

## **Oakfield (Easton Maudit) Ltd**

### **Allocation and Referrals Policy and Procedure**

#### **Introduction**

Oakfield (Easton Maudit) Ltd is a Charitable Company registered with Companies House and also a Charity registered with the Charity Commission.

#### **Aim**

- To provide simple fair and open access to our affordable housing stock
- Be accountable to our tenants and the community we serve in the development of our Allocations Policy.
- Allocate properties in a fair and consistent manner.
- Develop and maintain sustainable communities for people with a Learning Disability and or Autism.

#### **Referrals**

- All referrals will come through a Local Authority Adult Social Care Commissioning Team directly to the Registered Manager of the Care Service.
- All people referred must be diagnosed with a Learning Disability and/or Autism and be over the age of 18.
- All people referred will be assessed as requiring support to live in their own accommodation with their own tenancy agreement. In addition, the only alternative would be 24-hour live-in support or Residential Care. Examples of such support may include ensuring the safety and well-being of the applicant where they would be at risk of injury or abuse if living alone, identification of repairs or maintenance, and ensuring it is properly carried out, support to pay bills and manage the costs of being a tenant.
- Once a care assessment has been completed the Registered Manager completes the relevant form which is sent to the Housing Officer.
- The Housing Officer will review the application in line with the order of priorities detailed below.
- The Housing Officer will complete an assessment of the need to establish what if any adaptations or specialist facilities are required by the applicant. Where appropriate liaison with Occupational Therapists will be sourced.
- Where a suitable flat is available then the applicant is invited to view the accommodation.
- Where an applicant wishes to proceed, they complete the relevant application form.

- All required checks are completed and assessed in line with any information which may prohibit the offer of accommodation. Exclusions are detailed below.
- Where all information meets the criteria an offer of accommodation is made. A tenancy agreement is completed and signed and a move in date agreed.
- Where an offer of accommodation is not made the applicant will be informed in writing of the reason for this and can appeal through the process detailed below.

### **Priority of Allocations**

- Applicants with local connections e.g. families who live in the county will be given first priority.
- Applicants with connections to the counties that border Northamptonshire will be given second priority.
- Applicants from further afield or with connections that are further afield will be given third priority.

### **Exclusions**

- Applicants with previous convictions, where an applicant has been convicted of using a house for illegal or immoral purposes or an offence punishable by imprisonment then the application will be refused.
- Current or former rent arrears or rechargeable repair costs and no arrangements in place. Where an applicant has rent or rechargeable repair costs of more than one month, and there is no agreement in place with evidence that it has been kept for more than 3 months then the application will be refused.
- Abandoning or neglecting a property.  
If an applicant has had a previous tenancy which has been legally terminated by the landlord or a previous tenancy was terminated due to neglect of the property then the application will be refused.

### **Appeals**

When we inform applicants that their application has been refused, we include details of the process for appealing against the decision, and how to make a complaint if the refused applicant is unhappy with the result of their appeal.

Oakfield (Easton Maudit) Ltd will consider appeals against our decisions, especially any decisions to:

- Exclude from the waiting list;
- Place an application in a lower priority level;
- Refuse to offer accommodation on affordability grounds;
- Suspend an application

Applicants who want to ask us to review a decision must contact us in writing within 28 days of the decision with their reasons. We will ask another officer to check the original decision and to respond within 10 working days of receiving the request.

Should applicants be unhappy with this outcome, they should refer to Oakfield (Easton Maudit) Ltd Complaints Policy (available online or upon request) which may involve investigation as appropriate by the Housing manager, Managing Director and/or Chair of Trustees.

## **Review**

We will review this policy and its aims every 3 years and report to the Management Board. We will seek the views of applicants, tenants, Local Authority Commissioners and take these views into account when reporting on the policy. We will seek feedback from relevant parties and publish the outcomes of our findings. Any identified actions will be published with timescales for completion.



**Signed:**

**Print: Mrs Sara Morrison**

**Job Role: Chair of Trustees**

**Date: 21<sup>st</sup> November 2024**

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