

Housing Allocation Scheme 2013-2018

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Foreword

Good quality housing is fundamental to supporting people in living enriching and fulfilling lives. It has a profound effect on people's health and wellbeing, their ability to live independently, or with support, children's ability to learn and flourish, and a family's ability to live in safe, secure and stable surroundings.

The current housing landscape means that people are waiting longer to own their own homes, if indeed at all. At the same time rents in the private sector are increasing, making them increasingly unaffordable even for those in work. In this environment housing which is managed by the council, and its partners, Registered Providers, remains the most significant provider of properties available to those on lower incomes.

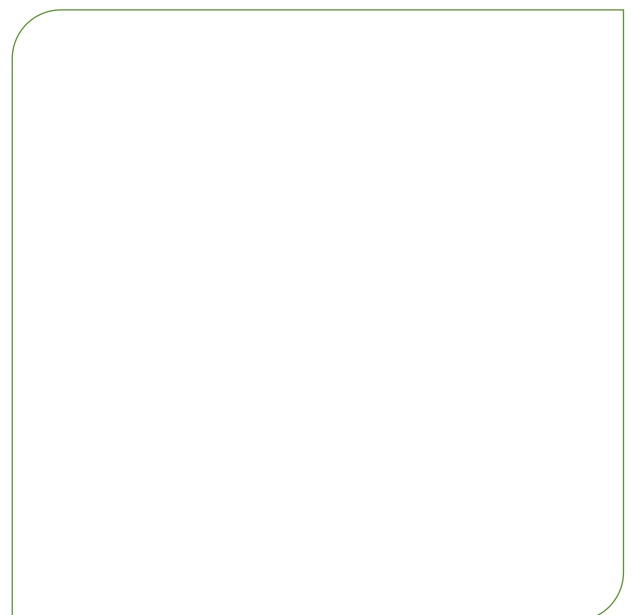
Housing managed by the council is funded by tenants and it therefore only fair that local residents who have lived and contributed to Slough get first call, and that is why this scheme now includes a criteria that applicants must have lived in Slough for five years before they qualify to receive housing.

I want to make sure that people who are in low paid work have the same ability to access good quality housing as those who earn more, because I want everybody to live decently and contribute to our community. The scheme also recognises those who make a positive contribution to our town, whether that be through active involvement in community projects, providing a stable Forever Family for fostered and adopted children, or by serving our country in the Armed Forces.

As social housing is such a scarce commodity, it should be preserved for those who have the highest need, who will treat this commodity with respect, and who will contribute to sustainable communities. This is why this policy goes further in linking rights and responsibilities. Households who pay their rent on time, who look after their properties, who contribute positively to their community and who are good tenants will be recognised with an allocation of housing. Those who are not, will not be, until they can demonstrate that they are good tenants.

I don't want social housing to be simply the option of last resort. I want to ensure all our neighbourhoods are well maintained places, with a sense of community and shared purpose where our residents thrive. This scheme, in addition to the suite of refreshed policies across the housing service make the best use of the scarce resource of social housing, allocating it to those who have the highest need, play by the rules and demonstrate that the council's offer of housing results in a positive change in their lives.

**Councillor James Swindlehurst
Cabinet Member for
Neighbourhoods and Renewal**



1. Introduction

Under the Housing Act 1996 all local housing authorities are required to have a Housing Allocation Scheme which governs how social housing is allocated to those who are eligible. The scope of Allocation Schemes has been amended by the Localism Act 2011, giving greater local freedom for housing authorities in allocating available accommodation.

Housing is a scarce resource nationally and in Slough, and demand far outstrips supply. This scheme therefore sets out how Slough Borough Council will allocate housing within the borough to those who are eligible.

The quality of and access to housing is a key priority for the council.

Slough's Wellbeing Strategy names housing as one of five priorities with the vision that:

"By 2028 Slough will possess a strong, attractive and balanced housing market which recognises the importance of housing in supporting economic growth."

Local people tell us that they want to see the availability of social housing increase, especially larger family homes. However without being able to deliver large quantities of new housing stock the council has to make best use of what already exists. At the same time the council also wishes to promote other tenures of accommodation, offering sustainable housing options which meet the needs of Slough residents and prevent the risk of homelessness.

There are also two crosscutting themes in the Wellbeing Strategy; civic responsibility and the image of the town. These are represented in this scheme through the behaviour of council tenants, and the link between rights and responsibilities.

The Corporate Plan 2012/13 complements the priorities set out in the Sustainable Community Strategy, and demonstrates the council's commitment to improving the quality and availability of housing for Slough residents, while striving to improve the level of service customers can expect from the council.

Slough's Joint Strategic Needs Assessment (JSNA) further highlights the demand for social housing in Slough and the requirement to prevent the risk of homelessness, especially where the provision of temporary accommodation for households homeless or at the risk of homelessness negatively affects family stability and the education of children.

