

## Holbeck PFI area: Local lettings criteria definitions and verification

Preference group	Criteria	Verification	Definitions / equality issues
APPLIES TO MAJORITY OF LETTINGS	<b>Leeds City Council tenants with an excellent tenancy record:</b> no rent arrears, well-kept property and garden, no record of causing antisocial behaviour, no environmental issues	<ul style="list-style-type: none"> <li>Orchard checks</li> <li>Annual Tenancy Visit records</li> <li>Checks on Caseworks system</li> <li>Home visit / interview to be carried out</li> </ul>	<ul style="list-style-type: none"> <li>Some tenants may have minor or historic rent arrears, eg rent arrears. The council will consider whether the tenant has addressed their behaviour and take a proportionate response.</li> <li>The council will consider cases individually where damage to a property has been caused by someone other than the tenant, for example, where the tenant has experienced domestic violence</li> </ul>
APPLIES TO ALL LETTINGS People with a local connection to the area – this would including living or working in the area, or having close family living in the area	<b>Residence</b> in the area for 3 out of the last 5 years or 6 out of the last 12 months. (Not prison or hospital)	<ul style="list-style-type: none"> <li>Orchard records council tenancy.</li> <li>Leeds Homes Register – verified housing history</li> <li>Tenancy agreement</li> <li>Household bills</li> <li>Electoral register</li> <li>Council tax records</li> <li>Letter from NASS</li> </ul>	<ul style="list-style-type: none"> <li>Areas covered – Beeston and Holbeck, City and Hunslet Wards</li> <li>Flexibility on length of time for customers who have difficulty establishing length of residence in one area, eg Armed Forces etc</li> <li>If no connection to immediate Ward areas must have connection to Leeds.</li> </ul>
	Current <b>employment</b> or confirmed offer of employment. The employment can be part-time but not casual. Self-employment also counts and people on zero hours contracts	<ul style="list-style-type: none"> <li>Letter from employer</li> <li>Contract of employment</li> <li>Written offer of employment</li> <li>Wage slips</li> <li>Proof of self-employed status and details of where the customer works</li> </ul>	<ul style="list-style-type: none"> <li>Equality considerations for people not able to work, eg carers, disabled customers, retired people, people in training not employment-ready etc</li> </ul>
	Close <b>family associations</b> (parents,	<ul style="list-style-type: none"> <li>Proof of address of relative AND letter from relative</li> </ul>	<ul style="list-style-type: none"> <li>Wider relatives can be included if a close relationship can be established, also make</li> </ul>

	brothers, sisters or children) that have been living in the area for 12 months.	confirming relationship and supporting customer's application.	provision for recognised carers
	<b>Other special reason</b>	<ul style="list-style-type: none"> <li>Evidence of exceptional circumstances – case by case basis.</li> </ul>	<ul style="list-style-type: none"> <li>Equality considerations – the local connection criteria can be waived in exceptional circumstances, eg if it would be unsafe for a customer in urgent housing need to be rehoused in an area they do have a connection to.</li> </ul>
<p>APPLIES TO ALL LETTINGS</p> <p>Tenants and residents who have a good tenancy record or equivalent</p>	<p>Applies across all tenures; no rent arrears, well-kept property and garden, no record of causing antisocial behaviour, no environmental issues</p>	<ul style="list-style-type: none"> <li>Orchard checks</li> <li>Annual Tenancy Visit records</li> <li>Confirmation from Registered Provider or Private Landlord or other</li> <li>Checks on Caseworks system</li> <li>Home visit / interview to be carried out</li> </ul>	<ul style="list-style-type: none"> <li>May be difficult for some customers to obtain information eg experiencing domestic violence, children leaving home without formal tenancy record – consider alternatives</li> <li>Apply to ongoing not historical issues – need proportionate timescales and level of ASB etc</li> </ul>
<p>APPLIES TO A PROPORTION OF LETTINGS</p> <p>People in employment, key workers or people in training in the area</p>		<ul style="list-style-type: none"> <li>Employment (as above) or undertaking recognised accredited vocational training for keyworker profession</li> </ul>	<p><b>Key worker occupations</b></p> <ul style="list-style-type: none"> <li>NHS: All clinical staff employed by the NHS except doctors and dentists</li> <li>Education: Qualified teachers in LEA schools and sixth form colleges, lecturers in FE colleges, children's social workers and qualified nursery nurses in LEA nursery schools only</li> <li>Police: Police officers and community support officers</li> <li>Prison Service: Prison officers and related grades, operational support grades, nursing staff</li> <li>Probation Service: Probation officers, senior probation officers, probation service officers, trainee probation officers and other</li> </ul>

			<p>operational staff (except Assistant Chief Officers) who work directly with offenders</p> <ul style="list-style-type: none"> <li>Local Authority: Local authority employed clinical staff, adult social workers, occupational therapists, educational psychologists, speech and language therapists, rehabilitation officers for the visually impaired and qualified nursery nurses. Local authority planners employed by the Local Planning Authority delivering statutory planning services</li> <li>Connexions: Personal Advisors provided that they are employed by a local authority or a Connexions Partnership. Connexions Personal Advisors employed by private or voluntary sector organisations are not eligible</li> <li>Fire and Rescue: Fire Fighters Uniformed fire and rescue staff below principal level</li> </ul>
<p>APPLIES TO A PROPORTION OF LETTINGS People who are living in overcrowded conditions</p>	<p>Applies across all tenures</p>	<ul style="list-style-type: none"> <li>Information on Orchard housing application verified by home visit / desktop assessment of size of property and household composition in line with lettings procedures</li> </ul>	<ul style="list-style-type: none"> <li>Allow moves which will reduce overcrowding, eg if some household members move out</li> <li>Consider exclusions for avoidable overcrowding which is in breach of tenancy agreement, ie allowing other adults to move in (not overcrowding caused by natural growth of family)</li> <li>Consider applications from other customers in urgent housing need, eg homeless customers etc</li> </ul>
<p>APPLIES TO A PROPORTION OF LETTINGS Families with dependent children who are living in high rise /multi story flats</p>	<p>Within ward areas</p>	<ul style="list-style-type: none"> <li>Information on Orchard housing application / ATV information verified by home visit / desktop assessment of property type and household composition in line with lettings procedures</li> </ul>	

<p>APPLIES TO A PROPORTION OF LETTINGS Disabled people who need adapted properties to meet their needs</p>		<ul style="list-style-type: none"> <li>Information on Orchard housing application / ATV information verified by housing need assessment</li> </ul>	<ul style="list-style-type: none"> <li>Include scope to allow potential properties to be matched and offered through direct offer</li> </ul>
<p>APPLIES TO A PROPORTION OF LETTINGS Members and former members of HM Armed Forces</p>	<p>People currently serving or have served in the <b>regular forces</b> (Royal Navy, the Royal Marines, the regular army or the Royal Air Force) People who are currently serving or have served in the <b>reserve forces</b> (the Royal Fleet Reserve, the Royal Naval Reserve, the Royal Marines Reserve, the Army Reserve, the Territorial Army, the Royal Air Force Reserve or the Royal Auxiliary Air Force)</p>	<ul style="list-style-type: none"> <li>Documentation from MoD showing service, or Certificate of Cessation of Entitlement to Occupy a Service Quarter and of Impending Homelessness.</li> </ul>	<ul style="list-style-type: none"> <li>Include current and former Armed Forces members, family members (eg spouses etc)</li> <li>People with connection to Leeds</li> </ul>