No	No	No	No

Appendix 1

Addition	Fitzwilliam Road, Eastwood	Yes	No	No	No	No
Addition	Guest Place, Broom Valley 5 blocks 30 Properties	Yes	Yes 50 plus Request to apply decreasing age criteria to ground floor flats as were previously sheltered and other occupants are elderly	No	No	No
Addition	Guest Road, Broom Valley 4 Blocks 16 Properties	Yes	Yes 50 plus Request to apply decreasing age criteria to ground floor flats as were previously sheltered and other occupants are elderly	No	No	No

Appendix 1

Addition	Haldane Road, Eastwood	Yes	No	No	No	No
Addition	Halsbury Road, Eastwood	Yes	No	No	No	No
Addition	Herringthorpe Valley Road, Herringthorpe No's 124 to 184 30 Properties	Yes	Yes 40 plus Request to apply age criteria following concerns regarding lettings to younger persons.	No	No	No
	Hollowgate, Rotherham 27a to 29F 12 properties	Yes	No	No	No	No
Addition	Longfellow Drive, Herringthorpe Flats	No	Yes 40 Plus Request to apply age criteria as on aged complex and to reduce ASB	No	No	No

Appendix 1

	Lowgreave 3 Blocks 18 Properties	Yes	No	No	No	No
Deletion	Mile Oak Road, Broom Valley Request to remove Local letting policy criteria as there have been no significant problems in the last 6 months. No's 1 to 47 24 Properties	Yes	No	No	No	No
	Mowbray Gardens, East Dene 19 Properties	Yes	No	No	No	No
Addition	Shakespeare Road,	Yes	No	No	No	No

Appendix 1

Addition	Eastwood Springwell Gardens, Eastwood Springwell Gardens, Larch Mews Oakbrook Walk, Eastwood View Doncaster Road	Yes	No	No	No	No
	The Yews 3 blocks 18 properties	Yes	No	No	No	No
Addition	Rotherview Road, Canklow 87 properties	Yes	No	No	Request to introduce employment LLP	No
	Rotherview Road, Canklow 1 x 5b bungalow 16 x 4b house 12 x 3b house	Yes	No	No	No	Yes

Appendix 1

	29 Properties					
Addition	Rother Road, Canklow	Yes	No	No	Request to introduce employment LLP	No
Addition	Rother Terrace, Canklow	Yes	No	No	Request to introduce employment LLP	No
	Shaftsbury House	Yes	Yes	No	No	No
Addition	Town Street, Canklow	Yes	No	No	Request to introduce employment LLP	No
	33 Properties					
	Warwick Street, Rotherham No's 3 to 26 24 Properties	Yes	No	No	No	No
Addition	Wharncliffe flats, Rotherham	Yes	Yes 30 Plus Request to apply age criteria as a lot of the ground floor	No	No	No
	Spring Walk, Carlisle Place					

Appendix 1

	Holywell Place Winchester Court Norfolk Court 174 properties		flats are occupied by elderly residents. There are also a properties occupied by Target and Action housing tenants on this estate of which several complaints are received.			
	York Road, Eastwood No's 1 to 19b 30 Properties	Yes	No	No	No	No

Wentworth North						
	Address/Estate	Management Local Letting Policy	Age Limited Criteria	Rural Local Letting Policy	Employment Local letting policy	New Build Local Letting Policy
	All bungalows	Yes	Yes 50%	No	No	No

Appendix 1

			quota for age			
	Rural Villages: Harley 38 properties Wentworth 11 bungalows	No	No	Yes	No	No
	Albert Road, West Melton 4x2b houses 10x3b houses 1x4b houses 1x2b DPU bungalow 1x4b DPU houses 9x2b apartment 3x1b apartment 29 Properties	No	No	No	No	Yes
Addition	Aldred Crescent, Swinton No's	Yes	No	No	No	No

Appendix 1

	5,7,12,11,14,15, 16,18,20,22,9,1 7,28, 29,26,25,24,23, 27,2,4,6,10,8,3, 21, 24 Properties					
	Beck Close, Swinton 1,2,3,4,5,9,11 7 properties	Yes	No	No	No	No
	Beecham Court, Swinton 1,2,3,4,5,6,7,10, 11,12,14,15,17, 19 14 Properties	Yes	No	No	No	No
	Bierlow Close, Brampton 11 1 property	Yes	Yes 40 plus	No	No	No
	Broadway, Swinton 31,33,39,41,72,	No	No	No	No	No

Appendix 1

	74,80,82 8 properties					
	Brameld Road, Swinton No's 25 to 55 16 Properties	Yes	No	No	No	no
	Bushfield Road, White Bear Estate, Wath No's 1 to 73 and 2 to 16 28 properties	Yes	No	No	No	No
	Calladine Way, Swinton 1,2,3,4,5,6,8,9,1 0,12,14,16,18,2 0,22,24,26, 17 Properties	Yes	No	No	No	No
	Central Avenue, Swinton 1A-7A & 9A- 15A and odd numbers 17-45 20 properties	Yes	No	No	No	No

Appendix 1

	Central Drive, Rawmarsh No's 17 to 45 20 Properties	Yes	No	No	No	No
Christchurch	Flats, West Melton 1,2,3,4,5,6 6 properties	Yes	No	No	No	no
	Cobb Court, Swinton 1,2,4,5,6,7,8,9,1 1 9 Properties	Yes	No	No	No	No
	Cobb Drive, Swinton 1,2,3,4,5,6,7,8,9 ,10,11 11 Properties	Yes	No	No	No	No
	Davies Drive, Swinton 1,2,4,6,7,8,9,10, 11,15,17,19,21, 23,25,27,29 17 Properties	Yes	No	No	No	No

Appendix 1

Addition	Dawson Avenue, Rawmarsh	Yes	No	No	No	No
	37-59, request to apply local letting criteria to no's 33 to 35a and 30 to 36a					
	26 properties					
	Denman Road, Wath	Yes	No	No	No	No
	9-129					
	46 properties					
	Fitzwilliam Estate, Swinton	Yes	No	No	No	No
	2,3,4,5,6,7,8,9,10,11,12,14,15,16,17,18,20,21,22,23,24,25,26,27,28,29,					
	25 Properties					
Addition	Fitzwilliam Street, Swinton	Yes	Yes 40 plus	No	No	No
			Request to			

