

SELECTIONS & ALLOCATIONS POLICY

Approved by Management Committee: October 2017

Responsible for Implementation: Administration & Housing Officers

Date of Review: October 2020

1. Policy Statement

Causeway seeks to meet the needs of people who are homeless or in housing need. The organisation was formed particularly to help Irish people newly arrived in London. We now accept all members of the community who are in housing need. We will prioritise people who have a local connection to a London borough. A large proportion of our stock is in Haringey and as far as possible we will prioritise applicants with a local Haringey connection for these.

As an organisation committed to equality and diversity it is important that we allow the widest access to our services by all members of the community in housing need.

We accept people who are:

- Single or couples without dependent children
- Between the ages of 21 and 55
- Homeless or in housing need
- Willing to share with others
- Able to live independently

2. Procedure

2.1 Applications

All applications must be made by completing an online application form and providing the following:

- A housing reference if you have been renting (previous landlords will be contacted);
- If applicants cannot provide a landlords reference we will accept an employer/character reference and two weeks rent in advance;
- For applicants in employment we require 4 weeks rent in advance;
- NASS applicants need to provide a character/employer reference and 2 weeks rent in advance;
- Proof of address;
- Proof of ID;
- Proof of income.

We use our application form and references to assess whether applicants meet our criteria for housing. Once an applicant has been assessed as having met our criteria he or she will be invited to an interview which will assess their ability to sustain a tenancy in general needs shared housing. All tenants are expected to have a level of English which enables them to live in shared housing and converse with housemates. Those applicants who do not meet this criterion are signposted accordingly.

2.2 Interviews

Interviews for the waiting list are held weekly with up to 5 interviews being carried out. Applicants who fail to attend or who arrive late without notice and/or good reason are likely to have their applications rejected.

Applicants will be interviewed by one member of staff, who will explain more about the nature of the accommodation Causeway provides including location, rent levels and availability of vacancies at that time. This can help to clarify whether shared short life housing is appropriate for an applicant, whether they are willing to share and what level of support they require.

The Selection and Allocations panel will decide whether an applicant is accepted onto the waiting list. Applicants who are accepted and rejected are informed in writing within 7 days of the interview with the reason(s) clearly stated (see appendices 1 & 2, respectively).

The decision of the Selections and Allocations Panel is final. There is no appeals procedure.

2.3 Allocation of property

Allocations decisions are made by the Selection and Allocations panel. Selection and Allocation meetings will take place weekly and take into account both current and expected vacancies and properties in development. Current tenants needing to be transferred are also included in this meeting.

A credit check will be carried before an applicant can become a tenant.

2.4 Priority for allocation

1. Current tenants in properties being handed back.
2. Irish Applicants and Haringey Pathways Applicants.
3. Applicants from partner referral agencies.
4. Those who have been on the waiting list longest.

Factors such as suitability of property (including the mix of existing tenants in shared property) are also taken into account. We do not have the resources to carry out investigations into housing need and therefore cannot always prioritise people on this basis but we do try to take this into account. We do, however, have three Rapid Resettlement rooms. These are smaller than average rooms for those in urgent need, who we guarantee to rehouse in standard accommodation within six months. Allocations will also be prioritised by affordability e.g. more affordable accommodation will be allocated to workers on low incomes. Applications may be rejected due to lack of appropriate housing available.

2.5 Monitoring

Selection & Allocation outcomes are reported to the Management Committee quarterly. To ensure we are meeting the greatest housing need we monitor all applications for age, gender, ethnicity, nationality and sexuality. Monitoring and review of the selection and allocation process will be implemented to assess changing patterns of need and to ensure a fair and diverse balance across the community.

Appendix 1 – Accepted onto Waiting List Letter

12 December, 2017

Dear _____,

We are writing to inform you that following the selections and allocations meeting you have been accepted onto the Waiting List for housing by Causeway Irish Housing Association.

Please note, Causeway Irish Housing Association provides short life housing, the majority of which is in shared properties, which means that you have your own bedroom and share communal facilities, i.e. lounge, kitchen, bathroom.

However, please note that all rooms are let unfurnished.

In the meantime, you must ensure that you keep in contact with us and inform us of any changes in your circumstances.

Please remember that Causeway Irish Housing Association has a **one offer only** policy.

Please note that your application for housing will be reviewed in 3 months. This means that you may not be housed in your selected borough.

Yours sincerely,

Selections and Allocations Panel

Appendix 2 – Rejection from Waiting List Letter

Dear,

Following an interview for housing, we regret to inform you that your application has been unsuccessful. Your application was rejected for the following reasons:

[Insert reason]

Please be aware that the Interview Panel's decision is final and that there is no appeal process. We would like to wish you all the best in your search for housing.

We have a list of alternative organisations that may be able to help with your housing.

Yours sincerely,

Selections and Allocations Panel