

## **Appendix 1**

# **Bushbury Hill EMB Local Lettings Plan Proposal**

### **Introduction**

The City of Wolverhampton Council's (CWC) Allocation Policy satisfies the requirement on the Council by Part VI Section 167 of the Housing Act 1996 to have a scheme for determining priorities, and the procedure to be followed, in allocating housing accommodation both to first time applicants and transferring tenants.

The aim of the Allocations Policy, whilst meeting legislative requirements, is to make best use of the limited supply of social and affordable housing becoming vacant each year by providing a simple, transparent priority system based on clear criteria which determines an applicant's place within the allocations scheme.

The policy recognises that from time to time certain housing stock would benefit from a local lettings plan (LLP) where the needs are not met by way of the main Allocations Policy.

### **Location**

This LLP relates to the Bushbury Hill estate, which is situated in the Bushbury and Low Hill South ward in the City. The Bushbury Hill Estate, which includes over 800 properties has been managed by Bushbury Hill Estate Management Board (EMB), a tenant management organisation, since 1998 under the Right to Manage regulations. At the same time as the LLP coming into effect, Bushbury Hill EMB have expanded to include an additional 152 properties to provide a more comprehensive management boundary. A map of the Bushbury Hill Estate boundary as is affected by this LLP is set out at appendix 1.

### **Purpose**

Under the Right to Manage regulations, Bushbury Hill EMB opt to manage the allocation of properties within their management area when they become available to let. In accordance with their management agreement, Bushbury Hill EMB must allocate property in line with the Council's Allocation Policy, which allows for them to make use of a LLP. In the spirit of a TMO, with housing services being delivered by a board of local people to better meet local needs, Bushbury Hill EMB have worked with the CWC to develop an LLP to help meet the specific needs of the estate.

The purpose of this LLP is to meet the specific housing needs of the Bushbury Hill Estate to help foster the community spirit amongst the residents of the Estate.

Bushbury Hill EMB will utilise the Council's chosen provider; Homes in the City to advertise and allocate all properties that become available to let in the management area.

## Timeframe

- This LLP will take effect from 1 April 2020
- The LLP will be approved for a maximum of 3 years, following which a new or revised LLP will require approval from CWC
- The LLP will be reviewed at least annually by Bushbury Hill EMB in order to reassess the continuing impact and relevance, including an equality analysis of the outcomes.
- The local authority will be provided with a copy of the annual review outcomes of the LLP.

## Objectives

This LLP sets out how the Council has varied the Allocations Policy in prioritising applicants for a proportion of properties that become available to let in the Bushbury Hill EMB management area in order to:

- Ensure the stability and sustainability of established communities by giving some priority to transferring tenants who have demonstrated they are able to sustain a tenancy.
- Offer some priority to those that have an established connection to the estate particularly for those properties that are in short supply whilst ensuring that homes that become available to let are utilised for those who are in housing need.
- Ensure those groups protected by an equality characteristic are not disadvantaged by this plan.

## Local Lettings Plan Criteria

Applicants must be eligible for the specific property type to be considered for it.

**Eligibility criteria and household categories are determined by the Council's Allocation Policy and set out at appendix 2 of this plan.**

### a. Local Connection

Due to there being a significantly greater proportion of three bedroom properties over two bedroom properties across the Bushbury Hill estate, to provide existing residents in need of a two bedroom home the opportunity to remain within their local community:

- 75% of all two-bedroom properties that become available to let will be advertised giving additional preference to those with a local connection to the property area.
- For all other property types additional preference will be provided for 1 in 4 to applicants with a local connection to the property area.

Local Connection can only be established and evidenced through one of the following criteria:

- Long term residency – having lived for 5 years out of the previous 10 within the Bushbury Hill estate management boundary.
- Children at school within the area of the Bushbury Hill estate management boundary and live within either; a) the Bushbury Hill EMB area of management or b) within 1km distance of that school.
- Giving or receiving essential support which is evidenced by a social or medical need award which states the applicant needs to move to Bushbury Hill.

**b. Council led new build developments**

In order to help maintain a sustainable community, maintain support networks and provide opportunity to those living in the area with housing need, where CWC develop new build council homes within the Bushbury Hill EMB management area:

- For 50% of homes on a development scheme, priority will be given to existing Council tenants with an agreed local connection to the Bushbury Hill EMB management area, in accordance with the local connection criteria agreed at section a above.