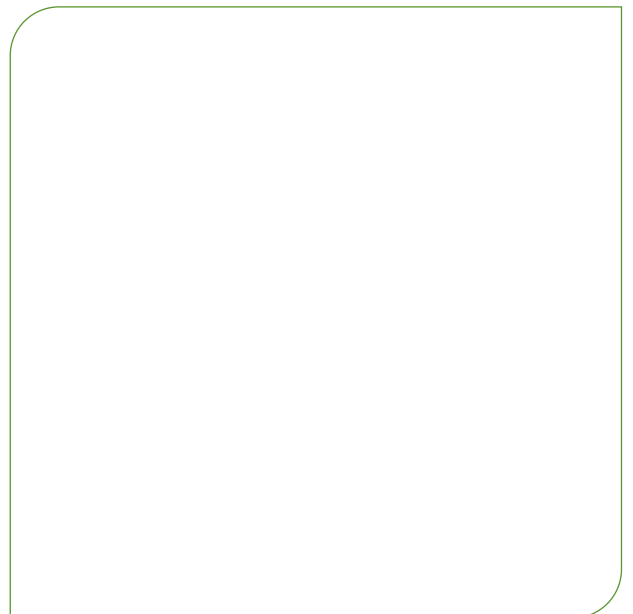
The Housing Allocation Scheme operates alongside a number of other policy documents related specifically to the provision and management of housing, and the prevention of homelessness in the borough. These are:

- Housing Strategy, which sets out overall objectives for the department
- Tenancy Strategy, which sets out the range of tenancies offered by the council, and the circumstances under which these will be offered
- Homelessness Strategy, which seeks to prevent the risk of homelessness in the borough

2. Objectives

The objectives of Slough's Housing Allocation Scheme are to:

1. Provide housing to those in greatest need, preventing the risk of homelessness
2. Reward responsible behaviour
3. Encourage mixed, strong and sustainable communities
4. Promote choice and control for tenants
5. Make the most effective use of the limited social housing stock in the borough
6. Make social housing a tenure of choice for households who;
 - 6.1. make a community contribution
 - 6.2. take greater personal responsibility for their actions and behaviour
 - 6.3. can demonstrate their ability to manage their affairs, including a tenancy



3. Housing context in Slough

3.1 Local authority housing

Slough Borough Council has a stock of around 6,500 council properties, with a further 1,000 leasehold properties sold through the Right to Buy process. There are just under 4,000 properties owned or managed by Registered Providers, which the council can nominate to. The council cannot allocate to leasehold properties, and therefore the operational number of properties which can be allocated to applicants on the register is around 10,000.

The council allocates to this stock of properties from the Housing Register, governed by the criteria set out in this Housing Allocation Scheme.

As of 3rd September 2012, there were 7,313 households on the housing register. The economic situation is resulting in an increasing number of applications to the Housing Register. The council has limited ability to deliver new council properties due to the small number of available building plots in the borough, though does seek to provide housing where possible. The council has worked to deliver additional homes on former garage sites through partnerships with Private Registered Providers (formerly known as RSL's). This has successfully delivered over one hundred homes but has had limited impact within the context of the growing demand. The council has therefore taken steps to ensure that the scarce resource of social housing is allocated to those with greatest need.

The Tenancy Strategy adopted by the council in April 2013, for example, includes measures to match applicants with the most suitable properties, and reassessing this periodically to ensure the property continues to meet their needs. Housing management and benefits team figures indicate that around 750 social properties (including council and Registered Provider properties) are under-occupied by the housing benefit criteria.

This represents roughly 7% of the entire affordable stock. Making better use of existing stock can therefore help to alleviate pressure created by growing demand.

3.2 Changes to admission to the housing register

The Localism Act 2011 has given local housing authorities the option to determine who does, and does not qualify for an allocation of housing. This will enable the provision of housing to those in most need. By only including those on the waiting list who are eligible, applicants will have more realistic expectations of the likelihood of them securing social accommodation within a reasonable timeframe.

The changes also enable local housing authorities more freedom to support those applying for a housing transfer, by giving greater flexibility. This will support the council's objectives of making the best use of the scarce resource of social housing.

