

# **A Framework for Local Tenancy Strategies in Devon**

**February 2012 final version for sign-off  
by DSHG**

# A Framework for Local Tenancy Strategies in Devon

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## 1.0 Introduction

### 1.1 Scope of the Framework

- 1.1.1 This Framework for Local Tenancy Strategies includes a range of policies considered by the Devon Strategic Housing Group Executive to have sufficient relationship to tenancy matters to be included. Explanations as to why a policy has been included are also set out in the Framework.
- 1.1.2 We have taken the view that the matters set out in s150 (1) of the Localism Act are a minimum and do not specifically exclude other matters. Issues related to wider housing, planning or other policies are included here, together with an explanation as to why they have been included; any linked strategies or policies are clearly signposted.

### 1.2 Who is this Framework for?

- 1.2.1 The Localism Act 2011 requires each Local Housing Authority to prepare and publish a Tenancy Strategy for their area<sup>1</sup>. These Local Tenancy Strategies will be tailored to reflect the housing needs and priorities of the locality and will complement the local homelessness strategy and allocations policy.
- 1.2.2 The Framework for Local Tenancy Strategies in Devon highlights those areas of tenancy policy where broad, policy principles, are shared by some or all of the Local Housing Authorities in Devon. This is to provide more consistency for delivery partners and customers while ensuring that local discretion is not removed from Local Housing Authorities. Local discretion is important to enable Partners to respond to variations in local markets across Devon, to meet the needs of local communities and to support corporate objectives.
- 1.2.3 The Devon Partners<sup>2</sup> to this Framework recognise that a strategy alone is insufficient. Strong joint working relationships and an ongoing dialogue, particularly between Local Housing Authorities and Registered Providers, is important for effective implementation and monitoring of both the Framework and Local Tenancy Strategies. Joint working is also required to ensure that any risks and unintended consequences are addressed promptly and effectively.
- 1.2.4 This Framework will be of interest to:
- The Local Housing Authorities who are partners to the Tenancy Framework.
  - Registered Providers operating in Devon.
  - Developers.
  - Private Sector Landlords.
  - Voluntary sector organisations.
  - The statutory investment and regulatory agency, the Homes and Community Agency
  - Any other organisations providing social housing, such as community land trusts.

### 1.3 Aim of the Framework

<sup>1</sup> <http://www.publications.parliament.uk/pa/bills/lbill/2010-2012/0090/2012090v1.pdf>

<sup>2</sup> For the purposes of this Agreement, each Local Housing Authority and Registered Provider with housing stock and LHA without stock will collectively be called The Devon Partners

- 1.3.1 To enable Local Housing Authorities in Devon to coordinate their policies and practices to produce lettings for customers that meet local housing needs and to improve understanding of the housing market in Devon.

#### **1.4 Objectives of the Framework.**

1.4.1 Objective 1:

To ensure that affordable housing meets locally identifiable housing need.

1.4.2 Objective 2:

To improve consistency for delivery partners by identifying those areas of tenancy policy that can be shared between some or all Local Housing Authority Partners in Devon without fettering local discretion.

1.4.3 Objective 3:

To provide a framework for maintaining up to date knowledge of the housing market in Devon that can be used by all Partner authorities to:

1. Inform tenancy policy and practice
2. Improve our ability to compare data and monitor trends

#### **1.5 Using the Framework and Identifying Shared Policies**

1.5.1 In this Framework 'Shared Tenancy Policies' are those areas of tenancy policy where broad, policy principles are shared by some or all of the Partner Local Housing Authorities.

1.5.2 Some Local Authorities may choose to opt out of some policies and the aim is that this will be clearly identified once individual Local Authority strategies have been developed

#### **1.6 Consultation**

1.6.1 The Framework is Final Draft has been informed by consultation carried out over the late summer and autumn of 2011 including an electronic survey, workshops and invitations to comment on the First Draft document.

1.6.2 In addition to this initial round of consultation, every private Registered Provider of social housing in Devon was sent a copy of the Final Framework and given a further period of time to comment on the proposals.

1.6.3 Some consultation has been carried out on the needs of vulnerable clients. The Shared Action Plan included as an Annexe to this document includes an action to undertake further more detailed consultation, which will be fed into a review of this document to be completed no later than April 2013. The consultation will also better inform our understanding of any actions or policies needed to meet the requirements of the Equalities Act 2010.

## **2.0 Governance**

### **2.1 The Role of Local Housing Authorities (LHA)**

2.1.1 Each Local Housing Authority (LHA) in Devon will prepare, publish and implement a statutory local "Tenancy Strategy" for its District and, without fettering its discretion to undertake this task locally, agrees to;

- The establishment and implementation of a "Framework for Local Tenancy Strategies in Devon" with a Shared Action Plan based on Shared Principles;

- Collate information for the Evidence Framework and take an active part in monitoring and reviewing Framework for Local Tenancy Strategies Devon functions; and
  - Work with its Devon Partners to ensure, as far as is locally reasonably possible, that the Framework is successfully implemented.
- 2.1.2 Each Local Housing Authority and Registered Provider with housing stock in Devon will prepare a “Tenancy Policy” that must have regard to the relevant Local Housing Authority “Tenancy Strategy” for the District in which that stock is located. The Policy will govern how each Local Housing Authority and Registered Provider exercises its housing management functions by Local Housing Authority District. Through its respective “Tenancy Policies” each Local Housing Authority and Registered Provider with housing stock in Devon also agrees in principle to:
- The establishment and implementation of a “Framework for Local Tenancy Strategies Devon” with a Shared Action Plan based on Shared Principles;
  - Provide the information about its “Tenancy Policies” required by the Framework;
  - Implement, subject to meeting local needs, the aims, spirit and contents of the Tenancy Framework in carrying out its housing management functions;
  - Collate information for the Evidence Framework and take an active part in monitoring and reviewing Tenancy Framework functions; and
  - Work with its Devon Partners to ensure, as far as is reasonably possible, that the Framework is successfully implemented.

