

**Powys County Council**  
**Allocation Policy re Fit for Purpose Accommodation**  
**Fairview, Llandrindod Wells**

**Background**

In 2015, approval was given by the Integrated Care Programme for Older Persons (ICPOP) for Housing, Adult Social Care and Powys teaching Health Board to review and agree amendments to the proposed design of Fairview to provide Fit for Purpose Accommodation that is not currently available in the Llandrindod Wells area.

The property consists of the following:

Ground floor: fully accessible 2 x 1 bed flats, 1 x 2 bed flat

First floor: 1 x 2 bed flat, 2 x 1 bed flats

Second floor: 1 x 2 bed flat, 2 x 1 bed flat

Third floor: 3 x 1 bed flats, 1 x staff room

All flats above ground floor are accessible via a lift.

It is the aim for the Housing Service to work alongside Adult Social Care and the Powys teaching Health Board to allocate the flats according to the policy outlined below:

**Assessment**

- To apply for a tenancy an applicant must register their interest by contacting Powys County Council's Housing Service. Applicant's details will be entered onto a housing register by a First Contact Officer
- In order to apply an applicant must:
  - Be 16 years or over and
  - Be a resident of the United Kingdom or a returning UK national or
  - Be a British National and a European Economic Area National (European Union countries plus Iceland, Norway and Liechtenstein) who has been habitually resident in the United Kingdom, Channel Islands, Isle of Man or the Republic of Ireland (Common Travel Area). Any period of residence less than two

years may have to be tested by us or

- Be a refugee or other person granted permission to remain in the United Kingdom and
- Have a local connection to Powys

Local Connection is when an applicant (s)

- have lived in, volunteered in or studied in the local Community for a period of at least 12 months at the time of application OR
- have previously lived in the local Community for a period of at least 3 consecutive years and wish to live there; OR
- have a firm offer of employment in the local Community or be currently employed in the local Community; OR
- wish to provide full time care to a resident/or need to receive full time care from a resident in the local Community who would otherwise be unable to because the lack of affordable housing; OR
- have close relatives who have lived in the area for the last 5 years continuously, from the date of application and both the person and the locally residing relative indicate a wish for them to be near them. Close relatives are usually defined as parents or children, however, consideration may also be given to other family members in certain circumstances;
- may be in receipt of Powys funding but live out of county

**Note: Should there be vacancies and insufficient applications from people residing in county the register will be opened to out of county applicants who meet the qualifying criteria.**

- Applications will then be referred to a Housing Management and Options Officer (HMOO) who will assess whether they are eligible for the scheme.
- The HMOO will ensure a home visit is carried out for each applicant by the appropriate officer (s) and service area. A joint assessment may be carried out depending on the individual circumstances of the applicant. The purpose of this will be to identify the applicant's housing, care and support needs, to determine how the care and support needs will be delivered within the scheme and to ensure that the applicant wishes to be considered for a vacancy.
- The HMOO or Housing Management and Options Team Leader (HMOTL) will liaise with/refer to the relevant PCC teams in relation to undertaking/updating assessments and provide support plans (if required)

for each applicant in regards to completing their application.

- Two references will be required for each applicant. The references must:
  - have known the applicant for at least 12 months
  - **not** be a family member
  - be 18 years of age or older
  - agree to the applicant using their name and contact information for the application
  
- A risk assessment and a police check, will be carried out for each applicant.  
Note: Consideration will be given to the requirements of the European Convention on Human Rights Article 8 for respect for private and family life, home and correspondence of applicants and any decision not to house individuals with certain convictions would have to be justified to protect public safety, prevent disorder or crime or to protect the rights and freedom of other people.
  
- Applicants will be financially assessed to ensure they are able to meet the accommodation charges of the scheme including rent, support and service charges.
  
- The applicant and where applicable their Social Worker and / or representative, will be informed by PCC in writing, if they do not meet eligibility criteria and are not accepted on to the waiting list. They will be advised that they should contact PCC Housing Services should their circumstances change. Where an applicant has contacted PCC with a relevant change of circumstances, their application will be treated as a new application.

## Eligibility Criteria

- In order to be accepted onto the waiting list, the applicant must:
  - have a housing need as defined by the PCC Common Allocation Policy (see [www.powys.gov.uk/en/housing-and-land/](http://www.powys.gov.uk/en/housing-and-land/)) and
  - have either a:
    - Physical disability
    - Learning disability
    - Be a vulnerable individual
  
- When determining whether an applicant is vulnerable, consideration will be given to the priority need criteria contained within s70 of the Housing Wales Act 2014 which states “a person who is vulnerable as a result of

some special reason” and the corresponding guidance within Chapter 16 of the “Code of Guidance for Local Authorities on Allocation of Accommodation and Homelessness”

## **Allocations**

- A unit of accommodation will be allocated by a panel which may consist of the following officers:
  - Housing Management and Options Team Leader
  - Housing Management and Options Officer
  - Occupational Therapist
  - Social Care Representative
  - Health Representative
  - Autism Awareness Officer
- The purpose of the panel is to determine the suitability of the accommodation for the applicant and to assess their ability to manage the tenancy either independently or with support.
- There must be a minimum of three officers on the allocation panel and it will not take place unless a housing representative and social care representative are present. Other professionals or representatives may be invited to the panel where necessary.
- The panel will meet each time a unit of accommodation becomes vacant or when it is anticipated that a unit of accommodation is due to become vacant. Meetings will be chaired by the HMOTL.
- Housing and social care will work in partnership to ensure all units are allocated in a timely manner to minimise any rental income loss. However, as the landlord of the scheme, PCC Housing Service has the final decision and responsibility for the letting of units in the scheme. This includes tenants who wish to transfer units within the scheme.
- PCC will manage the waiting list to ensure that applicants still wish to be considered for a vacancy and to ask for any relevant information should the applicant’s circumstances have changed.
- The principle of maintaining a mixed community with regard to applicants needs and vulnerability may be considered by the panel when allocating and the following aspects may be taken into consideration:

- The current profile of tenants' needs and dependency within Fairview.
  - How urgent is the need to move to Fairview in terms of losing independence.
  - Can the scheme currently meet the needs of the applicant.
  - Does the applicant meet the requirement to balance the community in the Fairview.
  - An awareness of autism
- The HMOTL will ensure an audit is kept of the decision process.

## **Appeals**

- The appeals process can be used when an applicant disagrees with a decision both in relation to acceptance on to the waiting list and allocation of a unit. The appeals process is as follows:
  - The applicant or their representative will submit in writing the reasons why they disagree with the decision within 14 days of receiving the decision in writing.
  - The appeal will be considered by a Senior Manager of Housing and Social Care not involved in the original decision and who is of senior position to the original decision makers.
  - A panel meeting will be convened if necessary.
  - The person making the appeal will be informed in writing of the decision. A complaint may be made directly to PCC using established procedures. The HMOTL will be able to advise applicants about where to address their complaint.