Appendix 1

	No's 31 to 77 22 Properties		apply age criteria due to increase in ASB from younger tenants.			
	Haythorne Way, Swinton 1,2,3,4,5,6,7,8,9 ,10,11,12,14,15, 16,17,18,19, 20,21,22,23,25, 27,30,32, 27 properties	Yes	No	No	No	No
	Hatherley Road, Swinton Flats 38-80 30 properties	No	No	No	No	No
	Keble Martin Way, Wath 41-75 & 22-44 37 properties	Yes	No	No	No	No
	Lawrence Drive, Swinton	Yes	No	No	No	No

Appendix 1

	1,3,4,6,7,8,9,11, 15,17,18,19,20, 21,22,23,24,25, 26,32,24,36,38, 40,42,44,46, 27 properties					
	Masefield Road Flats, West Melton No's 1,2,3,4,5,6, 6 properties	Yes	No	No	No	No
	Masefield Road, West Melton, (Maisonettes)	No	No	No	No	No
Addition	Rolls Crescent, Rawmarsh No's 13 to 16a and 27 to 28a 12 Properties	Yes	No	No	No	No
	Sykes Court, Swinton 1,2,3,4,5,6,7,8,9 ,10,11,12,14,15, 16,17,18,20,	Yes	No	No	No	No

Appendix 1

	18 properties					
Addition	Symonds Avenue, Rawmarsh No's 2 to 16a 16 Proeprties	Yes	No	No	No	No
	The Crescent, Swinton 1-5 5 properties	No	No	No	No	No
	Wild Avenue, Rawmarsh (Upper Haugh) 5,5a,6,6a,7,7a,8,8a, 8 properties	Yes	No	No	No	No
	Valley Road, Swinton 2,4,6 3 properties	No	No	No	No	No

Appendix 1

Wentworth South – Remains the same no additions					
Address/Estate	Management Local Letting Policy	Age Limited Criteria	Rural Local Letting Policy	Employment Local letting policy	New Build Local Letting Policy
All bungalows	Yes	Yes 50% quota for age	No	No	No
Rural Villages: Hooton Roberts 4 x bungalows Hooten Levitt 4 x bungalow and 1 house Ravenfield 144 properties	No	No	Yes	No	No
Albany Road, Kilnhurst 8 x 3b house 1 x 4b house (detached) 4 x 4b house 8 x 2b house 21 Properties	No	No	No	No	Yes
Barratt Corner, Herringthorpe 1-8 8 properties	No	Yes 40 plus	No	No	No
Bradstone Road, East Herringthorpe	Yes	No	No	No	No

Appendix 1

All properties					
Glasshouse Road, Kilnhurst 10,12,14,16,20,22,24,26, 28,30,32 11 properties	Yes	No	No	No	No
Goosebutt House, Rawmarsh 1-14 14 properties	No	No	No	No	No
Green Lane, Rawmarsh Flats Blocks 6,8,10,12 24 properties	No	No	No	No	No
Greenfields, Rawmarsh 26 1 property	No	Yes 40 plus	No	No	No
Gregory House, Rawmarsh	Yes	No	No	No	No

Appendix 1

1-15 15 properties					
Holly Bush Street, Rawmarsh 19-37 & 19a-37a 18 properties	No	Yes 40 plus	No	No	No
Lady Oak Road, East Herringthorpe 1-185 (odd numbers only) 91 properties	Yes	No	No	No	No
Leverton Way, Thrybergh 22 1 property	No	Yes 40 plus / no children under 12	No	No	No
Mallory Road, East Herringthorpe All properties	Yes	No	Non	No	No
Meadow Close, Dalton No's 1 to 59	Yes	No	No	No	No

Appendix 1

36 Properties					
Morris Avenue, Rawmarsh	No	No	No	No	No
8a-18a					
12 properties					
Rawmarsh House, Rawmarsh	No	No	No	No	No
1-14					
14 properties					
Rockingham House, Rawmarsh	No	Yes 40 plus	No	No	No
1-15					
15 properties					
Rosehill House, Rawmarsh	Yes	No	No	No	No
1-14					
12 properties					
Ryan Place, Rawmarsh	Yes	No	No	No	No
1-8 & 1a-8a					

Appendix 1

16 properties					
Scovell House, Rawmarsh	Yes	No	No	No	No
1-14					
13 properties					
St Leonard's Avenue, Thrybergh	Yes	No	No	No	No
15a,15b,17a,17b,19a,21a ,21b,23a,25a,25b,27a,27 b,29a,29b,31a,31b,33a,3 3b,25a,35b,37a,37b,39a, 41a,41b					
25 properties					
Staple Green, Thrybergh	No	Yes 40 plus / no children under 12	No	No	No
1					
1 property					
Longfellow Drive, Ravenfield	No	Yes 40 plus	No	No	No
7					
1 property					

Appendix 1

Wood Street/School Street, Thrybergh	No	No	No	No	Yes
8 x 2b apartment					
14 x 2b house					
10 x 3b house					
3 x 4b house					
1 x 4b DPU house					
36 Properties					

Appendix 1

Wentworth Valley						
	Address/E state	Management Local Letting Policy	Age Limited Criteria	Rural Local Letting Policy	Employment Local letting policy	New Build Local Letting Policy
	All bungalows	Yes	Yes 50% quota for age	No	No	No
	All Hallows Drive, Maltby, Flats 6 properties	Yes	Yes 50 plus	No	No	No
	18 Ash Grove, Wickersley	No	Yes 50 plus	No	No	No
	Birks Holt Drive, Maltby All properties 87 properties	Yes	No	No	No	No
	111 Flanderwell Lane, Flanderwell	Yes	No	No	No	No
Addition	Greenwood	Yes	Yes 40 Plus on flats 5 to 105	No	Yes	No

Appendix 1

	Crescent, Wickersley		49 Properties		Request to give preference to applicants in employment to Flats 5 to 105 and houses 18, 20, 81, 83 53 properties	
	Lansbury Avenue, Maltby 21 properties	Yes	No	No	No	No
	Lee Croft, Maltby 38 properties	Yes	No	No	No	No
	Markfield Drive, Flanderwell 43 properties	No	No	No	No	No
	Newland Avenue, Maltby	No	No	No	No	Yes

