

Caerphilly Common Housing Register Local Lettings Policy Pro-Forma

Details of area to be covered:	Nº:	
	Road(s):	
	Town:	Creospenmaen
	Postcode:	NP11 3AJ
Details of properties to be covered:	Count:	14 - three bedroom, five person houses
	Bedrooms:	9 - two bedroom four, person houses
	Type(s):	8 - one bedroom, two person flats
	Landlord(s):	Pobl
Reason for requesting a local lettings policy:	<p>Ty Mawr is a new development on former farmland and is classified as a greenfield site. It is formed from a mixture of full and shared homeowners, with both social and intermediate rents. We are due to take handover of the first 16 social rent properties around the 4th December 2020 and other social rent properties on this site will follow in early 2021. We would like to create an LLP for 12 months after final handovers to enable us to create a balanced and sustainable community and, therefore, propose a mixture of applicants with less high needs and priorities to be considered.</p> <p>Allocating on the basis of need alone could result in a high concentration of people with support needs, which may affect the balance/harmony of the estate. Due to the location, layout and topography of the site it appears that applicants who have severe mobility issues, and do not have access to personal transport may become isolated.</p>	
Summary of evidence base to support local lettings policy:	<p>This site is situated on a lane that connects Crumlin and Croespenmaen. Given the location of the site buses do not travel down this lane. The nearest bus stops several minutes walk in either direction of the new site.</p> <p>There are often unique challenges around creating a sense of community on new developments. In the first 12 months there is often a higher than average rate of anti-social behaviour and a higher demand for services from us as a landlord. An LLP can assist with our aspiration to create a cohesive and sustainable community where people will thrive and want to live long term.</p>	

Objective of local lettings policy:	<ul style="list-style-type: none"> • To ensure that we create a balanced community. • To Prevent as far as possible housing management issues arising. • To maintain a positive reputation as a social landlord.
Restrictions to be placed on lettings:	<p>No applicants with substance misuse within the past 3 years.</p> <p>Clarity around interpretation of terms:</p> <p>Substance misuse may include significant impairment or distress, as manifested by one (or more) of the following, occurring within a 12-month period:</p> <ul style="list-style-type: none"> • Recurrent substance use resulting in a failure to fulfil 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). <p>Pobl understand that there will be several households that may have complex needs and/or require high support levels to manage a tenancy. Pobl is committed to assist in offering accommodation to such households whilst also recognising the fact that a high concentration of households with complex needs or high support needs within a very small geographical area (or in the same street/block) can create unintended consequences such as:</p> <ul style="list-style-type: none"> • 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.

It is, therefore, proposed that a maximum of 4 households with complex needs/high support needs are accommodated across the 31 units, ideally dispersed across the site. This to be dispersed across the units as follows:

- No more than 1 household in each block of flats to be allocated to applicants with complex needs, 1 of which may be a housing first applicant who is actively engaging in support and ready to move into their own home.
- No more than 2 households across the remaining 2 and 3 bed units, dispersed across the site and not placed next to each other

Households with complex needs must be actively engaged in support.

In terms of this LLP, Pobl considers complex needs or high support needs to relate to households that have exhibited the following behaviours (by any member of said household) within the previous 3 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);
- Significant mental health conditions that affect the household's ability to manage a tenancy (where medication is either not taken or proving effective);
 - Convicted of criminal behaviour – which has a direct relevance to maintaining a tenancy and/or respectfully living in a community with others;
- Persons subject to MAPPA (levels 1-3).