3.3 Lettings plan

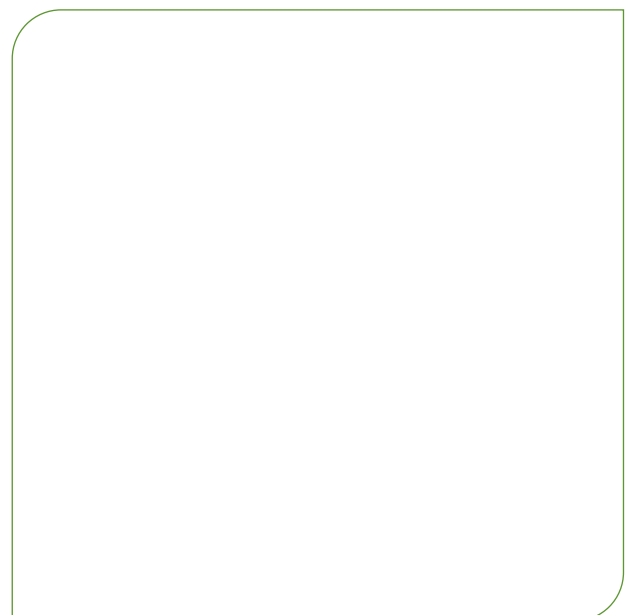
The council currently allocates to around four hundred properties each year across council and Registered Provider stock. Currently, the larger the property, the longer the wait. Each year the council creates a Lettings Plan which sets out an estimation of the number of properties of each size to be allocated to each band.

3.4 Private housing market

The average residential property price in Slough is £204,381. This is lower than both the South East average of £260,030 and also lower than the national average of £226, 887 (see detailed table below). Despite this, a Slough family, wishing to buy a terraced or semi-detached home would have to find around £43,000 for the deposit and have a household income of over £49,000 per annum assuming they can get an 80% mortgage from a lender prepared to lend at 3½ times their annual income.

Slough residential property sales figures based on period January - March 2012 (land registry)				
Type	Detached	Flat	Semi	Terraced
Price	£334,111	£137,227	£244,080	£198,563
No sold in period	25	75	61	108
Change in last year	-1.3%	2.3%	3.2%	1.1%
Change in last quarter	-7.6%	3.4%	0.3%	0.4%

Over the past four years, nationally home ownership has peaked and the percentage of owner occupiers has started to fall. Nationally, new social housing development has all but stopped since 2008 and in 2011 was still at the lowest level for 60 years. Slough has lower rates of owner occupation than regional or national averages, reflecting its relative deprivation. Slough does have a significantly larger privately rented sector than national or regional averages. Nationally this sector is growing, with both professional and amateur landlords looking to expand their role. The private rented sector is soon expected to become larger than the social rented sector.



4. Welfare reforms

At the same time as changes to tenancy types brought about by the Localism Act, there are a number of changes to the welfare system which have the potential to affect tenants and householders in Slough. These include both reductions in the total amount of benefit paid and changes to eligibility based on personal circumstances, as well as changes to housing benefit specifically for those in the social sector.

A cap on total benefits paid will be introduced from 1st April 2013 covering combined income from the main out of work benefits, housing benefit, child benefit and child tax credit. The cap will be £500 per week for couples and lone parents, and £350 per week for single adults. Households in receipt of certain benefits will be exempted from the cap.

Social sector under occupancy rules will be introduced which will reduce housing benefit paid to a household by 14% of eligible rent if under occupancy is by one bedroom and 25% reduction for under occupancy of two bedrooms or more. A new set of criteria have been established to identify which members of a household are entitled to a bedroom.

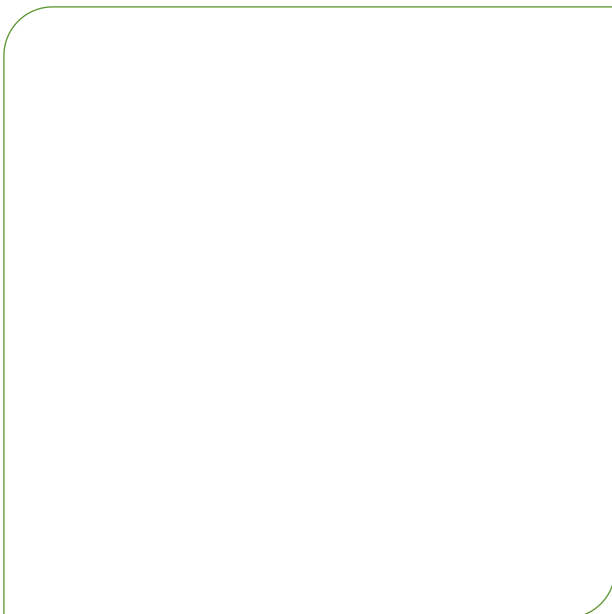
In January 2013 households where one member earns £50,000 or more per year lost automatic entitlement to child benefit.

There will also be changes to council tax benefit, which will now be called council tax support. From April 2013 local authorities will have to set their own criteria for council tax support, and the total budget allowed under the previous system will be reduced by 10%, requiring local authorities to make savings through changes to eligibility.

Local Housing Allowance rates are also changing; being frozen for a year from April 2012 and in future will be re-calculated on an annual, rather than monthly basis. In addition the definition of a young individual has been changed to mean anyone under 35, and said single young individuals will only be eligible for the shared rate of LHA regardless of the accommodation they occupy.