For the purposes of this Agreement, each Local Housing Authority and Registered Provider with housing stock and LHA without stock will collectively be called The Devon Partners.

- 2.1.3 Figure 2 illustrates the relationship between the Tenancy Framework and Local Tenancy Strategies.

## **2.2 The Role of Devon Strategic Housing Group and Devon Home Choice Management Board**

- 2.2.1 The Devon Home Choice Management Board will be responsible for preparing, monitoring, reviewing and proposing changes to the Tenancy Framework, with Devon Strategic Housing Group Executive retaining overall responsibility. Elected Members will be able to feed into reviews of the Framework through Elected Member forums held twice a year. See Figure 1 on page 8. Agreement by at least 80% of the local authorities within Devon is required to recommend changes to the Tenancy Framework for consideration and agreement by the Devon Strategic Housing Group Executive.
- 2.2.2 If for any reason Devon Home Choice ceases to exist alternative arrangements will be put in place at that time.
- 2.2.3 An explanation of membership and roles of Devon Home Choice and Devon Strategic Housing Group is available on the Devon Home Choice web-site. A copy of this document, and when available, links to local tenancy strategies and policies, will also be available through the Devon Home Choice web-site ([www.devonhomechoice.com](http://www.devonhomechoice.com)).

## **2.3 Reviewing the Framework**

- 2.3.1 The Framework and its Evidence Base will be reviewed annually.
- 2.3.2 This review will reflect any changes in local authority housing or homelessness strategies.

## 2.4 The Shared Action Plan

2.4.1 There are several areas of additional work that will need to sit alongside the Tenancy Framework in a Shared Action Plan. The Shared Action Plan is shown in an Annexe to this document.

Figure1. Proposed Governance Structure

### Proposed Governance Structure

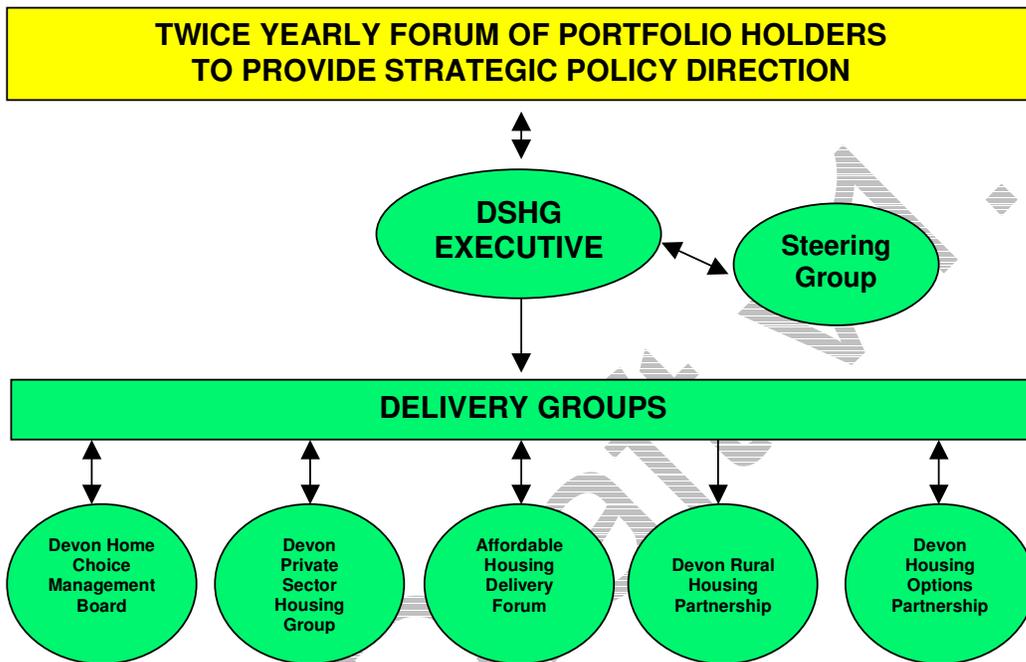
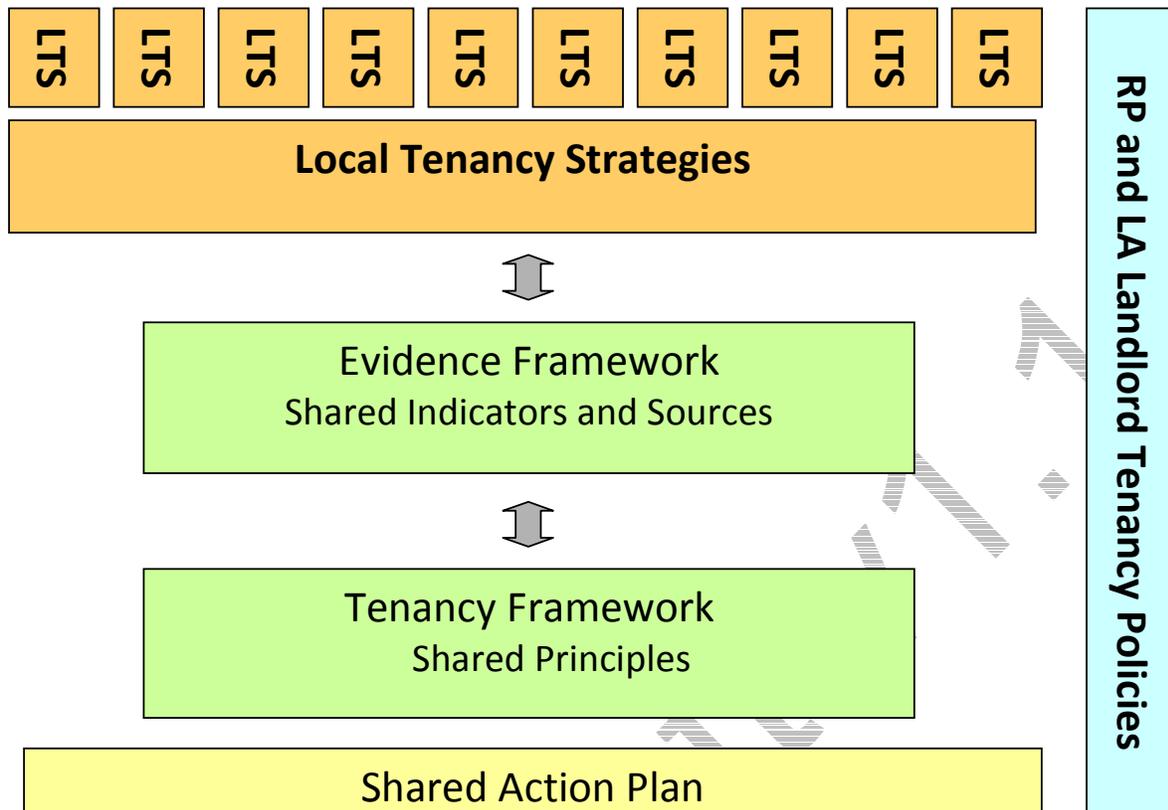


