Cheshire West & Chester Council

# Council Housing

# Voids and Lettings Policy

Issue date: July 2024
Review date: July 2027



Cheshire West and Chester

## 1. Management Information

| | |
|---|---|
| Approval Date: | July 2024 |
| Next Review Date: | July 2027 |
| Policy Owner: | Janet Lawton, Head of Council Housing Management Service |
| Responsible Service Area: | Council Housing Management Service |
| Responsible Director: | Director of Economy and Housing |

## 2. Introduction

This policy sets out the Councils approach to the allocation and management of its housing stock. It provides a clear framework to ensure that properties are let in a fair, consistent and transparent way, in line with statutory duties and regulatory requirements. The policy underpins effective use of the Councils housing assets, supports the prevention of homelessness and promotes balanced and sustainable communities.

## 3. Aim of Policy

Under this policy we aim to:

- Ensure that the allocation of properties will comply with legal and regulatory requirements.
- Ensure properties will be re-let as quickly as possible to meet housing need and to minimise rent loss and maximise income.
- Ensure offers take into consideration how the housing stock can best be used in terms of occupancy levels, facilities, tackling unlawful subletting and tenancy fraud.
- The Council will discharge their statutory duties, including those under the homelessness legislation and the allocation of properties through lettings schemes.
- Ensure fair and transparent access to rehousing whilst maximising tenant choice and mobility.
- Use local lettings agreements to facilitate balanced and sustainable neighbourhoods.
- Enable tenants to access their own housing solution through mutual exchanges.
- Minimise void repair costs, rechargeable repair costs and former tenant arrears through clear and effective communication with tenants and a process of early inspection.
- The Council will seek to allocate homes that are designated, designed, or adapted to meet specific needs in a way that is compatible with the purpose of the housing

## 4. Strategic context

This policy helps the Council to meet the following national and local strategic aims.

Social Housing Regulations Act 2023 – Consumer Standards

- Quality and Safety Standard
- Transparency, Influence and Accountability Standard
- Tenancy Standard

CWAC Borough Plan 2024 – 2028 - sets out how the Council will work with all its residents to build a stronger future where the Council and residents all play their part in creating thriving, caring and sustainable communities.

The Borough Plan has six missions as follows:

- Starting well - The best start for the borough`s children and young people, with improved opportunity, a healthier start, greater resilience in families and the best possible support and care when it is needed.
- Tackling hardship and poverty - More people feel more financially secure as the causes and impact of hardship and poverty are addressed by working alongside residents.
- Resilient people living their best lives - Local people are enabled to flourish, be healthy, happy and independent for longer in supportive communities.
- Opportunity in a fair local economy - Local people and businesses contribute to and benefit from a strong and fair local economy.
- Neighbourhood pride - Residents live in well maintained, connected and safe places with good and affordable homes.
- Greener communities - Individuals, public services and businesses take action to move to tackle the climate emergency, achieve net zero, protect the natural environment and adapt to the impact of climate change.

Together with Tenants Charter | Cheshire West and Chester Council
Tenant Engagement Strategy 2025-30
Council Housing Asset Management Strategy

## 5. Definition and legislation

At its simplest, a void property is a house, flat, or any building meant to be a home that's completely empty, with no one living in it for a noticeable period. The most crucial part of this definition is that no one is paying rent for it, and it's not being actively used.

The Council will have regard to its statutory duties relating to housing condition, health and safety and Awaab's Law requirements when preparing properties for reletting.

## 6. How the policy will be delivered

This Policy sets out the Councils intentions when repairing and allocating empty properties within its housing stock.

### Void Management

### Notice Period

Tenants are required to give four weeks written notice that they intend to terminate their tenancy.

Notice is not required in the following circumstances:

- Where the tenant is transferring to another Council property.
- Where a tenant has passed away or following an eviction.
- In cases where the tenant is being discharged from hospital into specialist accommodation, it might not be possible to provide the full notice period. In these cases, staff will liaise with the hospital, and a shorter notice period will be agreed to avoid 'bed blocking' and to provide the best care to the tenant. Other exceptional circumstances will also be considered by the Neighbourhood Services Lead who will take into account the Council's rental income and the needs of the individual.