Changes linked to the Universal Credit mean that a range of benefit payments will be combined into one single monthly payment (rather than weekly) and will be paid to the claimant. This will pose a significant risk to landlords who previously received housing benefit directly, and will now need to collect rent. A move to monthly payments in arrears will also represent a significant departure from what many tenants are used to.

In light of these changes the council has a duty to ensure that tenancies granted are financially sustainable for the tenant in the long term, and that the council does not place tenants in properties which would cause them to be out of pocket due to the welfare reforms.



5. Housing options

Regardless of whether an individual or household qualifies to join the Housing Register, the council will provide housing options advice and support.

6. The housing register

This section includes information on the operation of the Housing Register.

- 6.1 Slough Borough Council will operate a managed Housing Register and will accept those:
 - 6.1.1 who meet **eligibility** criteria *and*
 - 6.1.2 who **qualify** by meeting the **reasonable preference** criteria, *and*
 - 6.1.3 do not fall into an **ineligible category**.
- 6.2 Applicants who meet these criteria and are accepted onto the Housing Register will be placed into one of three bands. The band they will be placed in will be determined by their circumstances. **Additional priority** will be awarded to applicants who meet the criteria set out within this scheme.
- 6.3 Within bands, housing will be allocated based upon the length of time an applicant has been on the register. The **Lettings Plan** sets out the allocation of properties each year across the bands.

7. Size, location and tenure of property

- 7.1 When making an application to join the Housing Register, applicants will be making an application to be housed:
 - 7.1.1 Somewhere within the borough of Slough. Applicants are able to express **one** preference area to be housed in.
 - 7.1.2 Households who **do not express a preference area will be afforded a greater priority for housing**.
 - 7.1.3 In any tenure or tenancy type which meets their needs, whether council managed accommodation or Registered Provider.
 - 7.1.4 In any size and type of property which meets the needs of the household, as determined by the size of the qualifying family, and any medical or other circumstances as appropriate.
- 7.2 When placing households onto the Housing Register, members of the household who do not meet the eligibility criteria will not be considered for the purposes of allocating a property. Due to the high demand for large properties, the council may not include certain members of the household such as non-dependent adult children, other adult relatives, non-relatives or lodgers, and in the case of large households the council may discuss how best to accommodate them.

8. Eligibility

- 8.1 Eligibility to join the Housing Register is as set out in the Housing Act 1996 Part VI 160ZA (as amended). Applicants covered by the below criteria will not be registered.
- 8.2 (160ZA, Allocation only to eligible and qualifying persons: England)
- (1) A local housing authority in England shall not allocate housing accommodation:
 - a. to a person from abroad who is ineligible for an allocation of housing accommodation by virtue of subsection (2) or (4), or
 - b. to two or more persons jointly if any of them is a person mentioned in paragraph (a).
 - (2) A person subject to immigration control within the meaning of the Asylum and Immigration Act 1996 is ineligible for an allocation of housing accommodation by a local housing authority in England unless he is of a class prescribed by regulations made by the Secretary of State.
 - (3) No person who is excluded from entitlement to housing benefit by section 115 of the Immigration and Asylum Act 1999 (exclusion from benefits) shall be included in any class prescribed under subsection (2).
- 8.3 Persons who meet the above criteria will not be considered as part of an application made by a qualifying applicant.

9. Qualification: reasonable preference

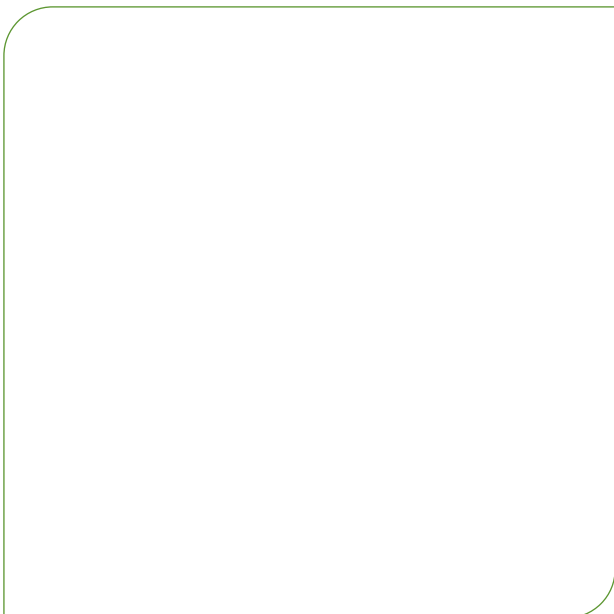
- 9.1 Applicants must meet at least one of the Reasonable Preference criteria to be registered.
- 9.2 Reasonable preference will be given to those in **high housing need**, including: (Housing Act 1996, 166A (3))
- (a) people who are homeless (within the meaning of Part 7);
 - (b) people who are owed a duty by any local housing authority under section 190(2), 193(2) or 195(2) (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any such authority under section 192(3);
 - (c) people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions;
 - (d) people who need to move on medical or welfare grounds (including any grounds relating to a disability); and
 - (e) people who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others).