Figure2. The Proposed Relationship between the Tenancy and Evidence Frameworks and Local Tenancy Strategies



### 3.0 The Evidence Base

- 3.1.1 Two separate lists of indicators are set out in an Annexe to this Framework:
- (i) The list of core indicators to be used in the evidence base for the Tenancy Framework and updated annually.
  - (ii) A shared set of local indicators used by the Devon Partners within their Local Tenancy Strategies. This list is not exclusive and the Devon Partners may include additional evidence as appropriate to local circumstances.
- 3.1.2 The aim of the evidence base in the Framework is to give an overview of Devon's housing market that can be updated annually and that enables comparison between areas and over time.
- 3.1.3 The indicators identified were selected through consultation. They have been assessed as being sufficiently robust, updated at a reasonable frequency and are accessible. The majority of the data is taken from secondary sources, Local Authority own internal monitoring and statutory returns.
- 3.1.4.1 Detailed evidence on local housing markets will be provided in the individual Local Housing Strategies and Local Development Frameworks.

### 4.0 Tenancy Policies

#### 4.1 Affordable Housing

- 4.1.1 The Tenancy Framework has adopted the definition of Affordable Housing as set out in the draft National Planning Policy Framework (or subsequent updates of that definition in the National Planning Policy Framework) which replaces PPS3 and states that Affordable Housing is;

'Social Rent, Affordable Rent and Intermediate housing provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices.'

## **4.2 Affordability and a 'Base-line' Rent.**

- 4.2.1 This Framework includes a 'base-line' for rents. The reason for this is that rents and affordability are key characteristics of any tenancy and cannot be divorced from a tenancy strategy. Affordability and rents are a major issue in Devon as a result of high house prices and low incomes. In addition, affordability has an important link to the local economy, particularly for low paid workers.
- 4.2.2 The preferred base-line is that rents and service charges should not exceed Local Housing Allowance level and that Registered Providers should have regard to local policies on affordability and any requirements of s106 agreements.
- 4.2.3 It is recognised that some variance on this base-line is required. However, Local Housing Authorities in Devon are concerned that, for some Registered Providers, annual rent increases of RPI + or – 0.5% may cause rents to exceed Local Housing Allowance over time. This is a risk that Registered Providers will need to monitor and manage. Local Housing Authorities in Devon are also concerned about the affordability of rents at, or close, to Local Housing Allowance and believe this may require some evidencing of affordability at the local level.
- 4.2.4 The 'base-line' rent will be used to inform ongoing debate between Partners and Stakeholders and be part of any future monitoring of the impact of 'Affordable Rent Tenure' rents on affordability.
- 4.2.5 Registered Providers are encouraged to carry out some form of assessment of affordability at the point of letting, particularly where rents are at or close to Local Housing Allowance levels. This is a risk that Registered Providers are expected to monitor and manage.
- 4.2.6 The Framework does not include any statement on rents for Shared Ownership properties or rents for other intermediate tenures.
- 4.2.7 It is recognised that there needs to be consistency at a local level between affordability as described in local planning policy, allocations policy and other local strategies and policies. As a result Local Tenancy Strategies may include a local definition of affordability and these definitions may vary across Devon reflecting local need and the local housing market. It is also recognised that some local authorities have more than one local housing allowance, and may also have more than one planning authority. These complexities will need to be reflected within local strategies.

## **4.3 Length of Tenancy**

- 4.3.1 Tenancies are required to be for a minimum of five years. If the Registered Provider wishes to provide a tenancy for less than 5 years, but more than 2 years, it must demonstrate valid reasons for the shorter period. This must be agreed with the Local Housing Authority.
- 4.3.2 The Registered Provider will be expected to demonstrate how any tenancy of less than five years can be managed in order to minimise adverse impact on local community cohesion and the sustainability of that community. An equality impact assessment will also be required in order to show how any adverse impact on the equality groups will be prevented.
- 4.3.3 Any 'introductory tenancy' period will be regarded as being in addition to the minimum length of tenancy required by the Tenancy Framework.

## **4.4 Types of Tenancy**

- 4.4.1 It is recognised that there are a variety of legal forms of tenancies that will be used by Local Authority landlords and Registered Providers.
- 4.4.2 This Framework strongly encourages landlords to use flexible tenancies as a key tool in making best use of stock. However, there should be a presumption in favour of maximising the suitability and sustainability of the tenancy taking into account:
- The security of the current tenancy and its affordability.
  - The need for transferring tenants to be no worse off after a move.
  - The need to make good use of existing stock by incentivising 'down sizing' from larger under-occupied properties to a smaller properties.
  - The age and frailty of the prospective tenant.
  - The vulnerability of the prospective tenant and their household.

