

## Tenancy Termination (Housing)

<b>Policy Name:</b>	Tenancy Termination Policy (Housing)
<b>Version:</b>	V.1
<b>Approved by:</b>	The Board of Management and Trustees
<b>Approved date:</b>	17th November 2025
<b>Next review date:</b>	17th November 2026
<b>Key Legislation and Regulations:</b>	Housing Act 1996 Care Act 2014 Charities Act 2011 Social Housing (Regulation) Act 2023 Regulator of Social Housing Lettings Guidance Renters' Rights Act 2025  Oakfield aligns with best practices from sector leaders, ensuring fairness, compliance, and tenant empowerment in all risk-related decisions.
<b>Relevant Policies:</b>	Safeguarding Repairs & Maintenance Risk Management Complaints Tenancy Management Rent and Service Charge EDI  Tenancy Termination Risk Matrix Tool
<b>EA:</b>	Equality Analysis is currently under review
<b>DPIA:</b>	DPIA is currently under review
<b>Consultation:</b>	Board of Trustees
<b>Applies to:</b>	All Tenants, employees and volunteers

### 1. Policy Statement

Oakfield Easton Maudit Ltd is committed to managing risk in a proactive, transparent, and person-centred manner across all areas of service delivery. As a provider of supported exempt accommodation for adults with learning disabilities and/or autism, we recognise that effective risk management is essential to safeguarding individuals, sustaining tenancies, and ensuring regulatory compliance.

We use structured tools—including the Tenancy Termination Risk Matrix—to support ethical decision-making, promote consistency, and uphold the rights and wellbeing of the people we support.

### 2. Purpose

This policy aims to:

- Identify, assess, and respond to risks that may affect tenants, staff, volunteers, or organisational operations
- Promote a culture of reflective practice, continuous improvement, and accountability

- Ensure that tenancy-related risks are assessed fairly and consistently using the Tenancy Termination Risk Matrix
- Support multi-agency collaboration and safeguarding where risks are identified
- Comply with legal and regulatory frameworks governing social housing, care, and charitable services

### **3. Scope**

This policy applies to:

- All tenants living in Oakfield-supported accommodation
- All employees and volunteers involved in housing, care, and governance
- Referring and commissioning bodies, including Local Authority Adult Social Care Teams
- All tenancy types, including Assured Shorthold Tenancies (ASTs)

### **4. Tenancy Risk Assessment**

Oakfield uses the Tenancy Termination Risk Matrix to assess and respond to tenancy-related risks. This tool supports structured, multi-factor analysis of situations where tenancy termination may be considered. It enables staff to:

- Evaluate safeguarding concerns, support needs, behavioural compatibility, and legal safeguards
- Identify whether risks are low, medium, or high
- Determine whether tenancy termination is appropriate, or whether additional support or adjustments should be trialled
- Escalate high-risk cases to senior management and trustees for review
- Document all decisions and ensure legal and ethical compliance
- The matrix is completed collaboratively with input from housing, care, and safeguarding teams, and forms part of the formal decision-making record.

### **5. In the event of a Tenant's Death**

The tenancy will be considered terminated as of the date of death of the tenant. The tenant's estate or representative should notify the landlord as soon as reasonably possible. While as a gesture of goodwill, no rent is collected under this clause, the estate remains responsible for ensuring the property is vacated in a timely manner and returned in good condition (maximum of four weeks). The landlord will liaise with the estate or appointed representative to facilitate access for the removal of personal belongings and to complete any necessary formalities.

### **6. General Risk Management Procedures**

Oakfield's broader risk management approach includes:

- Maintaining a central risk register reviewed regularly by the Board
- Conducting risk assessments for all new tenants, staff roles, and service developments
- Embedding risk awareness in staff training, supervision, and reflective practice
- Ensuring all safeguarding concerns are escalated in line with our Safeguarding Policy
- Reviewing incidents, near misses, and complaints to identify systemic risks and learning opportunities

### **7. Monitoring and Review**

- Risk management activity is overseen by the Housing Officer, Managing Director, Property Manager and Registered Manager

- The Board receives regular reports on tenancy risk assessments, safeguarding actions, and organisational risks
- This policy is reviewed annually or following changes in legislation, regulation, or organisational structure

<b>Signed - Chair of Trustees:</b>	
<b>Print:</b>	Mrs Sara Morrison
<b>Date:</b>	17 <sup>th</sup> November 2025