10. Qualification: ineligibility to join the housing register

- 10.1 Applicants who meet any one of the following criteria will not be registered.
- 10.2 Those who have been convicted of housing or welfare benefits related fraud where that conviction is unspent under the Rehabilitation Offenders Act 1974. Any person caught by this may re-apply once this conviction is spent
- 10.3 People who have a joint gross household income exceeding £42,000 (for 1 or 2 bed accommodation) (See Annexe ** for other thresholds)
- 10.4 Households that have over £20,000 in savings, investments or equity
- 10.5 Households only overcrowded by 1 bedroom, and this is their only housing need
- 10.6 Applicants who have been guilty of unacceptable behaviour which makes them unsuitable to be a tenant. This includes but is not limited to:
- 10.6.1 persistent failure to pay rent and/or service charges;
- 10.6.2 anti social behaviour perpetrated by the applicant or a member of his or her household which has caused a nuisance;
- 10.6.3 illegal or immoral behaviour;
- 10.6.4 threats of and/or actual violence;
- 10.6.5 racial harassment;
- 10.6.6 obtaining a tenancy by deception and/or an attempt at tenancy fraud.
- 10.7 Households who have been made one suitable offer by Slough Borough Council of a secure or assured tenancy anywhere within the borough of Slough, which has been refused by the household.
- 10.8 Households that have any housing related debt, including rent arrears, mortgage arrears in their current property or previous accommodation. This may be waived if agreement has been reached to clear the debt through a payment plan and this has been adhered to for a reasonable period.
- 10.9 Transfer tenants (from social housing) who have failed to maintain their homes, have caused damage to their home or have breached the terms of their tenancy. In the case of private accommodation, references may be sought from previous landlords to assess a tenant's record.
- 10.10 Households who have lived in Slough for less than five years (this does not apply to Armed Forces applicants. For households placed out of borough by SBC, time spent out of borough will contribute to residency).
- 10.11 Households who reside in Slough, but have been placed in
- 10.11.1 statutory temporary accommodation,
- 10.11.2 residential accommodation (including Assured Short Term, Secure or Assured tenancies),
- 10.11.3 other temporary accommodation, institutional accommodation by any other local authority, housing provider, health service or specialist provider.
- 10.11.4 who have refused an offer of an Assured Short hold Tenancy through the Council's Social Lettings Agency or Rent Deposit Scheme
- 10.12 Any applicant who has committed acts of violence and/or aggression against employees, including continual vexatious complaints will not be tolerated by the council. Any person using threats (verbal or other) or actual violence towards council staff will be removed from the register or will not be allowed to join the register. Households who have previously purchased their home through Right to Buy will also not be allowed to join the Register

11. Discretion

- 11.1 The Head of Place Shaping or Assistant Director Housing and Environment may exercise discretion on Additional Priority grounds in exceptional circumstances. The decision of the Assistant Director of Housing and Environment will be final.
- 11.2 The councils Housing Needs Panel will then consider exceptional cases. Examples of exceptional cases include, but are not limited to:
 - 11.2.1 Threat to life in the area in which they are residing
 - 11.2.2 Emergency cases whose homes are damaged by fire, flood or other disaster may be provided with other accommodation if it is not possible to repair the existing home, or if any work to repair is to take such a long period of time that there will be serious disruption to family life.
 - 11.2.3 Households who, on police advice, must be moved immediately due to serious threats to one or more members of the household, or who's continuing occupation would pose a threat to the community.
 - 11.2.4 Cases nominated under the Police Witness Protection Scheme or other similar schemes that the council has agreed to be part of.
 - 11.2.5 An applicant who has an exceptional need that is not covered in the Allocations Scheme. For example, where child or public protection issues require re-housing or for severe domestic abuse where all other options to remain in the home have been considered.
- 11.3 If a discretionary offer is made it will be as set out in the conditions of the Tenancy Strategy



12. Additional preference

- 12.1 Additional Preference will be given to applicants who meet one of the following criteria.
- 12.2 Households making a community contribution, showing accountability and responsibility
- 12.3 Secure or assured tenants who have:
- 12.3.1 Lived at the tenancy for at least three years
 - 12.3.2 No housing related debt
 - 12.3.3 A good tenancy record
- 12.4 Those leaving care (children)
- 12.5 Those requiring move on accommodation from Young People's Accommodation
- 12.6 Households who have been approved by Slough Borough Council to foster or adopt and have an existing track record of adopting for not less than 2 years
- 12.7 Armed forces who fall within the criteria of the Allocation of Housing (Qualification Criteria for Armed Forces) (England) Regulations 2012, and in line with SBC Armed Forces Covenant. This is applicable to a person who:
- 12.7.1 is serving in the regular forces or who has served in the regular forces within five years of the date of their application for an allocation of housing under Part 6 of the 1996 Act;
 - 12.7.2 has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner where:
 - 12.7.2.1 the spouse or civil partner has served in the regular forces; and
 - 12.7.2.2 their death was attributable (wholly or partly) to that service; or
 - 12.7.3 is serving or has served in the reserve forces and who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to that service.
 - 12.7.4 The Head of Place Shaping and Assistant Director Housing and Environment can exercise discretion in giving Additional Preference to Armed Forces applicants, in the spirit of SBC's Armed Forces Covenant.
- 12.8 Those subject to a Local Lettings Plan
- 12.9 Households who wish to join the register to access to homebuy or housing products of a similar nature
- 12.10 Households who have actively and positively engaged with the Council's Family First programme and have shown real progression within the programme.

