

Allocations and Letting Policy (Housing)

Policy Name:	Allocations and Letting Policy (Housing)
Version:	V.1
Approved by:	The Board of Management and Trustees
Approved date:	17th November 2025
Next review date:	17th November 2026
Key Legislation and Regulations:	Housing Act 1996 Care Act 2014 Charities Act 2011 Social Housing (Regulation) Act 2023 Regulator of Social Housing Lettings Guidance Oakfield aligns with best practices from sector leaders ensuring fairness, compliance, and tenant empowerment.
Relevant Policies:	Safeguarding Repairs & Maintenance Risk Management Complaints EDI
EA:	Equality Analysis is currently under review
DPIA:	DPIA is currently under review
Consultation:	Board of Trustees
Applies to:	All Tenants, employees and volunteers

1. Policy Statement

Oakfield (Easton Maudit) Ltd is committed to providing high-quality supported housing for adults with learning disabilities and/or autism. We aim to allocate and let properties fairly, transparently, and in a way that promotes independence, safety, and community inclusion.

Our allocation process is designed to ensure that those with the greatest need are prioritised, and that all placements are appropriate, sustainable, and aligned with our charitable objectives.

2. Purpose

The purpose of this policy is to:

- Ensure fair and consistent allocation of supported housing
- Promote transparency and accountability in letting decisions
- Support tenants to live safely and independently
- Comply with housing, care, and charitable regulations

3. Scope

This policy applies to:

- All Oakfield-supported living properties and communal areas
- Tenants and applicants referred through adult social care
- Staff involved in housing and care coordination
- Local authority commissioning teams

It covers:

- Referral and eligibility criteria
- Allocation priorities and exclusions
- Letting procedures and tenancy agreements
- Appeals and tenancy support

4. Referral and Eligibility

Oakfield only accepts referrals through Local Authority Adult Social Care Commissioning Teams. All applicants must:

- Be aged 18 or over
- Have a diagnosed learning disability and/or autism
- Require supported living with their own tenancy agreement
- Be assessed as needing support to live independently (e.g. risk of harm, inability to manage tenancy alone)

Applicants must not be suitable for independent living without support or residential care.

5. Allocation Process

Once a care assessment is completed:

- The Registered Manager submits a referral form to the Housing Officer
- The Housing Officer assesses the applicant's housing needs, including adaptations or specialist facilities
- As part of the initial assessment, Oakfield will explore the applicant's understanding of tenancy rights and responsibilities. This includes asking questions to determine whether the individual can manage a tenancy independently or may require additional support. Where appropriate, Oakfield will liaise with the referring professionals and family members to ensure the correct legal and practical arrangements are in place prior to tenancy commencement. This may include identifying the need for a legal deputy, a Lasting Power of Attorney (LPA), or tenancy-related advocacy to safeguard the individual's interests and ensure tenancy compliance.
- Occupational Therapists may be consulted for accessibility requirements
- If a suitable flat is available, the applicant is invited to view the property
- If accepted, the applicant completes an application and tenancy agreement

Exclusions may apply based on risk, incompatibility with existing tenants, or unmet eligibility criteria. Applicants will be informed in writing and may appeal.

6. Allocation Priorities

Oakfield applies a three-tier priority system:

1. First Priority - Applicants with local connections to Northamptonshire
2. Second Priority - Applicants with connections to bordering counties
3. Third Priority - Applicants from further afield

7. Letting Procedures

Once an allocation is confirmed:

- A tenancy agreement is issued and explained in accessible language
- Tenants are supported to understand their rights and responsibilities
- A move-in date is agreed, and a welcome pack will be provided
- Staff assist with benefit applications, budgeting, and tenancy setup
- A settling-in period is supported with regular check-ins and reviews

Oakfield uses Assured Shorthold Tenancies (ASTs).

8. Accessibility and Adjustments

Oakfield ensures:

- Reasonable adjustments for communication or access needs
- Properties are adapted where necessary to meet individual requirements
- Staff support tenants in understanding tenancy terms and housing processes

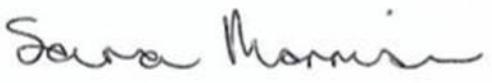
9. Appeals and Tenancy Support

Applicants denied housing may appeal through Oakfield's formal process. Tenants receive:

- Support to maintain their tenancy and avoid eviction
- Help with budgeting, bill payments, and accessing benefits
- Assistance with repairs, maintenance, and safeguarding

10. Monitoring and Review

- The Housing Officer maintains records of all referrals, allocations, and lettings
- The Board receives regular reports on allocation outcomes and appeals
- This policy is reviewed annually or following significant changes in legislation

Signed - Chair of Trustees:	
Print:	Mrs Sara Morrison
Date:	17 th November 2025