

Caerphilly Common Housing Register Local Lettings Policy Pro-Forma

Details of area to be covered:	N°:	23 Properties. 19 to be let via the Common Housing Register plus 4 Designated Shared Ownership properties.
	Road(s):	Clos Hen Yr Ysgol (Wingfield Works site phase 2)
	Town:	Llanbradach, Caerphilly
	Postcode:	CF83 3TJ
Details of properties to be covered:	Count:	1b2p Walk up flats x 12
	Bedrooms:	2b4p Houses x 4
	Type(s):	1b2p Wheelchair accessible flat x 1 2b3p Walk up flat x 1 2b3p Adapted bungalow x 1 Designated Shared Ownership 3b5p Houses x 4
	Landlord(s):	United Welsh
Reason for requesting a local lettings policy:	<p>The Wingfield Works site is a new development of 53 United Welsh properties situated in Llanbradach, Caerphilly with 45 units being let via the Common Housing Register. This LLP relates to phase 2 of the development with phase one having been completed and let 12 months ago.</p> <p>An LLP is requested for the new lettings to create a stable, sustainable, balanced, and cohesive new community, within an existing wider community setting while complying with the requirements of the Common Allocation Policy.</p>	
Summary of evidence base to support local lettings policy:	<p>United Welsh has found that from our extensive experience there are often challenges around the creation and settling in of new communities.</p> <p>We aim to develop and hence let, 1300 new energy efficient affordable homes by 2027 and in our experience the first 12 months occupation of new developments are crucial in establishing a new and cohesive community.</p>	

	<p>Bringing together 23 households to live within a new community adjacent to one established 12 months ago inevitably presents challenges to establish respect and understanding between the new neighbours, some of which may never have previously held any form of occupancy contract.</p> <p>A fully researched and comprehensive LLP can assist with our shared desire to create sustainable, cohesive communities where people want to live and promote economic, social, and environmental well-being. The implementation of a successful LLP would also help to reduce the number of occupation contract holders wishing to submit applications to transfer accommodation.</p>
<p>Objective of local lettings policy:</p>	<ul style="list-style-type: none"> • To create a sustainable community • The neighbourhood is a place people want to live and remain • Occupation contract holders are engaged in their community • The neighbourhood is balanced • Ensure compliance with statutory requirements
<p>Restrictions to be placed on lettings:</p>	<p><u>IMPORTANT NOTE:</u> the following criteria are not mandatory per se but must be used as a template to attempt to create a balanced community on this site.</p> <p>All households shortlisted for the new homes will be considered on a case-by-case basis, and UW are happy to enter into dialogue with CCBC during the allocation and letting process to ensure the spirit of the LLP is maintained throughout, and to discuss marginal or ambiguous cases etc.</p> <p>Where agreement cannot be reached during such dialogue, UW, as landlord, will make the ultimate decision, whilst ensuring to remain within the confines of the criteria set out within this LLP, and endeavouring to meet its intended outcomes.</p> <p>UW monitor all LLP's to ensure that they are working effectively and meeting the intended outcomes. A review of effectiveness of the LLP and breakdown of all let's will occur approximately 6 months after new occupation contracts have</p>

commenced, with a full review presented to CCBC at the 12 month LLP.

Stage 1

UW are committed to make the best use of our housing stock by considering those applicants with the requirement for accessible accommodation.

All of the units to be let via the CHR will be coded as per Appendix 8 – Accessible Housing Classifications - of the CAP, and shortlisted as per Appendix 9 – Best Match Shortlisting Criteria. A breakdown will be provided prior to shortlisting.

Stage 2

We have found that on other developments when occupation contract holders engage with us positively around future aspirations this has reduced likelihood of anti-social behaviour and created more sustainable occupation contracts.

UW will contact all applicants allocated properties at the shortlisting stage by a member of the Community Development Team to ensure that they are engaged prior to moving in and supported as they settle into their new property. The Team will assist them in meeting our community led priorities, one of which being employability and skills.

This will enable UW to encourage and assist applicants in returning to work and maintaining employment in an area with higher than (Wales) average unemployment and lower than average wages and qualifications. (Stats Wales 2021)

The inclusion of this support and assistance would help to create balanced communities containing people with a range of incomes and personal circumstances. This would also encourage aspirations within the new community and the presence of positive role models.

Pets will be considered only on a case-by-case basis in accordance with the Renting Homes Wales act Landlords Consent. Assistance/sensory animals accepted regardless of size.

Stage 3

After consultation with Caerphilly Council and Supporting People, the decision has been taken to set aside one of the flats to be used for the Star Project. There are several units throughout Caerphilly used by Supporting People where the properties are occupied by individuals who at present require support and assistance in the community. The location of the flat would be either 28a or 28b, and the individual will be selected by Supporting People and United Welsh to ensure they have the best chance to sustain an occupation contract, with careful consideration given to both their needs and that of the estate.

Stage 4

UW will also set aside one of the flats (48a/48b/50a/50b) for Housing First/Rapid Rehousing. Consultation will take place with Caerphilly Council to ensure the best match of applicant and area as per above.