Appendix 1

	4 x 4b Houses 2 x 3b Houses 2 x 2b DPU bungalow 8 Properties					
	St Bartholome w's Close, Maltby 13 properties	Yes	Yes 50 plus	No	No	No
	St Phillip's Close, Maltby 18 properties	Yes	No	No	No	No
	St Barbara's Close, Maltby 12 properties	Yes	Yes 50 plus	No	No	No

Appendix 1

	Stone Park Close, Maltby 4 x 1 bedroom flats 4 Properties	No	No	No	No	Yes
	Woodside Court, Wickersley 12 properties	No	Yes 50 plus	No	No	No
Addition	Woodside Close/Glen cairn Court, Maltby 12 Properties	No	Yes 50 Plus Request to apply age criteria, in order to be sensitive to older residents and to be consistent with Woodside Court	No	No	No



South Yorkshire
POLICE
JUSTICE *with* COURAGE

REQUEST FOR PERSONAL DATA UNDER SECTION 29(3), THE DATA PROTECTION ACT 1998 OR SECTION 28 OF THE DATA PROTECTION ACT

To Community Information Unit

I am making enquiries into:-

Name: (including previous names)

Date of birth:

Current and Previous Address(es):

Address applying for:

This enquiry concerns the Local Lettings Policy procedure and is to prevent crime and disorder and support community cohesion.

I would be grateful if you could let me have the following information under Section 29(3) of the Data Protection Act 1998 OR section 28 of the Data Protection Act.

Has this person served a custodial sentence within the previous 12 months, been convicted of any criminal offence in the same time period or pending a criminal case. Yes/No

If Yes to above please provide details of the criminal offence.....

.....

*****If intelligence checks are required please state below and provide justification for your request***

.....

.....

I confirm that the personal data requested is required for the above purpose/s and failure to provide the information will, in my view, be likely to prejudice these purposes.

Signed: (*electronically via e mail or fax*) Rank / Grade:

Name: Date:

CIU use

Information supplied

Name Date:

Please e mail to rotherhamciu@southyorks.pnn.police.uk

Additions to Local Lettings Policy**Wentworth North**

Properties covered	Type of Local Letting Policy	Rationale	Date Consulted with Ward Members	Name of Ward Members Consulted	Other Consultation
Manor Farm Wild Avenue No's 5, 5a, 6, 6a, 7, 7a, 8, 8a No's 1A-7A & 9A-15A and Odd numbers 17-45 Central Drive 20 Properties 37-59 Dawson Avenue 14 Properties 33-35A Dawson Avenue – 4 properties 30-36A Dawson Avenue – 8 properties 2-16A Symonds Avenue – 16 properties 13-16A Rolls Crescent – 8 properties 27-28A Rolls Crescent – 4 properties	Management	Ongoing anti social behaviour issues including substance abuse Manor Farm is now a NAG priority area	13.2.12 WN coordinating group	Councillor Alan Atkin Ward 19, Wath (Chair) Councillor Alan Gosling Ward 19, Wath Councillor A Sangster Ward 19, Wath Steven Thackery Brampton Parish Council Councillor Ken Wyatt Ward 16, Swinton	. SNT, residents. Coordinating group. NAG
31- 77 Fitzwilliam Street Swinton, 2 and 3 bed maisonettes 22 properties	Management	Ongoing anti social behaviour issues influx of younger single people into these 2 and 3 bed properties	13.2.12 WN Cordinating group	Councillor Alan Atkin Ward 19, Wath (Chair) Councillor Alan Gosling Ward 19, Wath	SNT, residents. Coordinating group

Appendix 3

		causing ASB issues		Councillor A Sangster Ward 19, Wath Steven Thackery Brampton Parish Council Councillor Ken Wyatt Ward 16, Swinton	
Flats on Brameld Road Swinton no's 25-55, 16 properties	Management	Ongoing anti social behaviour issues	13.2.12 WN Cordinating group	Councillor Alan Atkin Ward 19, Wath (Chair) Councillor Alan Gosling Ward 19, Wath Councillor A Sangster Ward 19, Wath Steven Thackery Brampton Parish Council Councillor Ken Wyatt Ward 16, Swinton	SNT, local members, residents. Coordinating group
Aldred Crescent, Swinton No's	Management	Ongoin ant social behaviour issues	13.2.12 WN Cordinating group	Councillor Alan Atkin Ward 19, Wath	SNT, local members, residents.

Appendix 3

<p>5,7,12,11,14,15,16,18,20,22,9,17,28,29,26,25,24,23,27,2,4,6,10,8,3,21,24 Properties</p>				<p>(Chair) Councillor Alan Gosling Ward 19, Wath Councillor A Sangster Ward 19, Wath Steven Thackery Brampton Parish Council Councillor Ken Wyatt Ward 16, Swinton</p>	<p>Coordinating group</p>
<p>Wentworth Valley</p>					
<p>Greenwood Crescent, Wickersley Flats 5-105 Houses 18, 20, 81, 83 Bungalows 1,3,45,47,49,51,55,57,59 62 properties</p> <p>Greenwood Crescents Flats 5-105 49 properties</p> <p>Greenwood Crescent Houses 18, 20, 81, 83</p>	<p>Management</p> <p>Age Employment</p> <p>Employment</p>	<p>Strengthen existing LLP in place.</p> <p>Increase in ASB and crime, reduction of community cohesion, fear of reporting. Clash of lifestyles due to flat accommodation, single people with drug, alcohol and</p>	<p>17/1/12</p>	<p>WV AA Co-ordinating Group</p> <p>Cllr Ellis Cllr Read Cllr Hoddinott Cllr Beaumont</p>	<p>NAG/SNT</p> <p>Tenants and residents on Greenwood Crescent.</p>