13. Banding

Band A	Urgent requirement to move due to Reasonable Preference AND Additional Preference
Band B	Requirement to move due to Reasonable Preference AND Community Contribution, with no area preference
Band C	Requirement to move due to Reasonable Preference AND Community Contribution, with area preference
Band D	Some requirement to move and Reasonable Preference, but no Community Contribution or reduced priority (See Appendix A)

The council will only register those households that are eligible and have a reasonable preference. However in some circumstances, even if Reasonable Preference criteria are met, the council may not accept a Housing Register application.

14. Sheltered and extra care housing

- 14.1 Sheltered accommodation is designed to provide a supportive environment to vulnerable older people.
- 14.2 To be eligible for sheltered accommodation applicants must fulfil the following criteria:
 - 14.2.1 Fulfil the eligibility and qualification criteria of this policy
 - 14.2.2 Be a minimum age of 55 years old
 - 14.2.3 Have a defined housing need
 - 14.2.4 Have a defined care need

15. Extra care accommodation

To qualify applicants must meet the eligibility and qualification criteria of this policy. In addition they need to have been assessed by Slough Borough Council's Adult Social Care team and as a result of this have in place a care package to meet their assessed needs.

16. Tenancy matters

- 16.1 All transfers including beneficial transfers, flexible tenancies, Money to Move tenants incentive schemes, overcrowding issues, successions and assignments are outlined in the council's Tenancy Strategy.
- 16.2 Households who are existing Council tenants can use mutual exchange to maximise their chances of moving to another home. The council uses Home Swapper to facilitate mutual exchanges, but retains the final authorisation to enable tenants to move. Tenants will be expected to use the scheme and any other initiatives set out to assist mobility and exchange.
- 16.3 Except for those subject to a Local Lettings Policy, applicants who wish to join the register to progress any of the above will be subject to the eligibility and reasonable and additional priority criteria set out in this scheme.

17. Local lettings plans

- 17.1 New affordable and social housing developments, (both RSL and Council or through an agreed partnering arrangement) and some existing estates or communities, may be subject to a local lettings policy. A local lettings policy will set criteria for nominations or allocations (including transfers, beneficial transfers and moves due to best use of stock) to homes in the relevant area, aimed at achieving or maintaining balanced and sustainable communities, or to address or prevent management problems and/or antisocial behaviour.
- 17.2 For new affordable and social housing developments, local lettings policies will dictate that allocations will be made predominantly to existing tenants seeking transfers who have demonstrated the ability to maintain a satisfactory tenancy in both financial and conduct terms.
- 17.3 Priority will also be given in a local lettings policy to households opting to downsize through the Money to Move tenants Incentive scheme.
- 17.4 Section 166A(6) of the Housing Act 1996 enables local housing authorities to allocate a particular accommodation to people of particular description whether or not they fall into the reasonable preference category. This section enables the council to set aside homes on a particular estate, or certain types of properties across the housing stock, for applicants who meet specific criteria as set out in a Local Lettings Plan.

18. Allocating properties

- 18.1 Properties will be allocated to the applicant who has waited longest in the relevant band, unless there are exceptional circumstances.
- 18.2 Occasionally when a property becomes available which is particularly suitable for an individual applicant who has specific needs, it may be allocated to them even if they are not at the top of the Housing Register. This is to support the objective of effectively matching available housing stock to suitable applicants and making best use of the council's housing stock, especially adapted properties. In these circumstances the Head of Place Shaping or the Assistant Director, Housing and Environmental Services will need to agree that the applicant may be allocated the property ahead of applicants who have waited longer.
- 18.3 The council will produce an Annual Lettings Plan to show the allocations of properties by bedroom size and area.

19. Suitability of housing offers

Those accepted onto the Housing Register will be given one offer of suitable accommodation when they reach the top of their band on the register. Properties will be allocated which are suitable in size, type and location based upon the size of the qualifying household, and any medical or other requirements as defined in **Appendix A**.