#### **4.5 Tenancy Reviews and Provision of Advice and Assistance at the end of a Tenancy**

- 4.5.1 Legal requirements to end the tenancy will be a matter for the Registered Provider or Local Authority landlord.
- 4.5.2 Two pieces of additional work are proposed in order to support the provision of advice and assistance at the end of a tenancy. These are also included in the shared action plan. The two pieces are work are:
- The Common Standard for Advice and Assistance (including any additional criteria for renewing a tenancy if required).
  - Registered Provider and Local Housing Authority Notification of Tenancy End
- 4.5.3 The Common Standard for Advice and Assistance:
- This standard will be developed in full consultation with Local Authority Landlords and Registered Providers.
  - Scoping for this piece of additional work will be included in the Shared Action Plan.
  - The Standard is likely to require Registered Providers, Local Authority Landlords and other signatories to the standard to conform to:
    - Policies adopted by Devon Home Choice. Such policies will have been developed jointly between Registered Providers and Local Authorities.
    - Any requirement for additional protection for vulnerable clients.
    - Any financial assessment, which must be sufficiently robust and meet any data protection requirements. Landlords are encouraged to refer tenants for independent advice where they are considering ending the tenancy and where this is appropriate.
    - Additional consultation on the specific requirements of vulnerable client groups will form an important element of this piece of work.
- 4.5.4 Criteria for Renewing a Tenancy:
- Any criteria for renewing a tenancy must be clearly set out in advance, be verifiable and there must be a right of appeal.
  - The criteria for not renewing a tenancy be limited to the following:
    - Size: Tenancies should not normally be granted for properties that are significantly larger than the household requires unless set out in Local Lettings Policies. Exceptions might include examples such as where it is necessary to accommodate a full or part-time live-in carer, to enable access to dependent children where care is shared or to limit occupation because of local housing management issues. Any under-occupation should have regard to local housing market conditions; examples might include remoter rural settlements.

- Income: Tenancies should not be granted if the income of the household is above the income limit as set out in Devon Home Choice policy, or a local limit set by the Local Housing Authority.
  - Extensive Adaptations: Tenancies should not be renewed if the properties include the provision of extensive adaptations that are no longer required and subject to the requirements of policy on properties with adaptations see paragraph 4.12.
  - Possession Proceedings: If breach of tenancy conditions is to be used as a ground for non-renewal of the tenancy it is expected that Registered Providers and Local Authority Landlords will have already started possession proceedings. This will help demonstrate that the Registered Providers and Local Authority Landlords believe that the decision not to renew is proportionate and in pursuit of a legitimate claim. We expect Registered Providers and Local Authority Landlords to have looked at all the options i.e. exhausted other remedies before withholding the renewal of a tenancy on these grounds.
- 4.5.5 Registered Provider and Local Housing Authority Notification of Tenancy End. A Protocol for a landlord/Local Housing Authority notification process at the end of a fixed term will be developed. This piece of work has been included in the Shared Action Plan and will be the subject of further consultation.
- 4.6 Disposals of Social Rented Housing Stock**
- 4.6.1 Partners to this agreement recognise that there may be occasions when it makes sense to dispose of property that has previously been available for social renting, either because the property is uneconomic to maintain, or is not of a type or in a location which meets housing need, or where the proceeds of disposal are needed to support the development of more housing.
- 4.6.2 Registered Providers must still work within the Tenant Services Authority (TSA) consent to dispose 2010 (which remains in force and is not affected by the new Regulatory Standards due to come into force on 1<sup>st</sup> April 2012). This emphasises that the TSA wishes to see stock continuing to be used for the purposes provided. Where a Registered Provider is intending to dispose of stock, they should consider whether other Registered Providers might wish to purchase this stock, before considering a disposal out of sector.
- 4.6.3 Consultation with the Local Housing Authority on the detail of any major disposal is required. Consultation is essential to enable the local authority to consider the potential impact on meeting local housing need, and to use their best endeavours to mitigate this. Local Housing Authorities will also have regard to Registered Provider business plans when deciding whether or not to support a disposal.
- 4.6.4 Local Housing Authority Partners will not support the disposal of the following types of housing without a very strong case being made to the Local Housing Authority:
- Larger homes, which are defined as:
    - Three bedroom houses with potential for use as 4 bedroom homes. For example they may have a dining room and living room or they may have three double bedrooms,
    - Larger homes capable of accommodating 6 people or more.
  - Properties that may be suitable for 'downsizing' initiatives. See paragraph below on Downsizing and under occupation.
  - Homes in smaller, rural settlements. i.e. as defined in Statutory Instrument 1997 No 621<sup>3</sup>.

<sup>3</sup> Statutory Instrument 1997 No 621 <http://www.legislation.gov.uk/uksi/1997/621/contents/made>

- Properties which have had extensive adaptations (see paragraph 4.13.2 below for definition)
- Supported or specialist housing.

#### **4.7 Conversions to Affordable Rent**

- 4.7.1 Partners to this Framework recognise that in practice the number of conversions has been pre-determined by the Homes and Communities Agency through their National Affordable Housing Programme (NAHP) contracts with Registered Providers. However, Registered Providers do have some flexibility when considering which specific properties to convert.
- 4.7.2 Registered Providers should have regard to the following when considering the proportion of properties which will be re-let at an 'Affordable Rent'<sup>4</sup>:
- The pattern of re-lets by location, property size and type.
  - The need to ensure that under-occupiers wishing to downsize are not put off by having to pay a higher rent or being given reduced tenancy rights.
  - The need to ensure a reasonable supply of family-sized accommodation at social rents.
  - The need to ensure that properties in rural areas can be let to those working in the area on low wages.
  - The shortage of wheelchair accessible accommodation.
- 4.7.3 Registered Providers are not expected to consult individual local housing authorities over each conversion, but should agree criteria for conversion or an overall approach with the relevant authority.
- 4.7.4 Registered providers are reminded that they can offer properties let at social rent on flexible tenancies where this supports the aims of this tenancy strategy eg offering a larger property on a "fixed term tenancy" in order to minimise future under-occupation.

