

Committee: Housing Management and Almshouses Sub-Committee	Date: 24/09/2018
Subject: Lettings & Transfers Policy	Public
Report of: Director of Community & Children's Services	For Decision
Report author: Liam Gillespie, Head of Estates	

Summary

As part of the review of housing management policies taking place in 2018/19, a Lettings & Transfers Policy has been drafted to cover various aspects of the lettings process which were not covered in other policies.

The new policy covers viewings, tenancy sign-ups and transfers between City properties, among other issues.

Recommendation

Members are asked to:

- Approve the Lettings & Transfers Policy for use by the Housing Service

Main Report

Background

1. As Members are aware, a review of housing management policies and procedures is taking place in 2018/19. It was identified that, although practice and procedures are well established, there was no overarching policy in relation to many aspects of the letting of our rented homes, so the Lettings & Transfers Policy has been drafted to address this policy gap.

Current Position

2. The Allocations Scheme (currently the 2017 edition) sets out in detail how we will assess housing applications and how the allocations process is managed up to the point of an offer of housing being made. Until now, no stand-alone policy has been in place to govern what happens after the point an offer is made.
3. The Lettings & Transfers Policy has been drafted to address the viewings process, tenancy sign-ups and transfers between City properties by existing tenants.

4. The policy is intended to set out our general position in relation to the letting of general needs and sheltered properties. It also goes into some detail regarding certain aspects of the lettings process, including the tenancy sign-up meeting.
5. Members may wish to note that we are in the process of developing a 'Minimum Lettings Standard', which will describe what tenants can expect when they move in to one of our rented homes. This standard will be the subject of consultation with residents and it is anticipated that it will be finalised in early 2019.

Policy Management

6. This is a new policy. The subject areas contained in this policy are not contained in other policies at present. The new policy reflects established practice in this area of our work and no significant changes have been introduced.

Conclusion

7. A Lettings & Transfers Policy has been drafted as part of the programme of policy reviews taking place in 2018/19. The new policy is intended to complement the Allocations Scheme and covers important aspects of the letting of our social rented properties. This is a new policy which simply puts established principles on a more formal footing. No significant changes are introduced to current policy approaches.

Appendices

- Appendix 1 – Lettings & Transfers Policy
- Appendix 2 – Equalities Assessment
- Appendix 3 – Consultation comments and responses

Liam Gillespie
Head of Estates

T: 020 7332 3308

E: liam.gillespie@cityoflondon.gov.uk