

Committee:	Dated:
Housing Management and Almshouses Sub-Committee	16/01/2017
Subject: Tenancy Policy	Public
Report of: Director of Community and Children's Services	For Decision
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Summary

This report is presented to outline the purpose of the Tenancy Policy.

The Tenancy Policy has been developed, in line with current legislation, as a public-facing document to support the decisions made and enacted by the City's Estate Management teams in relation to our social housing tenancies.

The document includes our approach to undertaking key tenancy changes, such as creating joint tenancies, and managing succession and assignment. The policy also confirms our commitment to preventing fraud throughout these processes.

Recommendation

Members are asked to:

- Approve the Tenancy Policy for use by the Housing & Neighbourhoods department as part of our Estate Management practice.

Main Report

Background

1. There is a statutory obligation to have a Tenancy Strategy, which is already in place. This policy has been developed to sit alongside the Tenancy Strategy, providing more operational detail. It is good practice to have a policy to set a framework for the actions that may be taken by officers, this policy assists in demonstrating fairness and transparency of decision making.
2. Our work is supported by a full range of Estate Management Procedures. This policy is proposed to provide a public-facing document which provides residents with information regarding decisions which may affect them.

Current Position

3. The Tenancy Policy has been developed. Consultation has been carried out with residents and with staff across the Housing & Neighbourhoods department.
4. The policy reflects the impact of recent changes to law, incorporating the detail of the Housing and Planning Act 2016 that has been released to date. We recognise that future amendments may be necessary as further regulation is issued by the government.
5. In accordance with the Housing Act 1996, local authorities have the option of granting introductory tenancies. These tenancies enable action to be taken more rapidly should a tenant fail to meet the conditions of the tenancy for the first year. In 1996 and again in 2002, the Community Committee confirmed the adoption of Introductory Tenancies. This policy again sets out our intention to continue to use Introductory Tenancies.

Corporate & Strategic Implications

6. The formulation and use of a Tenancy Policy supports two priorities in the Department of Community & Children's Service Business Plan:
 - Priority 4 – Homes and communities – Developing strong neighbourhoods and ensuring people have a decent place to live.
 - Priority 5 – Efficiency and Effectiveness – delivering value for money and outstanding services.
7. The use of the Tenancy Policy is expected to offer clarity to residents and support officers in their decision making, which will reduce time spent discussing and explaining tenancy changes to residents.

Conclusion

8. In conclusion, this policy has been developed as a matter of good practice, to reflect the current legal position and to support officers in their work. This policy will also assist with the understanding and expectations of our residents in regards to the management of their tenancy.
9. A resident-facing leaflet will also be produced which highlights the key messages.

Appendices

Appendix 1 – The Tenancy Policy.

Appendix 2 – The Equality Analysis for this policy.

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