20. Operation of this scheme

- 20.1 Applications to join the Housing Register will be processed by Housing Allocations staff, with input from Housing Management staff to support the creation of sustainable neighbourhoods.
- 20.2 Housing Allocations and Management staff will decide which Band applicants are to be placed in.
- 20.3 Reviews of decisions will be carried out by a member of staff who was not involved in the initial decision.
- 20.4 Discretion in exceptional circumstances can be exercised by the Head of Place Shaping, or the Assistant Director Housing and Environment, whose decision will be final.

21. Provision of information regarding applications

- 21.1 Following receipt and processing of an application, applicants will be informed in writing if they have met the Eligibility and Reasonable Preference criteria, and if any Additional Preference has been awarded to their application in determining which Band their application has been placed into.
- 21.2 If requested by applicants, the council will provide such information as above; information relating to decisions taken based upon the facts of the case which determine whether or not to allocate housing, and as far as is possible the predicted wait time until accommodation is likely to become available. The time period an applicant on the Housing Register is difficult to predict due to the unpredictable availability of suitable properties and varying volume of applications.

22. Requesting a review

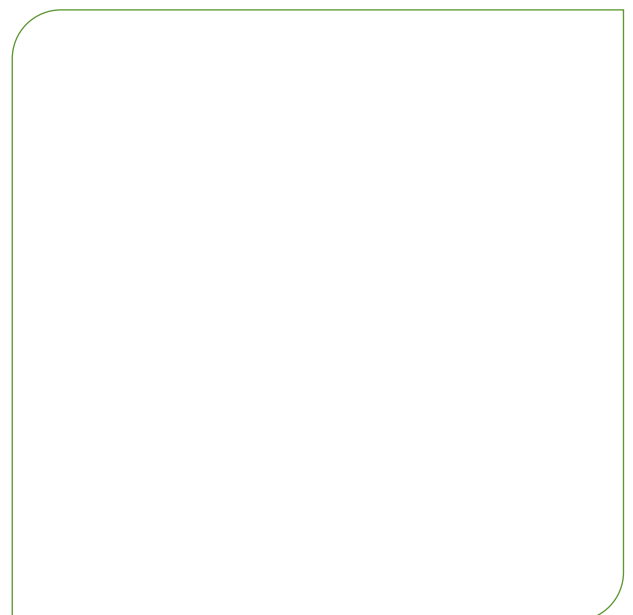
- 22.1 An applicant may request a review of the decision:
 - 22.1.1 whether or not to allocate housing accommodation
 - 22.1.2 that they are ineligible for an allocation due to them being subject to immigration control (160ZA (2))
 - 22.1.3 that they are not a qualifying person
- 22.2 The applicant shall be notified in writing of the decision of the review, and the grounds for that decision.
- 22.3 An applicant found not be qualifying may make a fresh application if they feel that they should be treated as a qualifying applicant. The application must have merit.

23. Fraud prevention

- 23.1 Section 171 makes it an offence for anyone seeking assistance from a housing authority under Part 6 of the 1996 Act to:
 - 23.1.1 Knowingly or recklessly give false information, or
 - 23.1.2 Knowingly withhold information which the housing authority has reasonably required the applicant to give
- 23.2 Ground 5 in Schedule 2 of the Housing Act 1985 (as amended by s 146 of the 1996 Act) enables a housing authority to seek possession of a tenancy granted as a result of a false statement by the tenants or a person acting as the tenant's instigation.
- 23.3 It is important for Slough Borough Council to protect scarce housing resources and any applicant seeking to obtain housing by making a false or misleading statement or failing to inform the Council of a material fact relevant to the outcome of their application, or a change in circumstances, will have their application immediately cancelled. The Council will not hesitate to prosecute any household who has either been allocated a home or applied for a home by using false or fraudulent information.

24. Members of the council, staff members and their relations

In order to ensure that the council is seen to be treating all applicants fairly, any application for housing or re-housing from members of the council, employees of the council or associated persons must be disclosed. These applications will be assessed in the normal way but any allocation of housing will require specific approval by the director resources, housing and regeneration. Failure to disclose such matters will lead to the necessary disciplinary actions being taken as set out in the council's governance and policies.



Appendix A

The CLG Allocation of Accommodation: guidance for local housing authorities in England (June 2012) is a guide used by this council to allocating the appropriate size of housing for any household.

The council will allocate a separate bedroom to the following:

- Married or cohabiting couples
- Adult over the age of 18
- Two children of different sexes aged 10 to 18
- Those who because of a recognised disability require full time overnight care from a recognised carer

The following table is a **guide only** to property size for successful housing clients.

