

## **Westray Development Trust Local Lettings Policy**

Created: 12<sup>th</sup> October 2021

### **1 Introduction**

- 1.1 Westray Development Trust (WDT) is a registered private landlord and possesses 4 flats at 'Bayview' Westray, Orkney, KW17 2DF. The 4 properties are private rental housing to assist in the development of a sustainable community in Westray. These flats will support islanders to be able to access high quality, affordable local housing which will enable them to stay in Westray. They will also attract new residents to the island which will support the economy and potentially the school. This will in turn protect the future population and sustainability of Westray. 'Bayview' hosts 3x 1-bedroom flats and 1x 2-bedroom flat.
- 1.2 Applicants for the properties will be assessed against the agreed community priorities using the points system set out below.

### **2 Aims**

- 2.1 The policy aims to ensure the allocation of the properties is done in a way that: -
- complies with legislation and good practice
  - has a positive impact on the economic and social development of the community
  - does not result in lettings which are insensitive to the vulnerabilities of the community
  - is open, transparent, and fair

### **3 Community Priorities**

- 3.1 The community priorities, established through local consultation, are to attract households which:
- are interested in taking up employment in the island
  - will attract an array of skills which will contribute to the economic development of the island
  - have an existing connection to, or need to live in, the island
  - will increase the nursery/school roll.

### **4 Priority Assessment**

- 4.1 To assess competing applications for the lease for the properties, applicants will be asked to complete an application form which will ensure there is sufficient information to identify how well the applicants match the identified Community Priorities. The application form also requests details of an appropriate referee who could provide a reference.

#### **4.2 Points system: 1 bedroom flat**

- |      |   |           |
|------|---|-----------|
| (i)  | Employment (max 10 points)  |           |
| (a)  | Existing job or job offer on the island, this includes self-employment. | 10 points |
| (b)  | Plans for employment on the island (locally or remotely through IT)     | 3 points  |
| (ii) | Existing connection with Westray (max 12 points):                       |           |
| (a)  | Current resident  | 10 points |
| (b)  | Previous resident   | 5 points  |
| (c)  | Relatives currently resident in Westray                                 | 1 point   |
| (d)  | Needed to provide support to existing Westray resident                  | 1 point   |

#### **4.3 Points System: 2 bedroom flat**

- |       |   |           |
|-------|---|-----------|
| (i)   | Children (max 10 points):   |           |
| (a)   | Child under the age of 16   | 10 points |
| (ii)  | Employment (max 10 points)  |           |
| (a)   | Existing job or job offer on the island, this includes self-employment. | 10 points |
| (b)   | Plans for employment in the island (locally or remotely through IT)     | 3 points  |
| (iii) | Existing connection with Westray (max 12 points):                       |           |
| (a)   | Current resident  | 10 points |
| (b)   | Previous resident   | 5 points  |
| (c)   | Relatives currently resident in Westray                                 | 1 point   |
| (d)   | Needed to provide support to existing resident                          | 1 point   |

4.4 The tenancy will be offered to the highest scoring applicant, unless exclusions are judged to apply (see Section 5).

## **5. Exclusions**

5.1 The size of the community and geographic isolation means that a full range of support systems are not available to households who may require help to sustain their tenancies.

5.2 An applicant may be excluded if they, or a member of their household has: -

- A history of violence or anti-social behaviour
- A conviction for drug dealing within the last 5 years

- A history of heavy drug use over the last 12 months
- A history of aggression
- A history which is indicative of an inability or unwillingness to abide by reasonable tenancy conditions.

5.3 The circumstances of any household which appears to have such support needs will be investigated on a case by case approach. This would include an Equalities Impact Assessment and if it is apparent that they cannot be satisfactorily supported, will not be offered accommodation.

## **6. Monitoring & Review**

6.1 Records will be maintained of the number of applicants and allocations made under this LLP and outcomes will be reported to the Management Committee to monitor whether the aims of the plan are being achieved.

6.2 Where possible, within the Data Protection Act requirements, information will be provided to the local Council including Community Council.

6.3 This policy will be reviewed prior to any lettings being undertaken (unless it was reviewed less than 3 months previously) to ensure the community priorities are still valid.

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