Appendix 3

		<p>mental health issues living above older peoples accommodation.</p> <p>Tenants and residents believe that the inclusion of an employment LLP will increase chance of a successful sustainable tenancy.</p>			
Woodside Close/Glencairn Court 12 properties	Age	Sensitive towards older tenants living in area. LLP already in place on Woodside Court, this would incorporate the whole complex.	17/1/12	WV AA Co-ordinating Group Cllr Ellis Cllr Read Cllr Hoddinott Cllr Beaumont	NAG/SNT
Rother Valley West					
Thurcroft 1a-8b, 10a-b, 12a-14b, 16a-b St Withold's Ave 24 flats	Management	Increase in ASB and crime, reduction of community	14/2/12	Via RVW AA Co-ordinating Group Cllr Swift	NAG/SNT

Appendix 3

40-102 Cedric Cres 30 flats 41-63 Arcubus Ave 12 flats		cohesion, fear of reporting. Clash of lifestyles due to flat accommodation, single people with drug, alcohol and mental health issues.		Cllr Nightingale Cllr Jack Cllr Buckley	
Spa Well Cres Treeton 14, 16, 18, 20, 26, 28, 30, 32, 34, 36, 38, 40, 47a, 47b, 49a, 49b, 55a, 55b, 57a, 57b 20 flats	Change eligible age limit from 50 to 40	A high number of these properties are hard to let and become Direct Homes. This should increase the number of people eligible.	14/2/12	RVW Co-ordinating Group Cllr Swift Cllr Nightingale Cllr Jack Cllr Buckley	NAG/SNT
Rotherham North					
Briery Walk Munsbrough 96 Properites Elm Grove Munsbrough 78 Properties	Change eligible age limit to 25yrs plus	Age restriction requested to reduce ASB and increase sustainability	Various – additional email sent 07.11.12	Cllr Johnston Cllr Goult Cllr Sharman	SNT, residents. Coordinating group. NAG
Lapwater Walk, Rockingham Addition of 62 to 80 extra 28 properties	Management	Ongoing anti social behaviour issues	Various – additional email sent 07.11.12	Cllr Johnston Cllr Goult Cllr Sharman	SNT, residents. Coordinating group. NAG
Redscope Crescent Kimberworth Park No 25 to 55 16 Properties	Management	Ongoing anti social behaviour issues	Various – additional email sent 07.11.12	Cllr Johnston Cllr Goult Cllr Sharman	SNT, residents. Coordinating group. NAG
Richmond Road Meadowbank	Management	Ongoing anti	Various –	Cllr Simms	SNT, residents.

Appendix 3

No's 1,3,2,4,6,8,		social behaviour issues	additional email sent 07.11.12	Cllr Akhtar Cllr Foden	Coordinating group. NAG
St Marys View, Munsbrough No's 32,34,2-16, 22-28 23 properties	Age	Age 40 plus addition of age criteria due to the neighbouring properties are older tenant	Various – additional email sent 07.11.12	Cllr Johnston Cllr Goult Cllr Sharman	SNT, residents. Coordinating group. NAG
Thornton Street, Meadowbank	Management	Ongoing anti social behaviour issues	Various – additional email sent 07.11.12	Cllr Simms Cllr Foden Cllr Akhtar	SNT, residents. Coordinating group. NAG
Winterhill Road, Richmond Park No's 2-44 20 Properties	Management	Ongoing anti social behaviour issues	Various – additional email sent 07.11.12	Cllr Simms Cllr Foden Cllr Akhtar	SNT, residents. Coordinating group. NAG
Rotherham South					
Beaconsfield Road, Broom Valley 51-85 10 Properties	Age	50 Plus request to apply decreasing age criteria to ground floor flats as were previously sheltered and other occupants are elderly.	Various – additional email sent 07.11.12	Cllr Wootton Cllr McNeely Cllr Hussain	SNT, residents. Coordinating group. NAG
Brunswick Road, Broom Valley Flats and bedsits	Age	40 plus Request to apply age criteria due to increase in complaints re lettings in flats and bedsits	Various – additional email sent 07.11.12	Cllr Wootton Cllr McNeely Cllr Hussain	SNT, residents. Coordinating group. NAG
Bentley Street, Canklow	Employment	Tenants and	Various –	Cllr Wootton	SNT, residents.

Appendix 3

		residents believe that the inclusion of an employment LLP will increase chance of a successful sustainable tenancy one of deprived areas /vulnerability index to address worklessness encouraging more people to live here that work	additional email sent 07.11.12	Cllr McNeely Cllr Hussain	Coordinating group. NAG
Canklow Road, Canklow	Employment	Tenants and residents believe that the inclusion of an employment LLP will increase chance of a successful sustainable tenancy one of deprived areas /vulnerability index to address worklessness encouraging more people to live here that	Various – additional email sent 07.11.12	Cllr Wootton Cllr McNeely Cllr Hussain	SNT, residents. Coordinating group. NAG

Appendix 3

		work			
Clarendon Road, Eastwood Coleridge Road, Eastwood Finlay Road, Eastwood Fitzwilliam Road, Eastwood	Management	Ongoing anti social behaviour issues	Various – additional email sent 07.11.12	Cllr Ali Cllr Wallis Cllr Dodson	SNT, residents. Coordinating group. NAG
Guest Place, Broom Valley 5 Block 30 Properties	Age	50 Plus request to apply decreasing age criteria to ground floor flats as were previously sheltered and other occupants are elderly.	Various – additional email sent 07.11.12	Cllr Wootton Cllr McNeely Cllr Hussain	SNT, residents. Coordinating group. NAG
Guest Road, Broom Valley 4 Blocks 16 properties	Age	50 Plus request to apply decreasing age criteria to ground floor flats as were previously sheltered and other occupants are elderly.	Various – additional email sent 07.11.12	Cllr Wootton Cllr McNeely Cllr Hussain	SNT, residents. Coordinating group. NAG
Haldane Road, Eastwood Halsbury Road, Eastwood	Management	Ongoing anti social behaviour issues	Various – additional email sent 07.11.12	Cllr Ali Cllr Wallis Cllr Dodson	SNT, residents. Coordinating group. NAG
Herringthorpe Valley Road, Herringthorpe No 124-184 30 Properties	Age	Age 40 plus request to apply age criteria following concerns regarding	Various – additional email sent 07.11.12	Cllr Ali Cllr Wallis Cllr Dodson	SNT, residents. Coordinating group. NAG