The local connection priority will only apply to developments with over 5 council rented units and will be capped at 20 properties for any new build developments with more than 40 council rented homes.

- The remaining 50% of properties will be let in accordance with the main Allocations Policy.
- All new build properties allocated to applicants with a local connection will be done so in accordance with the Allocations policy's banding system, however, applicants in Band 4 will not be eligible.

This plan relates to the first let of properties only. Relets will be let fully in accordance with the agreed Local Lettings Plan criteria.

**c. Community Housing Fund New Build  
(Magic Gardens, Infill site on the corner of Annan Ave/Colley Ave)**

In order to diversify the housing types available within the area and help meet local housing need, Bushbury Hill EMB have been successful in an application for Community Housing Fund monies to support the development of new build homes in the area. So that these properties help to meet local housing need, as intended:

- On first let, for 100% of properties, priority will be given to existing Council tenants managed by Bushbury Hill EMB
- On subsequent lets, for 50% of properties, priority will be given to existing Council tenants managed by Bushbury Hill EMB and the remaining 50% will be let in full accordance with the agreed local lettings plan criteria.

- If the property cannot be let to someone in housing need that is eligible for the property type, the property will be advertised and let in accordance with the Allocations Policy.
- All new build properties allocated to applicants will be done so in accordance with the Allocations policy's banding system, however, applicants in Band 4 will not be eligible.

### **How the Local Lettings Plan will be applied**

The allocation of properties through this LLP will be done in close accordance with the Council's Allocation's Policy:

- Applicants will need to have a live housing application on Homes in the City;
- Properties being let under this local lettings plan will be advertised on Homes in the City. Adverts will be clearly marked with who priority is given to.
- Where applicants have a local connection to the Bushbury Hill EMB they will need to register this as part of their application by providing evidence to demonstrate they meet one of the necessary criteria for a local connection.
- Eligible applicants will need to bid on properties within the advertised bidding period.
- When the bidding period comes to an end, contact will be made with the applicant who:
  - i. Meets the criteria advertised for the property type;
  - ii. Is in the highest priority band;
  - iii. Has the greatest number of housing needs that placed them in that band;
  - iv. Has had that level of housing need the longest;
  - v. and is eligible for that property.
- The applicant will be contacted to request that they supply evidence of their housing circumstances, their identity and the identity of those moving with them. If the applicant fails to provide this evidence within a reasonable amount of time the applicant will be bypassed and contact will be made with the next applicant on the shortlist.
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- If a successful applicant still cannot be found the home will be let in accordance with the Allocations Policy, removing the local lettings plan priority.

### **Ending the Local Lettings Plan**

This LLP will remain in place for the maximum period of three years and will be reviewed annually to assess its impact on its intended outcomes, on equality outcomes and relevance as changes in the external environment may require changes to the plan.

## **Equalities Analysis**

An equalities analysis has been completed which supports a small proportion of properties being let to those that are eligible and have the greatest need for them, whilst enabling them to stay within their local community where they can access established support networks.

Any impact of restricting these lets to transferring tenants will be mitigated by the resulting void properties being open to those on the housing register, being allocated via the usual housing allocations process.

## **Monitoring of the Local Lettings Plan**

Bushbury Hill EMB will complete an annual review which will be provided to CWC, of the effectiveness of the LLP in terms of:

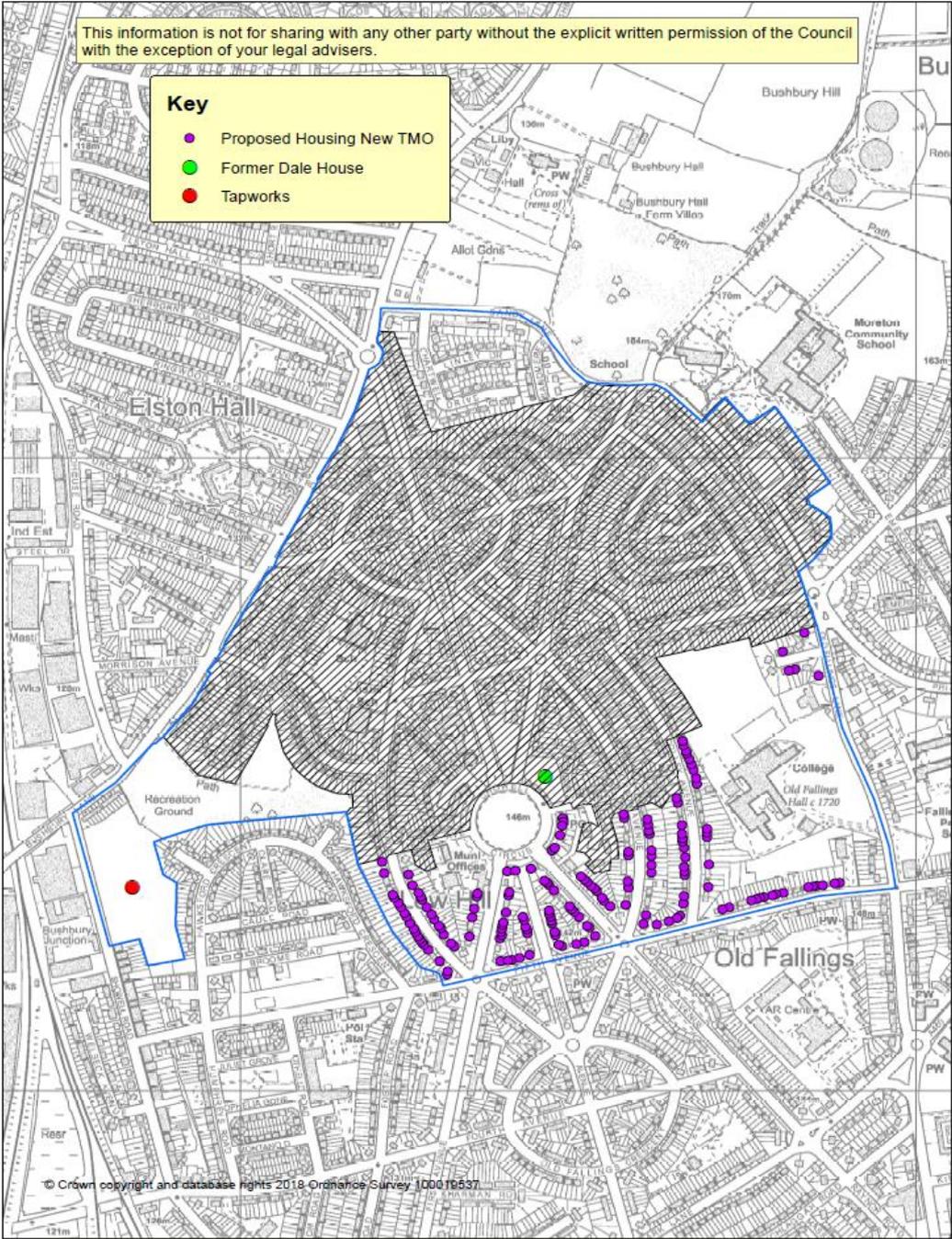
- its impact on its intended outcomes,
- its impact on equality outcomes

On new build developments, once all properties have been let, the Council will complete an evaluation exercise to review how all properties were let, assessing factors of housing need, household composition, equalities and if the original objectives of the local lettings plan have been achieved.

## **Declaration of interest**

Applicants that work for or sit on the board of Bushbury Hill EMB, must make this fact known in any application for rehousing. Any offer of accommodation to a member of staff or board member must be referred to CWC for approval.

### Appendix 1 – Map of the Bushbury Hill Management area



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## Appendix 2

### City of Wolverhampton Council Allocations Policy Eligibility Criteria

Property types	Household category eligibility
Bungalows	Bungalows are reserved for applicants who are 60 plus or with an immediate need for a fully adapted or purpose build property or have a progressive degenerative disease and their needs are such they will require a fully adapted/purpose built property imminently.
1 Bedroom Bungalow	Disabled* singles and couples, eligible for 1 bedroom Applicant aged 60+, eligible for 1 bedroom
2 Bedroom Bungalow	Disabled* singles and couples, eligible for 2 bedrooms Applicant aged 60+, eligible for 2 bedrooms
Houses	Houses are reserved for applicants with children under the age of 21 living with them.
2 Bedroom House	Families eligible for 2 bedrooms
4 Bedroom House	Families eligible for 4 bedrooms
Flats	Priority for ground floor flats is given to applicants who are over 55 years old or applicants requiring one level accommodation and access without climbing stairs or 1 or 2 steps.
1 Bedroom Flat	Singles and couples
1 Bedroom Ground Floor Flat	Singles and couples

\*Households with at least one person who has a disability who has been assessed as needing adapted property.