No applicants that have a poor tenancy reference in the past 3 years in relation to ASB, including where they have received an injunction, possession order, notice seeking possession, demotion notice or

	<p>demotion order, Section 21 notice due to ASB, CBO, CPN, closure order.</p> <p>Applicants coming via homelessness need to have a positive reference from the housing advice team with regards to their conduct in temporary accommodation.</p> <p>Applicants from the general waiting list who are unable to demonstrate a positive history of sustaining via a landlord reference must have either:</p> <ul style="list-style-type: none"> i. A positive reference from a relevant support professional regarding general conduct or ii. A reference from another professional who knows them in a personal capacity. <p>Any applicant that has unspent convictions for violent offences, theft/burglary and/or drug offences will be not be considered. Guidance to rehabilitation of offenders Act 1974 (amended in 2014) can be found at the bottom of this document.</p> <p>No more than 25% of allocations to go to band 3</p> <p>Preference given to those in employment, further education / training with a 40% cap of the total for lettings.</p> <p>Applicants that have severe Mobility/disabilities without their own transport or means to get to and from the estate will be given the opportunity to make an informed choice as to whether they feel it would suit their needs. Should the applicant refuse the offer due to the location, this will be treated as a reasonable refusal.</p>
Details of any community consultation:	<p>There currently no occupants yet as the site is not complete.</p>
Summary of equality impact assessment:	<p>Concerns around access to these homes for those not working or not able to work due to disability or caring responsibilities have been addressed via a 40% cap on applicants in work, training or further education; this cap also addresses concerns around age discrimination for applicants who have retired. Additional measures around disability/mental health have already been considered in the LLP.</p>

	Concerns around accessibility of the site for those with mobility issues have been addressed via the Accessible Housing Classifications of the CAP, and agreement to allow applicants to view the site before making a decision based on their mobility.	
Implementation date:	January 2021	
Termination date:	January 2022	
Review frequency:	12 months of completed site handover	
Monitoring and review arrangements:	To enable to Council to assess the level of impact of the LLP on lettings to band 1 and 2 applicants, Pobl will provide the Council with an analysis of the initial lettings within 3months of completed hand over.	
Requesting officer:	Name:	Angela Harris
	Position:	Area Neighbourhood Manager
	Organisation:	Pobl
Dated:	21 Dec 2020	
Panel decision:	Approved	
Dated:	11/01/2021	
Decision details:	It was agreed that no more than 25% of lettings should be made to people in band 3.	

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.



Is it spent?

The Rehabilitation of Offenders Act 1974 gives people with spent convictions and cautions the legal right not to disclose them when applying for most jobs and for other purposes, like when buying insurance.

Apart from those individuals who are given prison sentences of more than 4 years, most people with convictions will benefit from it at some point in their lives. The table below sets out the time it takes for the main sentences to become spent following the changes that were introduced in 2014. This is known as the 'rehabilitation period' for the conviction. A conviction may have a number of rehabilitation periods depending on the sentence – in this situation, the longest one applies.

If you have access to the internet, you can also use our online tool www.disclosurecalculator.org.uk

Prison sentences & Community orders (with a buffer period)

Sentence		Time it takes to become spent	
		Adult (18+) at conviction/disposal	Young person (U18) at conviction/disposal
Prison (including suspended prison sentences)	Over 4 years or a public protection sentence	Never spent	Never spent
	More than 30 months and less than (or equal to) 4 years	Full sentence + 7 years*	Full sentence + 3 ½ years*
	More than 6 months and less than (or equal to) 30 months	Full sentence + 4 years*	Full sentence + 2 years*
	Less than (or equal to) 6 months	Full sentence + 2 years*	Full sentence + 18 months*
Community order / Youth rehabilitation order		Full length of the order + 1 year	Full length of the order + 6 months

*Sentence length includes time spent on licence

Other community sentences (with no buffer period)

Sentence/Disposal	Time it takes to become spent (from date of conviction)	
	Adult (18+) at conviction/disposal	Young person (U18) at conviction/disposal
Fine	1 year	6 months
Conditional discharge	Length of the order	Length of the order
Absolute discharge	Spent immediately	
Conditional caution / youth conditional caution	3 months (or when it ends, if earlier)	3 months
Simple caution / youth caution	Spent immediately	
Compensation order	Once it is paid in full	
Bind over	Length of the order	
Hospital order (with or without restrictions)		
Referral order		
Reparation order	Spent immediately	
Endorsement (imposed by a court)	5 years	2 ½ years
Motoring disqualification (imposed by a court)	Length of the disqualification	
Relevant order	Length of the order	