Appendix 3

		lettings to younger persons			
Longfellow Drive, Herringthorpe	Age	40 plus Request to apply age criteria as on aged complex and to reduce ASB	Various – additional email sent 07.11.12	Cllr Ali Cllr Wallis Cllr Dodson	SNT, residents. Coordinating group. NAG
Shakespeare Road, Eastwood	Management	Ongoing anti social behaviour issues	Various – additional email sent 07.11.12	Cllr Ali Cllr Wallis Cllr Dodson	SNT, residents. Coordinating group. NAG
Springwell Gardens, Larch Mews, Oakbrook Walk, Eastwood View, Doncaster Road	Management	Ongoing anti social behaviour issues	Various – additional email sent 07.11.12	Cllr Ali Cllr Wallis Cllr Dodson	SNT, residents. Coordinating group. NAG
Rotherview Road, Canklow 87 properties Rother Terrace, Canklow Rother Road, Canklow Town Street, Canklow 33 properties	Employment	Tenants and residents believe that the inclusion of an employment LLP will increase chance of a successful sustainable tenancy one of deprived areas /vulnerability index to address worklessness encouraging more people to live here that work	Various – additional email sent 07.11.12	Cllr Wootton Cllr McNeely Cllr Hussain	SNT, residents. Coordinating group. NAG
Wharncliffe Flats, Rotherham	Age	30 plus request	Various –	Cllr Wootton	SNT, residents.

Appendix 3

<p>Spring Walk, Carlisle Place, Holywell Place, Winchester court Norfolk Court 174 Properties</p>		<p>to apply age criteria as a lot of ground floor flats are occupied by elderly residents, there are also properties occupied by Target and Action housing tenants on this estate of which several complaints are received</p>	<p>additional email sent 07.11.12</p>	<p>Cllr McNeely Cllr Hussain</p>	<p>Coordinating group. NAG</p>
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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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6	Meeting:	Cabinet Member for Safe and Attractive Neighbourhoods
6	Date:	26th November 2012
6	Title:	Registered Social Landlord Nomination Rights
6	Programme Area:	NEIGHBOURHOODS AND ADULT SERVICES

5. Summary

Most recently there have been some concerns raised by Members about the number of nominations Housing Associations are accepting. We have therefore had a thorough look at the processes surrounding nominations and lettings. This has been a productive exercise which has led to increased monitoring and will be updated on an annual basis.

This report details our findings, including how many RSL nominations agreements operate in Rotherham, how they are managed and a firm commitment that we will meet with Chevin Housing to ensure they comply with the nomination process in future.

6 Recommendations:

That Cabinet Member:

- **CONSIDERS THE REPORT AND PROVIDES DETAIL ON WHAT ADDITIONAL INFORMATION IS REQUIRED IN FUTURE REPORTS**
- **THAT AN UPDATE ON PROGRESS WILL BE SUBMITTED ANNUALLY**

7. Proposals and Details

7.1 How does the current nomination arrangement operate?

There is a formal nomination agreement in place with 17 Housing Associations who have housing stock in Rotherham. The nomination arrangement enables a single route to accessing affordable housing via one housing application made to the Council, which enables customers to be nominated to all partners. The arrangement is as follows:

- The agreement contains a clause for each RSL in the area to agree to advertise and allocate all (100%) or a percentage (at least 50%) of their properties through Key Choices single housing register. This approach to lettings makes best use of stock and ensures service excellence and consistency between providers - as far as is practicable.
- All RSL partners access Key Choices via a web based Choice based letting electronic link and each partner advertises their own properties and can seek their own shortlist; which is will be made up of applicants from the Councils' Housing Register and ordered in accordance with RMBC Housing Allocation Policy. The property will be let to a Rotherham Council's housing register applicant and once housed the application is automatically cancelled by the Abitras system.

7.2 Rotherham's approach to nomination arrangements ensures that applying for housing is simpler for applicants, with the completion of a single form which removes the need to apply to each housing provider separately. This also allows the Council to better monitor housing need and is a practical way of promoting its housing association partners whilst working with them to achieve improved communication and best practice

7.3 How did the nominations process operate prior to the new arrangements?

The following describes how the nomination process operated prior to September 2011, which is when Abritas choice based letting ICT system was introduced. The changes improved the administration procedures for staff and simplified the housing application process for customers. The nomination process was:

- The RSL provided details of 1 property for RMBC to nominate applicants to.
- Up to 3 applications were referred at any one time. These included households that had shown an interest in being nominated to a RSL.
- Ultimately the timing could have been wrong, the applicants did not know which property they would be nominated to, other applicants with earlier dates could have missed out if they were not aware that they could be nominated
- The process was lengthy and often resulted in a number of nominations being forwarded before an applicant accepted the offer.

- The Housing association also managed their own register

7.4 For 2011/2012 the overall percentages of nominations for all RSL's is 60% (RSL properties advertised in Keychoices) This information had been taken from "CORE" Annual report for 2011/2012.

7.5 The following table lists each Housing Association, shows the number of RSL lettings during 2011/2012 and the current nomination quota agreement.

RSL	Number of lettings	Nomination Percentage %	RSL	Number of lettings	Nomination Percentage %
Acis Group Ltd	18	100 %	Jephson Homes HA Ltd	2	100 %
Anchor Trust	22	50 %	Johnnie Johnson HT Ltd	84	50 %
Arches HA Ltd	4	100 %	Places for People	39	50 %
Chevin HA	172	50 %	Sadeh Lok Housing Group Ltd	4	100 %
Equity Housing Group Ltd	25	100 %	Salvation Army HA Ltd	1	100 %
Great Places HA	78	100 %	Sanctuary HA	46	50 %
Guinness Northern Counties Ltd	142	50 %	South Yorkshire HA Ltd	436	100 %
Habinteg HA Ltd	5	100 %	Yorkshire Housing Ltd	16	50 %
Housing 21 HA Ltd	14	100 %	Total	2473	

Note that from March 2012 there are 10 RSLs have closed their waiting lists and they advertise the majority of their vacant properties through Keychoices. With 100% nomination agreement a small number of internal management transfers are permitted. This is in circumstances where a RSL tenant needs to be moved to an alternative property to resolve housing management difficulties or for decants where there are repair issues.