Category	Size of household	Size of property
1	Single person	Studio/Bedsit
2	A couple without children	1 Bedroom
3	Two adults of the same sex and generation for example, flat sharers, or two siblings	2 Bedrooms
4	A couple expecting a child or with a child, including an adult son or daughter	2 Bedrooms
5	A couple with two children of the same sex	2 Bedrooms
6	Two adults of opposite sex who do not live as a couple, for example, brother and sister	2 Bedrooms
7	A couple with two children of opposite sex and both under ten	2 Bedrooms
8	A couple with two children of opposite sex one of whom is over ten	3 Bedrooms
9	A couple with three children	3 Bedrooms
10	A couple with four children (all of the same sex or two of each sex)	3 Bedrooms
11	A couple with four children (three of one sex and one of the opposite sex)	4 Bedrooms
12	A couple with more than four children **	4 Bedrooms

Appendix 2

Community contribution

Slough Council believes that people who make a community contribution should have greater priority for accommodation allocated by the Council than those who do not. An increased priority will be given to those households who make a community contribution. All applicants must be eligible, meet the qualifying criteria and reasonable preference criteria too. The following will qualify for Community Contribution.

1. Working households

Households where at least one adult household member is in employment. For the purposes of this Allocations Policy employment is described as having a permanent contract, working as a temporary member of staff or being self-employed. Applicants will only qualify if the worker has been employed for the last 12 months. Verification will be sought at point of application as well as point of offer under the same terms. Applicants must provide payslips, a P60, bank statements, company accounts and returns to HRMC or a verifying letter on employers headed paper in order to qualify.

2. Recognised training and education

This may be achieved by attending higher or further education or by accessing a longer vocational course of study or engaging in a programme of work-related training courses. In all cases the course of study must lead to achieving accredited qualifications and/or certification by a registered awarding body. Study or training may be undertaken at a range of recognised institutions and organisations such as: Further Education College; registered Private Training Provider; registered Voluntary Sector Organisation or University.

A person must have been studying or training against the eligible criteria and definition outlined, for a continuous period of at least 6 months up to the point of application and the same at point of offer. Training must be in addition to, or supplementary to any mandatory training required and may be undertaken in conjunction with volunteering (as long as the volunteering

contributes to the Council's Priorities) to gain further knowledge and experience. Training must be a minimum of 10 hours a month.

Further/higher education candidates must supply evidence of:

- letter from college or university confirming participation in course of study for period of 6 months

For vocational training award the following evidence must be provided:

- an agreed employment action plan developed through a recognised employer/recognised training provider/college plus verification of steps taken towards achievement of action plan targets
- certificate or letter from a registered awarding body for the course or by a recognised training provider as evidence of gaining a recognised vocational qualification or successfully completing accredited work-related training (over a continuous period of at least 6 months)

3. Volunteering

Volunteers must have been volunteering for a continuous period of at least 12 months up to the point of application and the same at point of offer. Volunteering must be for a not-for profit organisation that is recognised by the Council, or a charity that is registered with the Charity Commission or is funded by the Council or another local authority or registered social provider. It is essential the volunteering directly contributes to the well being of **all Slough residents and contributes to the council's priorities** (Safer Communities, Regeneration and Environment, Housing, Health and Wellbeing)

The following evidence will be required to qualify for this contribution. A letter on the relevant organisations headed paper from the manager/chair/registered trustee responsible for volunteers confirming the applicant's involvement in a minimum of 20 hours per month of voluntary work for at least 12 months. This person must not be related to the applicant in any way or have any incidental relationship.

This document can be made available on audio tape, braille or in large print, and is also available on the website where it can easily be viewed in large print.

Housing Allocation Scheme 2013-2018

If you would like assistance with the translation of the information in this document, please ask an English speaking person to request this by calling 01753 xxxxxx.

यदि आप इस दस्तावेज में दी गई जानकारी के अनुवाद किए जाने की सहायता चाहते हैं तो कृपया किसी अंग्रेजी भाषी व्यक्ति से यह अनुरोध करने के लिए 01753 XXXXXX पर बात करके कहें.

ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਦਾ ਅਨੁਵਾਦ ਕਰਨ ਲਈ ਸਹਾਇਤਾ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਵਾਲੇ ਵਿਅਕਤੀ ਨੂੰ 01753 XXXXXX ਉੱਤੇ ਕਾਲ ਕਰਕੇ ਇਸ ਬਾਰੇ ਬੇਨਤੀ ਕਰਨ ਲਈ ਕਹੋ।

Aby uzyskać pomoc odnośnie tłumaczenia instrukcji zawartych w niniejszym dokumencie, należy zwrócić się do osoby mówiącej po angielsku, aby zadzwoniła w tej sprawie pod numer 01753 xxxxxx.

Haddii aad doonayso caawinaad ah in lagu turjibaano warbixinta dukumeentigaan ku qoran, fadlan weydiiso in qof ku hadla Inriis uu ku Waco 01753 XXXXXX si uu kugu codsado.

اگر آپ کو اس دستاویز میں دی گئی معلومات کے ترجمے کے سلسلے میں مدد چاہئے تو، براہ کرم ایک انگریزی بولنے والے شخص سے 01753 xxxxxx پر کال کر کے اس کی درخواست کرنے کے لئے کہیں۔