The outgoing tenant will be liable for a further week's rental if all keys to the property are not returned to us by midday on the Monday following the due date (Tuesday, in the event of the Monday being a Bank Holiday), and on an ongoing basis until such time as the keys are returned.

Where a tenant has passed away, immediate notice will be accepted as any benefit that was payable will stop on the date of death leaving full rent payable up to the date the keys are returned.

### Tenant responsibilities when ending a tenancy

All furniture, personal possessions and rubbish must be cleared from the property, and it should be left in a good, clean condition. We do not accept responsibility for anything left behind at the end of the tenancy.

If we have to clear the property or carry out repairs that are not the result of fair wear and tear repair, we will charge the outgoing tenant for the cost of the clearance and repair.

### Pre-Termination Inspection

Where notice is provided, we will where possible visit all out-going tenant's homes before the end of their tenancy to:

- Check why the tenant is moving out and is there anything further we can do to help maintain the tenancy.
- Ensure the tenant understands that the property must be left in a clear and clean condition and that failure to do so will result in the tenant being recharged for the associated costs.
- Identify any property condition concerns, safety issues or housing hazards that may require investigation or remedial works before the property is relet.
- Discuss any potential recharges because of damage or unauthorised alterations to the property.
- Confirm the forwarding address and if there are rent arrears agree how the tenant is going to pay the money owed.

**Compensation for Improvements**

Under the Right to Compensation for Improvement Regulations, tenants who have made significant 'qualifying improvements' to their home, could be eligible at the end of their tenancy to claim compensation for home improvements they have carried out.

Compensation will only be paid if we had agreed, in writing, to the improvements before they were made. Compensation is paid on a sliding scale and will depend on how long the tenant has enjoyed the benefits of the improvement works. As per the regulations, compensation is calculated by considering how much the improvement cost, the notional life of the improvement, and how many years the improvement has been in place.

To make a claim for compensation, the outgoing tenant must provide sufficient information for the landlord to determine the claim. The claim should in writing within the period starting 28 days before the tenancy ends and ending 14 days after the tenancy comes to an end.

As a rule, the longer the tenant has enjoyed the improvement the less compensation they may be awarded. If the improvement has been in place for five years no compensation will be paid. If the outgoing tenant owes us any money, any compensation due will be offset against the debt outstanding. Interior decorating does not qualify for compensation.

**Rechargeable Repairs**

Following an inspection of a void property, if it is found that any repairs required are not due to fair wear and tear, we will charge the outgoing tenant for the cost of the damage. Please see the Rechargeable Repairs Policy for further details

## Safety Checks

We will ensure all health and safety checks are completed before a property is designated as ready to let.

The Council will also assess properties for any housing hazards that may present a significant risk of harm to future occupants. Where hazards are identified, appropriate investigations and remedial actions will be completed before the property is designated as ready to let, unless alternative arrangements are permitted by legislation or approved in accordance with Council procedures.

This includes consideration of hazards falling within the scope of Awaab's Law, including damp and mould, excess cold, excess heat, falls hazards, structural collapse, fire hazards, electrical hazards and domestic hygiene, sanitation and food safety related hazards.

When a tenant leaves their home, we ensure that the gas fittings, smoke alarms and flues are safe before re-letting. Any unsafe equipment will either be repaired or removed before the new tenancy begins. A gas tightness test will also be undertaken.

We will provide a copy of the gas safety record to confirm the check has been carried out to the new tenant before they move in.

An electrical check will also be carried out on all void properties and a valid certificate will be provided.

## Lettable Standard

The cleaning, decorative and repair standards that a new tenant can expect from us in their new home is set out in Appendix 1 which details the Lettable Standard. The Lettable Standard has been developed with our tenants. Photographs will be taken prior to the property being let to demonstrate meeting the Lettable Standard.

Properties designated as ready to let will have undergone appropriate inspections and safety checks to identify any housing hazards presenting a significant risk of harm. Where such hazards are identified, appropriate remedial action will be completed before the property is relet.

In some cases, works may be carried out when the property has been let to the new tenant. Any nonessential works will be completed within 21 days of the new tenancy commencing.