The nomination quotas can be verified by cross referencing the number of properties let on Abrisas with the number of properties recorded as let on the Core Returns.

The following table shows the results of the verification exercise of a sample of RSLs. However as we only hold data for properties let since September 2011, we have had to calculate an average. This exercise has shown that South Yorkshire Housing is slightly below the 100% agreement; however the 100% nomination agreement wasn't in place until March 2012. We cannot evidence that the 100% nomination agreement has been achieved from March 2012, until next years Core results are published. What the results

have shown is that Chevin are well below the agreed 50% agreement. This poor performance has been raised by the Empty Homes Coordinator who met with Chevin's Team leader for lettings on 1st November. RMBC have requested that for a temporary period properties advertised with Key Choices are increased to 100% until their agreed nominations quota is back up to 50%. This has also been brought to the attention of Head of Chevin's Housing. Monthly letting results have been requested and bi monthly performance review meetings have been scheduled until the end of the financial year.

Name of RSL	Number of RSL lettings made during 2011/12 recorded on CORE	Number of properties advertised on Abritas (Nominations)	Agreed percentage	Actual Percentage
South Yorkshire Housing Association	436	392	100%	90%
Sanctuary	46	26	50%	56%
Places for People	39	20	50%	51%
Yorkshire Housing	16	10	50%	62%
Chevin	172	52	50%	30%

In respect of new build where possible we have asked for 100% in perpetuity, but this has not always been agreed with every RSL. For example South Yorkshire Housing has agreed 100% in perpetuity, whereas for Guinness Northern Counties it is 100% on first let and 50/50 after.

With regards to S106 properties that Registered Providers have acquired from Developers, we normally ask that prospective tenants have a local connection to Rotherham and are registered on the Council's housing register. However as the Council doesn't make a financial or land contribution to these units it is difficult to impose nomination criteria/rights. That said, on all S106 properties we have dealt with, we get 100% nominations on the first let from all Housing Associations. (E.g. Barratts at Springfields, Bramley, Wakefield District Homes at the Wickets at Upper Haugh).

7.6 How does RMBC manage nomination performance?

The Empty Homes CBL Coordinator holds regular meetings with RSLs. The purpose is to discuss the number of properties advertised through Key Choices, iron out issues, address any training needs, and organise subsequent training. There have been no formal disputes raised by any individual RSL. The meetings have been positive and provided an opportunity to improve communication and portray the advantages of this approach. These meeting have had positive results with South Yorkshire Housing Association agreeing to close their waiting list so that they advertise all their stock with Key Choices.

7.7 Information for applicants on the Key Choices website enables housing applicants to make more informed choices about other housing options
There are significant benefits, which include:

- Developing a simple process - only one application form;
- Helping to reduce voids and improve cash flow for RSLs as the advertising process is much quicker than the old nomination methods;
- Reducing operating costs for partners and RMBC;
- Providing transparency to all stakeholders.
- Allows easier checking of an applicant's status on existing lists, and makes it easier for people to apply for all social housing options in one go.

7.8 Key Choices have received no negative feedback from customers in respect of customer care issues, in fact quite the opposite. Below are 2 case studied where 2 separate Housing Associations have worked in partnership with Key Choices to resolve applicants housing situation.

Case Study 1 – RSL 1

There was close liaison with one particular RSL and Sandra Wardle where we needed to protect the identity of an applicant. Two RSL staff, which included one senior manager, assisted in re-housing a vulnerable applicant. Confidentiality was retained throughout, and both RSL and RMBC agreed that re-housing of this applicant was an excellent example of joint working.

Case Study 2 – RSL 2

There was close liaison with one particular housing association, in re-housing a victim of domestic violence. The victim was planning to leave her home and partner (perpetrator) with her children but would leave with no possessions. The Housing Association arranged for furniture belonging to (but no longer required) by the outgoing tenant to remain at the property. The items included; carpets throughout, cooker/oven, washer, microwave, a shed and a children's slide. This family were really appreciative that the RSL had helped in giving them a safe and new start in life.

8. Finance

8.1 By other landlords promoting and advertising their own properties within a single, simplified administrative process reduces costs for both the partner and RMBC. For the latter this has reduced staff time taken to advertise RSLs vacant properties processing shortlists and imputing of data.

8.2 Increasing awareness of available homes has reduced the number of households who have been accepted as homeless awaiting permanent rehousing. This is ultimately a cost saving to the Council as it has allowed a reduction in numbers of temporary units of accommodation currently needed.

9. Risks and Uncertainties

9.1 Any nomination process must ensure that the needs of vulnerable and hard to reach groups are addressed, and the Council's statutory obligations

are met. The arrangements must be delivered in a transparent way to ensure they are fair, and seen to be fair.

10. Policy and performance agenda implications

- Corporate Plan – Making sure no community is left behind
- Housing Strategy
 - Commitment 2, we will ensure our Council housing meets the needs of the people of Rotherham
 - Commitment 6, we will help people to access the housing related support they need, particularly people in financial hardship and at risk of homelessness, and
 - Commitment 8, we will help people in Rotherham's most disadvantaged communities
- Housing Act 1996, Parts VI and VII
- Homelessness Act, 2002
- Homelessness Strategy

11. Background papers and consultation

- Rotherham Metropolitan Borough Council's Housing Allocations Policy,
- Nomination Agreement

12. Contact details

Sandra Tolley, Housing Options Manager, 01709 255619
Email: sandra.tolley@rotherham.gov.uk

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting	Cabinet Member for Safe and Attractive Neighbourhoods
2.	Date	26th November 2012
3.	Title	Right to Buy Receipts – Implications of New Rules
4.	Directorate	Neighbourhoods and Adult Services

5. Summary

The increased £75k Right to Buy (RTB) discount cap and new rules regarding RTB receipts were implemented in April 2012. The new scheme assumes that the number of RTB sales will increase dramatically as a result of the higher discount cap, and therefore there will be more capital receipts overall, and the additional capital receipts (over and above what would have been generated under the previous discount rules) can be used to fund new affordable housing.