#### **4.8 Mobility**

- 4.8.1 The Framework encourages Registered Providers and Local Authority Landlords to promote tenant mobility through the use of Homeswapper and other home swap initiatives.

#### **4.9 Transfers**

- 4.9.1 The Localism Act requires landlords to offer existing tenants who are transferring to another social rent property, a tenancy with the same rights as their existing tenancy. This protection does not apply to existing tenants who choose to bid for a property let on affordable rent terms, or for tenancies let after the date of enactment of that part of the bill (expected to be 1<sup>st</sup> April 2012). However, landlords have discretion to offer another similar tenancy where they choose to do so.
- 4.9.2 The Framework encourages landlords to offer transferring tenants a tenancy with the same rights as their existing tenancy wherever possible.
- 4.9.3 Where feasible, landlords should offer a transfer of tenancy on the same or similar rent levels to the property from which the tenant is transferring. If required, there could be a conversion of the property the tenant is transferring from to Affordable Rent Tenancies (ART), subject to the requirements of Paragraph 4.6: Disposals of Social Rented Housing Stock and Conversions to Affordable Rent.

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The designation of the Statutory Instruments identifies rural areas exempt from the Right to Acquire or Enfranchise. These designations are also used to determine whether a settlement can have an 'exception site' development under Planning Police Guidance note 3.

<sup>4</sup> Devon's Interim Strategic Investment Guidance April 2011

#### **4.10 'Down-sizing' and Under-occupation**

- 4.10.1 'Downsizing' in this context means moving a tenant from a property which they are under-occupying, to a smaller property. Typically, these are older people whose families have grown up and left home, although this is not exclusively the case and may include households who have experienced reduction in household size for a number of reasons or households affected by Housing Benefit changes.
- 4.10.2 Partners to this Framework support the promotion of 'downsizing' through incentives and active intervention. The Devon Housing Options Partnership is already leading on a Devon Housing Action Area Project promoting down-sizing initiatives and will work with Devon Home Choice to identify if improvements can be made to how Devon Home Choice deals with 'downsizing'. See Annex 3 - the Shared Action Plan. Local Housing Authorities also want to work with Registered Providers to establish a profile of those tenants under-occupied homes in order to target incentives more effectively.
- 4.10.3 Landlords should not renew a fixed term tenancy where the property is under-occupied, where there is a reasonable possibility that alternative appropriate accommodation can be found for that household.

#### **4.11 Choice Based Lettings**

- 4.11.1 Local Housing Authorities are currently committed to the use of Devon Home Choice for lettings of both social and affordable rented properties and will expect Registered Providers and Local Authority Landlords to use Devon Home Choice for all lettings, including transfers. The operation of Devon Home Choice is under review and any changes arising from this will be included in a review of this strategy. It is recognised that local lettings policies will continue to be required on new developments to ensure that we are creating balanced and sustainable communities.<sup>5</sup>

#### **4.12 Requirements of Vulnerable Groups**

- 4.12.1 This Framework does not recommend that certain vulnerable groups should only be offered "lifetime" as opposed to flexible tenancies. However, further consultation is being carried out with vulnerable groups, and recommendations may be brought forward in the future. Any such recommendations would be subject to consultation with all partners to this document.
- 4.12.2 Landlords will already offer tenancies to many vulnerable households and will have policies and procedures in place to ensure that services are tailored to meet their particular needs. Landlords are encouraged to consider how advice and assistance at any tenancy reviews can be properly linked into any Adult Social Care assessment processes.

#### **4.13 Properties with Adaptations**

- 4.13.1 Landlords are strongly encouraged to audit their adapted properties to determine whether they are occupied by households needing those adaptations. Where an existing tenant, or any member of their household, does not require those adaptations, Registered Providers and Local Authority Landlords should offer every encouragement to that household to move voluntarily to an appropriate property. Where a voluntary move cannot be facilitated, landlords should consider using the discretionary ground for possession. This would have to be on a case by case

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<sup>5</sup> Devon's Interim Strategic Investment Guidance April 2011

basis, where adaptations are extensive (see paragraph 4.13.2) and where suitable alternative accommodation can be provided, taking into account the:

- Circumstances of the tenant(s) and their entire household
- Needs of dependant children, and
- Disruption that could be caused, its effect on the emotional stability of the household and likely effect on the sustainability of the tenancy of proposed alternative accommodation.

Landlords who are considering possession proceedings on this basis should liaise with the local authority, as the courts will want to see that the adapted property is needed for another household, who require those adaptations.

4.13.2 Extensive adaptations usually mean every adaptation except adaptation of an existing bathroom, installation of a stair lift or non-permanent ramps. A combination of these could, however, be considered to be extensive, therefore landlords should consult with the local authority where there is any doubt.

4.13.3 For new tenants of adapted property, Registered Providers should ensure that when tenants are first allocated the property, they are notified of the possibility of being required to move to alternative accommodation should the tenant's household no longer require the adaptations. As with existing tenants this would apply to extensive adaptations only. This requirement should be properly addressed as part of any tenancy review at the end of a Fixed Term

4.13.4 In all cases early consultation with the tenants and use of incentives should be considered in line with good practice.

## **5.0 Risks**

5.1 A risk map has been developed to sit alongside this Framework. The Devon Home Choice Management Board will regularly review the risk map and coordinate the implementation of any shared solutions. See section 2.2 and the annexed Shared Action Plan.