Decoration vouchers may be offered to new tenants in exceptional circumstances, at the discretion of the Housing Officer. This may include for example, where the condition of decoration is very poor, caused by excessive nicotine staining.

## Energy Performance Certificate

All properties will have a valid EPC certificate. We will provide an Energy Performance Certificate to tell the incoming tenant the energy efficiency of the home in terms of heating and lighting.

## Lettings

## Applying for housing

All applications for housing will need to be made directly to the Council at: West Cheshire Homes Scheme  All housing applications will be processed in line with the Councils Policies and Procedures.

## Who Can Apply

Some applications may not be accepted by the Council please refer to the Allocations policy in Appendix 2 for further information on who is and is not eligible to apply for housing.

## Allocating a property

All allocations will be made in line with the West Cheshire Homes Policy. Applicants wanting accommodation will need an active application and will 'bid' for a property and the success of the bid will depend on the priority band that they have for the vacancy.

Bids may be made online through the dedicated website, by telephone or by text message. Prospective tenants will be accompanied by a staff member, usually the Housing Officer for that area, when viewing properties.

New tenancies can start on any day of the week. Whilst consideration will be given to new tenants' circumstances, tenancies will commence as soon as practically possible following the property being available to let. This is to maximise the accommodation available.

## Management Lets

Management lets will be used in some cases where the health and safety of the tenant could be at serious risk if they remain in their own home. E.g. Domestic Abuse. In these instances, we will house tenants in 'like for like' properties unless the tenant is under-occupying, when the option of a smaller property or 'like for like' will be offered. Where there is an immediate danger to safety and there is no suitable property available, staff will try to find suitable accommodation.

## Local Letting Schemes

We aim to let tenancies which are sustainable and contribute to stable communities. To help us do this, we may put in place local lettings arrangements for particular properties to take account of local circumstances or to tackle tenancy management or lettings issues. Details of the criteria to be applied when considering Local Lettings are detailed in the West Cheshire Homes policy and the Local Lettings Procedure.

**Sensitive Lets**

Occasionally it may be necessary to undertake sensitive lettings if there is a wider benefit to a community or where the health and safety of an applicant is, or could, be put at risk. All sensitive lettings will be approved by the Neighbourhood Services Lead.

**Verification Criteria**

Before any offer is made, we will carry out a number of checks against the applicant and any member of their household moving with them to verify the details on the application form are correct and that the property offered is suitable. This will include:

- A document and photographic identification check to verify identity and residency.
- An income and expenditure check along with a credit check with a credit agency to assess affordability.
- A reference from previous landlords to show how the tenancy was conducted.
- If an applicant does not pass the verification check, an offer will not be made.

Applicants will not be offered a property, where a risk to either themselves or others has been identified. We will always tell an applicant the reasons why we are unable to make any offer.

**Affordability Assessment**

Before any offer is considered, all applicants will undergo an affordability assessment and credit reference check to assess whether they can afford to sustain the tenancy. Where an applicant has no income in place to pay their rent, no offer will be made. Offers will only be made where it's assessed the applicant can afford to pay their rent and is able to sustain their tenancy. We may exercise our discretion and withdraw offers on financial grounds if applicants combined household income from earnings, benefits and savings are such that they would not be able to afford to rent the property. Affordability will be assessed based on an income and expenditure assessment. This will take into consideration whether a household is able to afford their rent alongside other essential costs, including utility bills, and other outstanding financial commitments.

A minimum payment of the first week's rent is required at all sign-ups irrespective of whether the tenant may be eligible for Benefit. We reserve the right to withdraw the offer of accommodation if the first week's rent is not paid.

**Fraudulent Information**

Any applicant seeking to obtain accommodation by making a false statement, withholding relevant information or by failing to tell us about any material change in circumstances will have their application cancelled.

Where an allocation has been made and the applicant knowingly gave false information, we will take action for possession under Ground 5 Schedule 2 of the Housing Act 1985.

**Transfer Requests**

Existing Council tenants may apply for a transfer to alternative accommodation after 12 months of their tenancy. Requests for a transfer should be made to the Neighbourhood Services Lead.