Government guidance refers to 'one for one replacement', implying that for every property sold under the RTB a new affordable house will be built. There will be no significant amount of additional resources for new housing in Rotherham until we are selling in the region of 80 properties every year, which is double what we predict for 2012/13. Even at 80 sales per year over a five year period, we could only deliver a maximum of 82 homes, which when compared with 400 homes lost over the period shows that we cannot achieve one for one replacement in Rotherham.

Two other key risks have come to light:

- Risk of not being able to fully fund Disabled Facility Grant works
- Risk that the costs associated with processing a higher number of unsuccessful and / or withdrawn RTB applications will exceed the allocated budget

The purpose of this report is to present these three risks and set out the actions being taken as a result.

6. Recommendations

- Note that one-for-one housing replacement in Rotherham will not be possible
- Note that funding for the Disabled Facility Grant programme is at risk if the number of sales falls below 29
- Agree that RMBC should raise with Central Government the issue of high costs associated with unsuccessful and withdrawn applications

7. Proposals and details

7.1 Background

The increased £75k Right to Buy (RTB) discount cap and new rules regarding RTB receipts were implemented in April 2012.

The formula for calculating discount RTB discount remains unchanged. Secure tenants of at least five years can apply to buy their Council house for a discount of 35% of the property's value plus 1% for each year beyond the qualifying period (five years) up to a maximum of 60%. (For flats: 50% plus 2% for each year beyond the qualifying period up to a maximum of 70%). However whereas previously, once the percentage discount had been calculated this was capped at £24k – the new cap is £75k.

The average RTB house price in Rotherham is £80k, and the average length of a tenancy is 15 years. The following table sets out three scenarios to show the minimum, average and maximum impacts the new rules could have on discounts:

	Example to show min. impact	Example to show ave. impact	Example to show max. impact
Property value	£60,000	£80,000	£130,000
Length of tenancy	5 years	15 years	30+ years
% Discount	35%	45%	60%
Previous discount	£21,000	£24,000 (due to cap)	£24,000 (due to cap)
New discount	£21,000	£36,000	£75,000 (due to cap)
Increase in discount	0	£12,000	£51,000

The guidance assumes that the number of RTB sales will increase dramatically as a result of the higher discount cap, and therefore there will be more capital receipts, and the additional capital receipts (over and above what would have been generated under the previous discount rules) can be used to fund new affordable housing. RMBC stated in its consultation response that if any additional receipts were available for new affordable housing, these should be controlled by the local authority rather than pooled nationally – to ensure Rotherham's people benefit from any new housing. RMBC therefore signed up to an agreement with Government in June 2012 to this effect, the main points being that:

- Any additional receipts must be spent on new affordable housing
- The RTB receipts must constitute no more than 30% of the total scheme costs
- Any receipts not used within a three year time limit must be returned to the Treasury, with interest

Government guidance refers to 'one for one replacement', implying that for every property sold under the RTB a new affordable home will be built. This will not happen in Rotherham. The guidance acknowledges that not all local authorities will be able to deliver one-for-one with the additional receipts and does not require them to do so, but it states that one for one will be delivered nationally.

Sector Housing and Consultancy Services were commissioned by RMBC Finance Officers to produce a detailed model and report, which were finalised in October 2012. The report

provides useful contextual information and summarises the implications for Rotherham. The main headline is that until we are selling in the region of 80 properties every year (which is double what we predict for 2012/13), there will be no significant amount of resources to deliver new homes. Even at 80 sales per year, the number of new homes deliverable will fall dramatically short of the number of homes we will lose from the Council's housing stock.

We have also identified two other risks, regarding the funding of Disabled Facility Grant works and the high costs of processing applications that do not result in a sale. Each of the three points is considered below in further detail.

7.2 We will be unable to deliver one for one replacement in Rotherham

For comparison purposes, the cost per unit for new affordable housing is assumed to be £100,000. (It should be possible to deliver new housing at this price, albeit not to the same Code for Sustainable Housing level as the earlier 132 new build Council houses).

The Sector report show that if we sell 25 properties per year there will be no additional income for new homes.

At 60 sales per year over a five year period, there will be £139k for new homes, meaning total scheme costs of £464k, as RTB receipts can constitute no more than 30% of total costs. This would equate to only four or five properties, as opposed to 300 units (60 x 5) lost from the Council's stock.

At 80 sales per year, the amount of receipts accrued for new housing over a five year period jumps sharply. The total programme would be £8.19m, which equates to 82 houses, but when compared to the 400 homes sold during the five years, shows that we will only be able to replace approximately one fifth of stock lost.

(These figures are summarised in the table 2, section 8).

So far in 2012/13 we have had 13 sales and we predict between 35 and 45 in total this year. It is therefore fair to assume that there will be no additional receipts for new housing, since as shown above, 60 sales would be needed in order to generate the small sum of £139k, which would translate to approximately four or five new homes.

The figure estimated for the current financial year (35-45) may increase next year for the following reasons:

- It typically takes five to six months from application to sale – therefore many of the applications sent out recently will not complete until the new financial year
- National publicity campaign to promote RTB is to be launched imminently

It is therefore important that we continue to monitor RTB activity very closely.

7.3 There is a potential risk that the Disabled Facilities Grant programme will be under-funded if we do not sell enough properties

Historically, RMBC has used its 25% share of capital receipts to fund aids and adaptations to Council stock dwellings. The receipts generated during 2011/12 were held in reserve in anticipation of using them for the 2012/13 capital programme on private sector properties.

Currently, the 2012/13 budget for aids and adaptations in the private sector is £1.62m of which £588k is to be funded by RTB receipts (reserve of £258k).

In order to sustain this level of support, a higher number of sales will be required to compensate for the lower capital receipt (resulting from the higher customer discount). The average valuation for the properties sold during the first half of this year was £80,312, similar to previous years. The average discount was £41,735, i.e. over 50% (whereas previously discount was capped at £24k), which will clearly have an impact on capital receipts.

The model suggests that if we sell 29 properties per year (spread evenly through the year), £345,609 would be retained by RMBC which could be used for the aids and adaptations capital programme on private sector properties.

