

Summary of the Allocations Policy

This summary of the Associations Allocation Policy and Procedures details how points are awarded to applicants. Any applicant wishing a copy of the full Allocations Policy is welcome to request a copy from the Association.

If you wish a copy of this Summary in another language or wish an interpreter to discuss our policy please contact the Association.

Aims and Objectives of the Association

Southside Housing Association operates in a wide geographical area in the Southside of Glasgow and currently provides homes for rent and shared ownership in Pollokshields, Shawlands, Strathbungo, Ibrox, Kinning Park, Hutchesontown, Mount Florida, Queens Park, Pollokshaws and Cardonald.

The primary aim of the Association is to meet all forms of Housing Need, but this is reliant on the number and types of houses the Association has at any one time, either built or planned.

In accordance with the Associations Letting Plan, the allocation of new and vacated properties are allocated as follows:

The Association is committed to assisting the Glasgow City Council rehouse homeless persons, as defined in the Housing (Scotland) Act 1987 and the Housing (Scotland) Act 2001. The Association participates in the joint protocol in which we agreed to rehouse 25% of allocations to Section 5 Referrals. A maximum of six is allocated to referrals from agencies, which provides support to special needs clients and Saffron clients, and 20% to Internal Applicants. The remaining number of properties is allocated to those on the general waiting list.

The Association is committed to equal opportunities and will abide by the Race Relations Act (amended) 2000, and seek to implement the provisions of the Race Relations Code of Practice in rented Housing as far as practicable, as well as the Sex Discriminations Act 1975 and amended Act 1986, the Disability Discrimination Act 1995 and the Human Rights Act 1998.

Fuller details on Southside Housing Associations commitment to Equal Opportunities can be found in our Equal Opportunities Policy.

Access to the Housing Lists and Right to Appeal

There is a continuous opportunity for those in housing need to apply and be assessed for housing.

Applicants must be at least 16 years of age, with the exception of Sheltered Housing Applicants (60 and over) and Herriet Court (50 and over).

Applicants will also be put on one housing list only (apart from applicants for Herriet Court who can go on the Herriet Court List and one other) to decide on which list a household should be put on, the following criteria is used, which is also related to how overcrowding and under occupation points are assessed:

- 1 bedroom for the applicant and spouse / partner if applicable
- 1 bedroom for single children under 14 years of age
- 1 bedroom for each two children of the same gender under 14 years of age
- 1 bedroom for each other person aged 16 years of age or over
- 1 bedroom for each two children of mixed sexes under 10 years of age
- 1 bedroom for each child of mixed sexes over 10 years of age

Applicants of the housing list may be suspended by the Association. For the avoidance of doubt the Association reserves the right in all cases to suspend applicants from the Housing List for a specific period. In exercising their discretion in this respect they will always act reasonably as far as possible within its adopted policies in order to create a balanced community where social problems may be eased through sensitive management. Full details on Suspension from the list can be found in the Associations full Allocation Policy which is available on request.

Applicants can appeal any decision on their points or suspension from the list by contacting the Neighbourhood Manager, with the opportunity to make a final appeal to the Management Committee whose decision will be final.

The Points System

For the general needs list, in order to ensure that every applicant is treated fairly, the Association uses a points system to allocate its houses.

Apart from tenants in the Association's Housing Action Areas and Transfer Tenants, the following Housing Needs factors and points will be used:

Homelessness: 100 Points

Defined as –

- On the streets
- Living in hostels and supported accommodation
- Living in temporary accommodation provided by a Local Authority under the Homeless Persons Act
- Living in a caravan or similar accommodation; leaving long term hospital care; Ex-Offender's due to leave prison; Asylum seekers and refugees
- Applicants threatened with homelessness; Living in accommodation tied to their employment
- Living in HM Forces accommodation

If 100 points are awarded under this category then no others points will apply from any other part of the points system apart from medical points for mobility problems based on their current property in which case the applicant will only be considered for ground or 1st floor dependant on the category for medical points.

Lacking Security: 45 Points

Defined as –

- Living care of friends or relatives
- Living in accommodation tied to their employment
- Sharing accommodation with a resident landlord
- Tenants served with a Notice to Quit their present tenancy
- Short Assured Tenants; Owner Occupier obliged to sell, but without the financial reserves to buy

Lack of Amenities:

No Kitchen	15 Points
No bath or shower	10 Points
No inside WC	20 Points
No hot water	5 Points

Sharing Amenities:

Sharing a Kitchen	8 Points
Sharing a Bathroom	8 Points

Awarded to a single person staying with relatives (not their parents); single parent staying with family; family living with parents or relatives; couple living in the same house who wish to separate.