Stage 5

United Welsh understands that there will be several households that may have needs that are challenging to professionals, and/or require high support levels to manage an occupation contract.

United Welsh is fully committed to assist in offering accommodation to such households whilst also recognising the fact that a high concentration of households of this type, or high support needs within a very small geographical area (or in the same street/block) can create unintended consequences such as;

- Increased risks to vulnerable households
- Increased volatility in the block/street
- Increased volatility in the community
- Adverse effects on cohesive communities
- Poor reputation of the new site leading to difficulty in letting future void properties

UW therefore propose that a maximum of four households with needs that are challenging to professionals/high support needs are accommodated within the development, with the Housing First being one. Consideration to be given to the location of these applicants so that none are allocated in the block with the Housing First Flat, and a maximum of one further in the block of eight one beds.

Applications from veterans or former armed services are welcomed as part of this 3 stage process.

In terms of this LLP United Welsh considers needs that are challenging to professionals or high support needs, to relate to households that have exhibited the following behaviours (by any member of said household) within the previous 2 years (from date of consideration):

- Significant substance misuse issues
- Previous or current ASB that has led to the loss of accommodation
- Previous ASB which has culminated in enforcement action (NSP/ injunction/ Possession/ ASBO/Closure Order)
- Significant mental health conditions that affect the household's ability to manage an occupation contract (where medication is either not taken or proving effective);
- Convicted of criminal behaviour – which has a direct relevance to maintaining an occupation contract and/or respectfully living in a community with others

Significant substance misuse issues:

Some clarity around interpretation of terms:

Significant substance misuse may include significant impairment or distress, as manifested by one (or more) of the following, occurring within a 12-month period:

- Recurrent substance use resulting in a failure to fulfill major role obligations at work, school, or home (e.g., repeated absences or poor work performance related to substance use; substance-related absences, suspensions or expulsions from school; neglect of children or household)
- Recurrent substance use in situations in which it is physically hazardous (e.g., driving an automobile or operating a machine when impaired by substance use)
- Recurrent substance-related legal problems (e.g., arrests for substance-related disorderly conduct)
- Continued substance use despite having persistent or recurrent social or interpersonal problems caused or exacerbated by the effects of the substance (e.g., arguments with spouse about consequences of intoxication, physical altercations)

United Welsh is an inclusive landlord; and will work closely with colleagues in Caerphilly CBC's Homeless and the Common Housing Register team to identify complex cases and determine if the allocation would be appropriate.

- Each applicant that has a previous tenancy/occupation contract will be asked for 2 references. If an applicant has no history, character references will suffice

Details of any community consultation:

Data collation drawn from similar new build sites within the locality.

UW are committed to building relationships with occupation contract holders at all stages of their contract. Following the appointment of three full time Housing Assistants, and a ninth Neighbourhood Officer and a Neighbourhood Safety Compliance/Complex Caseworker, Neighbourhood Officers are able to dedicate more time and resources to new build sites after letting to help ensure that new communities settle, and contract holders are supported where needed.

Further support for the community will be delivered through the Community Development Team. This can include delivery of activities to promote community cohesion within the first 12 months of properties being let, as well as meeting our four community led priorities:

- Wellbeing
- Food
- Financial
- Employability and Skills

In addition, individuals can receive support and guidance around Confidence Building, Self Esteem Raising, gaining a qualification, and volunteering.

Summary of equality impact assessment:

EIA completed, groups that may be impacted identified as those that have mental health issues that may be linked to previous ASB. Due consideration will also be given to engagement history, any support provided to the household, along with medication taken to alleviate mental health conditions.

Potentially some groups may find it more difficult to find employment or maintain employment, female households and those with a disability or with caring responsibilities may be impacted upon.

This will be overcome through flexibility around the LLP requirements with all households considered on a case by case basis on their individual circumstances, and full consultation with the relevant supporting agencies.

	If an individual can provide evidence of a successful tenancy/occupation contract since any relevant recorded ASB this will be considered. Likewise, if an applicant is a carer, is past retirement age or is unable to work due to a disability, steps will be taken to prevent this impacting on their application.	
Implementation date:	Date of first let, estimated December 2023	
Termination date:	One year from date of first let	
Review frequency:		
Monitoring and review arrangements:	Regular patch discussions with all Neighbourhood Officers, case by case reviews of any of the households involved in ASB, surveys to all new contract holders after 2 months of occupation, 6 month review of the LLP's effectiveness and a full 12 month review to be reported to CCBC when the decision will be taken to end or extend the Policy.	
Requesting officer:	Name:	Sian Weeks
	Position:	Neighbourhood Manager
	Organisation:	United Welsh
Dated:	5th October 2023	
Panel decision:		
Dated:		
Decision details:		

Please ensure that the pro-forma is fully completed before sending via secure email to the common housing register team at CHR@caerphilly.gov.uk . Please telephone 01443 873521 should you need to speak with a member of the team.