## **6.0 Equalities**

6.1 There will be a separate Equalities Impact Assessment for each Local Tenancy Strategy.

## **7.0 The Shared Action Plan**

7.1 A number of areas have been identified where further work is needed. These have been included in the Shared Action Plan included here as an Annexe. Outputs from these pieces of work will be included in future updates to this Tenancy Framework.

## Annexe 1: A Local Tenancy Policy or a Shared Policy?

		Local Housing Authorities									
		LA1	LA2	LA3	LA4	LA5	LA6	LA7	LA8	LA9	LA10
Tenancy Policy	P1 Definition of Affordable Housing										
	P2 Affordability										
	P3 Length of Tenancy										
	P4 Type of Tenancy										
	P5 Reviews										
	P6 Disposals										
	P7 Conversions										
	P8 Mobility										
	P9 Transfers										
	P10 Downsizing										
	P11 Choice Based Lettings										
	P12 Vulnerable Groups										
	P13 Adapted Properties										

### KEY Matrix

	Local Tenancy Strategy Only
	Shared Tenancy Policy (Tenancy Framework)
	A Local and Shared Tenancy Policy

**Policies**

- Policy 1. Definitions of Affordable Housing
- Policy 2. Affordability and Baseline rents
- Policy 3. Length of Tenancy
- Policy 4. Types of Tenancy
- Policy 5. Reviews and Advice and Assistance at the end of a Tenancy
- Policy 6. Disposals
- Policy 7. Conversions
- Policy 8. Mobility
- Policy 9. Transfers
- Policy 10. 'Down-sizing' and Under-occupation
- Policy 11. Choice Based Lettings
- Policy 12. Requirements of Vulnerable Groups
- Policy 13. Properties with Adaptations

## Annexe 2: Evidence Base

### A. Core Indicators for the Tenancy Framework Evidence Base

	Information	Rationale	Source	Weblink
1	House prices	Lower quartile prices are representative of entry level properties. The affordability statistics are also produced based on lower quartile.	CLG live table – 583 (Lower quartile house prices)	<a href="http://www.communities.gov.uk/documents/housing/xls/able-583.xls">http://www.communities.gov.uk/documents/housing/xls/able-583.xls</a>
2	Housing affordability	Lower quartile prices and earnings are most likely to be relevant for people in housing need. Consistent with using the lower quartile figures for house prices.	576 - lower quartile house prices: lower quartile incomes (Lower quartile house prices and earnings)	<a href="http://www.communities.gov.uk/documents/housing/xls/52924.xls">http://www.communities.gov.uk/documents/housing/xls/52924.xls</a>
3	Dwelling stock by tenure	This will be of most use if the tenures within housing association stock are broken down further to take into account the split between Affordable Rent and Social Rent.	CLG live table 100	<a href="http://www.communities.gov.uk/documents/housing/xls/1783239.xls">http://www.communities.gov.uk/documents/housing/xls/1783239.xls</a>
4	Local Housing Allowance		Direct Gov	<a href="http://www.direct.gov.uk/en/Dio11/DoltOnline/DG_196239">http://www.direct.gov.uk/en/Dio11/DoltOnline/DG_196239</a>
5	Weekly rents charged for Social Rent		CLG live table - 704	<a href="http://www.communities.gov.uk/documents/housing/xls/141632.xls">http://www.communities.gov.uk/documents/housing/xls/141632.xls</a>
6	Households registered on Devon Home Choice	Helps to build a profile of housing need levels	DHC	
7	Affordable housing completions	Completions are published as total figures and are also broken down into Social Rent and intermediate Affordable Housing. This could be useful in the future if they distinguish between Social Rent and Affordable Rent	CLG live tables 1006; 1007; 1008	<a href="http://www.communities.gov.uk/documents/housing/xls/1406079.xls">http://www.communities.gov.uk/documents/housing/xls/1406079.xls</a>  <a href="http://www.communities.gov.uk/documents/housing/xls/141656.xls">http://www.communities.gov.uk/documents/housing/xls/141656.xls</a>  <a href="http://www.communities.gov.uk/documents/housing/xls/1406082.xls">http://www.communities.gov.uk/documents/housing/xls/1406082.xls</a>

	<b>Information</b>	<b>Rationale</b>	<b>Source</b>	<b>Weblink</b>
8	Level of conversions to Affordable Rent	Information to be provided by Registered Providers once their contracts are agreed with the Homes and Communities Agency.		
9	Workplace earnings	Helps to build a profile of the economic and social issues in the area.	Annual Survey of Hours and Earnings	<a href="http://www.statistics.gov.uk/downloads/theme_labour/ashe-2010/2010-res-la.pdf">http://www.statistics.gov.uk/downloads/theme_labour/ashe-2010/2010-res-la.pdf</a>
10	Population age structure	Particularly useful in looking at the needs of the elderly and implications for downsizing	All ages – Mid year estimates Age 65 and over – Mid year estimates	<a href="http://www.devon.gov.uk/index/councildemocracy/improving_our_services/facts_figures_and_statistics/factsandfigures/thepeople/peoplestandproj/peoplepeopestimates.htm">http://www.devon.gov.uk/index/councildemocracy/improving_our_services/facts_figures_and_statistics/factsandfigures/thepeople/peoplestandproj/peoplepeopestimates.htm</a>  <a href="http://www.neighbourhood.statistics.gov.uk/dissemination/LeadTableView.do?a=3&amp;b=276931&amp;c=TQ12+4XX&amp;d=13&amp;e=46&amp;q=437432&amp;i=1001x1003x1004&amp;m=0&amp;r=0&amp;s=1311238503484&amp;enc=1&amp;dsFamilyId=276">http://www.neighbourhood.statistics.gov.uk/dissemination/LeadTableView.do?a=3&amp;b=276931&amp;c=TQ12+4XX&amp;d=13&amp;e=46&amp;q=437432&amp;i=1001x1003x1004&amp;m=0&amp;r=0&amp;s=1311238503484&amp;enc=1&amp;dsFamilyId=276</a>
11	Homes let per annum	Gives an indication of housing supply	Local Authorities and Devon Home Choice	
12	IMD score deprivation	Helps to build a profile of the economic and social issues in the area.		<a href="http://www.swo.org.uk/EasySiteWeb/GatewayLink.aspx?allid=48866">www.swo.org.uk/EasySiteWeb/GatewayLink.aspx?allid=48866</a>
13	Claimant count	Helps to build a profile of the economic and social issues in the area.		<a href="https://www.nomisweb.co.uk/reports/lmp/la/2038431910/report.aspx#tabrespop">https://www.nomisweb.co.uk/reports/lmp/la/2038431910/report.aspx#tabrespop</a>