Poor Condition of Property:

Dampness	15 Points
Disrepair	15 Points
Infestation by insects and rodents	10 Points

If points are awarded under the above, they will be checked prior to any offer, and if the problems have been remedied may be deducted from the total points. Claims of infestation must be backed up.

Medical Factors:

Where an applicant or a member of the proposed household requires alternative accommodation on the grounds of a physical disability that affects long term mobility, the following points will be awarded:

If present accommodation is above first floor	30 Points
If present accommodation is on the first floor but the applicant requires ground floor only	30 Points
If present accommodation is on the ground or first floor	15 Points
Homeless applicants with long term mobility problem	15 Points
Applicant or member of household requires the use of a wheelchair	50 Points

Applicants awarded medical points under the above, will only be offered ground or first floor accommodation, or Sheltered accommodation or a development where a lift has been installed.

Where the applicant or a member of their household is living in property, which is in poor condition or is overcrowded, **10 Points** will be awarded if they suffer a medical condition exacerbated by their living conditions e.g. asthma. Medical points will not be awarded for both sections.

Points will only be awarded for medical factors on provision to the Association of a completed medical self-assessment form or a letter from a doctor, social worker or other relevant profession which clearly states the problem. The Association may also contact the applicants directly for further details if required.

Social / Cultural Factors

20 Points

Awarded to applicants who need the support of, or have to support, a relative living in one of the Association's areas of activity on provision of supporting confirmation of the facts from an appropriate person e.g. doctor or social worker

OR

Applicants who require to move into our area where there are no suitable cultural / religious facilities leading to isolation in their current area.

Only applicants living out with the Associations' areas of operation will be able to claim Social / Cultural points.

Non Severe Racial or Gender Harassment

20 Points

Awarded where an applicant is suffering minor harassment due to their race, gender or sexuality at their present accommodation.

Severe Racial or Gender Harassment / Domestic Abuse / Severe Harassment 110 Points

Awarded to applicants suffering racial, gender or severe harassment or are victims of domestic abuse to the extent their lives or the lives of their families are in danger if they remain in their current accommodation.

Where the 110 points are awarded for the above, evidence of the severity of the harassment should be provided from an appropriate agency e.g. the Police, Woman's Aid, Commission for Racial Equality, or other relevant Ethnic Minority organisations, although if this proves problematic, it can be dispensed with at the discretion of the Housing Manager. If 110 points are awarded under these categories, no other points will apply from any other part of the points system, apart from medical points for mobility problems based on their current property in which case the applicant will only be considered for ground or 1st floor properties dependant on the category for medical points.

In addition to the points system detailed in this summary, there may be special cases where the points system does not cover an applicant's particular circumstance. In this case, the application may be brought as a special case to the Management Committee to decide on appropriate action out with the points system.

Other Relevant Information

Confidentiality

The Association respects the confidential nature of information given by applicants and their representatives, and will not discuss applications with anyone other than the applicant (or a representative supporting an application) unless instructed in writing to do so.

The Association is also registered on the Data Protection register, and will respond under the terms of the Data Protection Act 1998 to any request made in writing from an applicant to see information stored on our computer systems on them. In addition applicants have the right to see any personal files held on them at no charge in compliance with the Access to Personal Files Act 1987.

Granting of Tenancies to Employees and Committee Members

The Association may grant tenancies to Employees, Committee Members, former Employees, former Committee Members and close relatives of the aforementioned, but only under strict criteria laid down by Communities Scotland to Schedule 7 of the Housing (Scotland) Act 2001.

Complaints

If an applicant feels that the Association has not dealt correctly with their application under our published Allocations Policy, they have the right to use the Associations published Complaints Policy. This is separate from the right to appeal regarding decisions on points or interpretation of our Policy, highlighted earlier.

Information leaflets outlining the complaints procedure are available from any Southside Office.

Applicants should remember to advise the Association of any changes in their circumstances that would affect their application for housing – e.g. change of address, changes to the household such as new babies being born or relationship breakdown.

Translations and Related Media

The Association will make available copies of its full Allocations Policy on tape and in translation into other languages and media where appropriate. Summary information on the Allocations Policy and a range of other issues will be provided in other languages on request.

Review of Allocation Policy

The Associations Allocation Policy should not be seen as static, and is reviewed every 2 years. This may lead to changes in applicant's points or priorities, in which case, applicants will be advised of such changes.