The provision of aids and adaptations is a responsive service and major / minor works are governed by a mandatory requirement to complete works within a six month period.

If RTB sales fall below the target figure, then alternative funding for the capital programme would need to be sought and this could potentially have an impact on Neighbourhoods revenue, or the programme would have to be scaled back. Ongoing monitoring of the RTB process and receipts received, along with closely monitoring the progress of the aids and adaptation on private sector properties capital programme should highlight problems at an early stage.

7.4 There is a risk that the costs associated with processing RTB applications will exceed budgets

Under the previous rules we could deduct accrued administrative costs from the gross RTB capital receipt, but we were not reimbursed for any of the costs resulting from unsuccessful applications. Costs include surveyors' fees, legal fees, administrative costs, staff time etc. Under the new system we are allowed to deduct a flat fee of £1,300 per completed RTB, which is higher than previously and intended to take account of the costs of failed applications. However, we may assume we will receive a higher number of failed applications – more people will be attracted by the new discount, but for various reasons some may decide against buying, which could lead to higher administrative costs than can be funded by the £1.300 allocated per sale.

The projected outturn for 2012/13 for internal re-charges to the HRA for valuations and survey fees is £50.5k. This is based on fees for 130 properties which can range between £300 and £950, with an average of £390 per property being charged to date. In addition to these fees a further £20k recharge in legal fees is predicted. This gives total anticipated expenditure on RTB fees of £70.5k. The outturn figures are based on known numbers of applications which are already progressing through the process.

It has been estimated that there will be 35-45 RTB sales in the financial year. The £1,300 per property we are allowed to deduct from the capital amount pooled will generate "income" of £45.5k if 35 sales are achieved. When this is offset against the cost of fees this would result in a pressure of £25k to the HRA. If 45 RTB sales were achieved this would result in "income" of £58.5k, resulting in a pressure of £12k.

This is a significant risk and detailed analysis is being undertaken to help us understand the scale of the problem. Other actions we could take to deal with this problem are:

- Provide information to all prospective applicants (via letter to accompany RTB packs and on the Council's website), requesting that they only apply if they intend to buy
- Raise Government awareness of the issue and request increase in the allowance from £1,300 to a higher amount, based on our experience in year 1 of the new RTB scheme

8. Finance

Although our prediction for 2012/13 (35-45 sales) is higher than recently experienced (23, 21 and 17 respectively in preceding three years), it is still well below what we have predicted in the HRA business plan. The business plan assumes 100 sales per year over five years – which means that the impact on future rental income will not be as hard-hitting as anticipated. The figure is also likely to be lower than the numbers of sales assumed by Government in respect of the self-financing settlement, which is positive in the sense that Rotherham's apportioned debt was lower as a result.

The financial implications for DFGs and the impact on the budget for RTB administrative fees are detailed in sections 7.3 and 7.4 respectively.

The new apportionment of RTB receipts is summarised in the following table, extracted from Sector's report:

Table 1: Apportionment of RTB Receipts (five years 2012/13 to 2016/17)

	25 sales per year (£)	60 sales per year (£)	80 Sales per year (£)
Total RTB Receipts	5,451,026	13,098,395	17,468,320
To the Council			
Transaction Costs	162,500	390,000	520,000
Allowable debt	0	732,676	2,456,136
Local Authority Assumed Income	1,556,205	3,483,037	3,541,689
Buy Back Allowance	0	0	0
To the Government			
Government Assumed Income	3,732,321	8,353,533	8,494,203
To the Council or the Government			
Money available for replacement homes	0	139,150	2,456,292

The second table shows when any additional receipts are generated and confirms that one for one replacement will not be possible:

Table 2: Required Development Expenditure

Required Cumulative Expenditure	25 sales per year £	60 sales per year £	80 Sales per year £
2012/13	0	0	0
2013/14	0	0	0
2014/15	0	0	0
2015/16	0	392,253	1,879,310
2016/17	0	71,581	1,651,314
2017/18	0	0	1,465,554
2018/19	0	0	1,493,248
2019/20	0	0	1,698,216

The figures represent total expenditure – i.e. the RTB receipts comprise only 30% of the total programme.

At 60 sales per year for the next five years – we will be able to spend £464k (of which £139k comes from RTB) on new homes. Four or five new homes compared to 300 homes sold.

At 80 sales per year for the next five years – we will be able to spend £8.19m (of which £2.46m comes from RTB) on new homes. 82 new homes compared to 400 homes sold.

9. Risks and uncertainties

The risks, highlighted throughout the report, are summarised in the table below along with other risks that have been identified and are being monitored by the RTB Finance Group.

Risk	Action
Uncertainty re. sales predictions	Continue to monitor closely
National publicity campaign to increase tenant awareness	Provide information to all prospective applicants on Council's website (see appendix 1)
Loss of housing stock	-Implement widescale programme of new Council housing (new build and strategic acquisitions) and increase and improve supply of affordable private rented housing in Rotherham -Closely monitor impacts on HRA business plan
Risk of generating an unexpectedly high level of receipts, and of being unable to spend these in accordance with the agreement, therefore having to pay interest to the Treasury	As shown in the report, this is virtually impossible. However if this scenario arose, actions we could take are: -Establish robust programme of new Council housing to ensure we have high quality information about what we can deliver, when, and the development costs -If we are aware of problems early enough we could opt to return receipts early, voluntarily, to avoid interest charges -We also have the option of terminating the agreement at any point
DFG programme	-Continue close monitoring -Identify other potential sources of funding

Risk	Action
RTB administrative fees exceeding budget	-Letter to prospective applicants (accompanying RTB pack) and information on Council's website, requesting that people only apply if they intend to buy -Raise issue with Government and request increase in the allowance from £1300

10. Policy and performance agenda implications

Increasing and improving the supply of affordable rented housing in Rotherham is a commitment in Rotherham's new draft Housing Strategy.

11. Background papers and consultation

- Reinvigorating Right to Buy and One for One Replacement – CLG March 2012
- Cabinet Member report 28th May 2012
- Detailed report by Sector Consultants

Consultation: The RTB Finance Group consists of finance officers including NAS Director of Finance and members of the Strategic Housing and Investment Service. All members have been consulted on the content of this report.

12. Contact details

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