## B. The shared set of local indicators for use within Local Tenancy Strategies.

	Information	Rationale	Source	Weblink
1	House prices	Lower quartile prices are representative of entry level properties. The affordability statistics are also produced based on lower quartile.	CLG live table – 583 (Lower quartile house prices)	<a href="http://www.communities.gov.uk/documents/housing/xls/table-583.xls">http://www.communities.gov.uk/documents/housing/xls/table-583.xls</a>
2	Housing affordability	Lower quartile prices and earnings are most likely to be relevant for people in housing need. Consistent with using the lower quartile figures for house prices.	576 - lower quartile house prices: lower quartile incomes (Lower quartile house prices and earnings)	<a href="http://www.communities.gov.uk/documents/housing/xls/152924.xls">http://www.communities.gov.uk/documents/housing/xls/152924.xls</a>
3	Dwelling stock by tenure	This will be of most use if the tenures within housing association stock are broken down further to take into account the split between Affordable Rent and Social Rent.	CLG live table 100	<a href="http://www.communities.gov.uk/documents/housing/xls/1783239.xls">http://www.communities.gov.uk/documents/housing/xls/1783239.xls</a>
4	Private rented demand		CLG live table -731	<a href="http://www.communities.gov.uk/documents/housing/xls/141452.xls">http://www.communities.gov.uk/documents/housing/xls/141452.xls</a>
5	Local Housing Allowance		Direct Gov	<a href="http://www.direct.gov.uk/en/Dio11/DoltOnline/DG_196239">http://www.direct.gov.uk/en/Dio11/DoltOnline/DG_196239</a>
6	Average market rent	Note: Valuation Office Agency (VOA) data for July 2010- July 2011 has been circulated to most Local Authorities. Available from Teignbridge.	Valuation Office Agency	
7	Weekly rents charged for Social Rent		CLG live table - 704	<a href="http://www.communities.gov.uk/documents/housing/xls/141632.xls">http://www.communities.gov.uk/documents/housing/xls/141632.xls</a>
8	Households registered on Devon Home Choice	Helps to build a profile of housing need levels	DHC	
9	New housing completions		CLG live table - 122	<a href="http://www.communities.gov.uk/documents/housing/xls/1484882.xls">http://www.communities.gov.uk/documents/housing/xls/1484882.xls</a>

	<b>Information</b>	<b>Rationale</b>	<b>Source</b>	<b>Weblink</b>
10	Affordable housing completions	Completions are published as total figures and are also broken down into Social Rent and intermediate Affordable Housing. This could be useful in the future if they distinguish between Social Rent and Affordable Rent	CLG live tables 1006; 1007; 1008	<a href="http://www.communities.gov.uk/documents/housing/xls/1406079.xls">http://www.communities.gov.uk/documents/housing/xls/1406079.xls</a>  <a href="http://www.communities.gov.uk/documents/housing/xls/141656.xls">http://www.communities.gov.uk/documents/housing/xls/141656.xls</a>  <a href="http://www.communities.gov.uk/documents/housing/xls/1406082.xls">http://www.communities.gov.uk/documents/housing/xls/1406082.xls</a>
11	Level of conversions to Affordable Rent	Information to be provided by Registered Providers once their contracts are agreed with the Homes and Communities Agency.		
12	Workplace earnings	Helps to build a profile of the economic and social issues in the area.	Annual Survey of Hours and Earnings	<a href="http://www.statistics.gov.uk/downloads/theme_labour/ash-2010/2010-res-la.pdf">http://www.statistics.gov.uk/downloads/theme_labour/ash-2010/2010-res-la.pdf</a>
13	Population age structure	Particularly useful in looking at the needs of the elderly and implications for downsizing	All ages – Mid year estimates Age 65 and over – Mid year estimates	<a href="http://www.devon.gov.uk/index/councildemocracy/improving_our_services/facts_figures_and_statistics/factsandfigures/the_people/peoplestandproj/peoplepopestimates.htm">http://www.devon.gov.uk/index/councildemocracy/improving_our_services/facts_figures_and_statistics/factsandfigures/the_people/peoplestandproj/peoplepopestimates.htm</a>  <a href="http://www.neighbourhood.statistics.gov.uk/dissemination/LeadTableView.do?a=3&amp;b=276931&amp;c=TQ12+4XX&amp;d=13&amp;e=46&amp;q=437432&amp;i=1001x1003x1004&amp;m=0&amp;r=0&amp;s=1311238503484&amp;enc=1&amp;dsFamilyId=276">http://www.neighbourhood.statistics.gov.uk/dissemination/LeadTableView.do?a=3&amp;b=276931&amp;c=TQ12+4XX&amp;d=13&amp;e=46&amp;q=437432&amp;i=1001x1003x1004&amp;m=0&amp;r=0&amp;s=1311238503484&amp;enc=1&amp;dsFamilyId=276</a>
14	Number of reposessions	As above		
15	Total dwelling stock	Dwelling stock by tenure is more useful	CLG live table 100	<a href="http://www.communities.gov.uk/documents/housing/xls/1783239.xls">http://www.communities.gov.uk/documents/housing/xls/1783239.xls</a>
16	Council Tax band breakdown by parish	Helps to identify parishes with higher value property types – where affordability of Affordable Rent may be more problematic.	Local Authorities Council Tax departments	

	<b>Information</b>	<b>Rationale</b>	<b>Source</b>	<b>Weblink</b>
17	Homelessness – temporary accommodation	Levels of homelessness help to identify how 'acute' the housing problem is in an area.	CLG live table - 776	<a href="http://www.communities.gov.uk/documents/housing/xls/1918462.xls">http://www.communities.gov.uk/documents/housing/xls/1918462.xls</a>
18	Number of Homeless Approaches by LA including accepted and unaccepted approaches	As above		
19	Volume of house sales	Useful to validate the average property values	CLG live table 584	<a href="http://www.communities.gov.uk/documents/housing/xls/table-584.xls">http://www.communities.gov.uk/documents/housing/xls/table-584.xls</a>
20	Homes let per annum	Gives an indication of housing supply	Local Authorities and Devon Home Choice	
21	Number of disposals	Info to be provided by Registered Providers once their contracts are agreed with the Homes and Communities Agency		
22	IMD score deprivation	Helps to build a profile of the economic and social issues in the area.		<a href="http://www.swo.org.uk/EasySiteWeb/GatewayLink.aspx?allid=48866">www.swo.org.uk/EasySiteWeb/GatewayLink.aspx?allid=48866</a>
23	Claimant count	Helps to build a profile of the economic and social issues in the area.		<a href="https://www.nomisweb.co.uk/reports/imp/la/2038431910/report.aspx#tabrespop">https://www.nomisweb.co.uk/reports/imp/la/2038431910/report.aspx#tabrespop</a>

## Annexe 3: Proposed Shared Action Plan

### Notes:

- Where relevant, outputs from any shared actions will be consulted upon. For example, the Common Standard for giving advice and assistance.

	<b>Proposed Actions</b>	<b>Start</b>	<b>Finish</b>	<b>Proposed Lead Partnership and/or Lead Officer</b>	<b>Output</b>
1	Carry out consultation on the needs of vulnerable clients, particularly in relation to type of tenancy (fixed or lifetime), length of tenancy and advice and assistance required at the end of a fixed term.	April 12	Dec 12	The Framework task and finish Group.	To inform the revised Tenancy Framework.
2	Review Devon Home Choice Management Board terms of reference to ensure clear accountability.	Dec 11	Dec 11 (completed)	Devon Home Choice Management Board with DSHG Executive.	Revised Terms of Reference for Devon Home Choice Management Board.
3	Develop a common standard for advice and assistance to be given to a tenant before a fixed term tenancy is ended.	April 12	April 13	Devon Housing Options Partnership.	A Common Standard Protocol which sets out the roles and responsibilities of RPs and LAs in giving advice and assistance is agreed.
4	Review Local Authority leaflets given to those applying for housing in the Private Rented Sector. Include information for tenants on new forms of tenancy.	Feb 12	June 12	Local Housing Authorities/ Devon Housing Options Partnership.	Updated Information leaflets.
5	Landlord/ Local Housing Authority Notification Process at end of a Fixed Term.	April 12	April 13	Devon Housing Options Partnership.	Protocol in place.
6	Downsizing Incentives - including local profiles of those under-occupying homes.	Started	April 13	Devon Housing Options Partnership/Devon Housing Area Action Plan.	Downsizing Scheme implemented.
7	Develop a risk map	Feb 12	Completed	Devon Home Choice Management Board.	Risk Map in place and monitored by Devon Home Choice.

9	Agree a definition of 'extensive adaptations'		Completed	Devon Private Sector Housing Group.	Definition agreed.
10	Identify options for training on tenancy matters for staff.	Feb 12	April 12	Devon Housing Options Partnership with Devon and Cornwall Training Network.	Access to training courses for staff within Partner organisations.
11	An explanation of the range and the nature of all tenancies being offered, including non secure tenancies and licences. (Note: This may be dealt with outside the Framework and make use of material already available).	Feb 12	April 12	DHC Management Board.	Access to clear information and advice for tenants & applicants.
12	Provide information to customers about the Tenancy Framework.	Feb 12	April 12	DSHG Executive/ Framework task and finish Group	Clear information and advice for tenants, applicants and other stakeholders.
13	The launch and promotion of the Framework and Local Tenancy Strategies.	Feb 12	April 12	DSHG Executive/ Framework task and finish Group	Awareness of the Framework and Local Tenancy Strategy requirements by stakeholders.

## Consultation undertaken as part of developing this strategy

Plymouth and Devon Strategic Investment Guidance for NAHP issued	March/April 2011
DSHG Executive approval of the initial framework consultation document	08 July 2011
Framework task and finish group set up	Summer 2010
Consultation document issued for Tenancy and Evidence Frameworks	Deadline for electronic response 16 September 2011
Consultation workshops and presentations to DSHG 'Delivery Groups'	August and early September 2011
Summary of workshop and survey responses circulated to consultees	September 2011
Consultation on First Draft Tenancy and Evidence Frameworks	Deadline Friday 18 November 2011
A summary document of what 'you said' about the First Draft Framework and what 'we will' do as a result is issued.	December 2011
Final Draft v1.0 and cover report presented to DSHG Executive.	DSHG Executive Thursday 15 December 2011
DSHG Executive agreed to circulate a Final Draft v1.1 to key LA and RP stakeholders for further comment. Devon Home Choice Management Board current Chair nominated as overall Lead Officer for the Framework.	DSHG Executive Thursday 15 December 2011
Deadline for comments on final draft	30 <sup>th</sup> January 2012
Framework task and finish group meet to sign off final version of document	13 <sup>th</sup> February 2012
DSHG sign off final version of document	12 <sup>th</sup> March 2012

February 2012

electronically	
Final version issued	19 <sup>th</sup> March 2012

Final Draft v1.1