Transfers will not be considered if:

- The tenant has current rent arrears.
- There is damage to the property and therefore would incur rechargeable repairs.
- Notice to Seek Possession has been served for Anti-Social Behaviour or a tenancy breach.

**Mutual Exchange**

We will encourage tenants requesting a move to consider a mutual exchange as a way of moving to more appropriate home. Tenants will be encouraged to register with the national HomeSwapper, scheme which facilitates country wide property matching. More information regarding how we process Mutual Exchanges is available in our Mutual Exchange policy.

**Appeals Process**

Appeals on allocation decisions can be made via the Councils complaints Policy.

The Council will let homes as quickly as possible to avoid loss of rent, vandalism, or squatting. The properties that are let will meet the agreed lettable standard.
If staff become aware that there are problems with effective operation of the policy or the associated procedures, they should report this to the responsible officer for the policy. This feedback will be incorporated into the policy/procedural review process.

**7. Equity and reasonable adjustment statement**

We value diversity and work to create an inclusive environment for customers and staff, where everyone has access to the same opportunities. We welcome our responsibility to comply with equalities legislation and regulatory requirements that relate to equity, diversity and inclusion and aim to do more. Through our activities we

aim to remove systemic barriers to equal opportunities and eliminate all forms of discrimination, harassment, and victimisation within our organisation.

We are committed to providing excellent customer services, which are fair, equitable and inclusive. As such, we will endeavour to understand and make any reasonable adjustments required for customers in line with our Reasonable Adjustment Statement and the Equality Act 2010. Any reasonable adjustment provided will be recorded and kept under active review.

## 8. Related Documents

- Rechargeable Repairs Policy
- Mutual Exchange Policy
- West Cheshire Homes Allocations Policy

## 9. Equality Analysis

| | |
|---|---|
| Results of EA / Actions taken forward to mitigate any potential negative impacts | Inform that this policy can be provided in alternative formats.<br><br>Inform about the ongoing equality and diversity training for staff in the delivery of this policy. |

See appendix 3 for full Equality and Diversity Impact Assessment.

## 10. Consultation and Business Intelligence

The policy was created in consultation with the Council`s tenants leaseholders and staff.

## 11. Monitoring and review

The Council Housing Management Board has responsibility for the monitoring and review of this policy. This policy will be reviewed every three years starting from the date it is approached and adopted.

## 12. Approval and Review History

The approval route for all policies and procedures is via the Cabinet Member for Homes and Planning who has delegated powers for policy approval from the Council`s Executive Cabinet.

| Date | Version | Approved by |
|---|---|---|
| 30/04/2018 | V1 | (Managed) SMT |

| | | |
|---|---|---|
| 08/09/2018 | V1 | Cabinet Member for Homes and Planning |
| 17/02/2022 | V2 | Cabinet Member for Homes and Planning |
| 02/07/2024 | V3.2 | Cabinet Member for Homes and Planning |
| 22/09/2025 | V3.3 | Cabinet Member for Homes and Planning |
| 28/05/2026 | V3.4 | Cabinet Member for Homes and Planning |
| 29/10/2026 | V3.5 | Cabinet Member for Homes and Planning |

## 13. Document Revision History

| Date amended | Version | Key Changes |
|---|---|---|
| 08/09/2018 | 1 | Original Version |
| 15/03/2021 | 2 | Pre termination visit updated to reflect the assessment approach. Updated responsible director name and title. |
| 08/05/2024 | 3 | Appendix 1 amended - lettable standard reviewed and changed with tenants |
| 28/06/2024 | 3.1 | Revised version following tenant feedback:<br>• Improvement of layout of document.<br>• Additional information about the following:<br>• Allocating of a property<br>• Best use of stock • Appeals process.<br>• Compensation and expenses<br>• Detail decant options available.<br>• Made clear that this policy document can be provided in alternative formats.<br>• Informed about the ongoing equality and diversity training being provided to staff in the delivery of this policy.<br>• Informed about West Cheshire Homes Policy |
| | 3.2 | Revised version following feedback from HQN<br>• Amendment made to advise EPC provided on all lets<br>• Amendment made to management move around downsizing. |
| 22/09/2025 | 3.3 | Revised version to take into account the insourcing of the housing management service from ForHousing to the Council. |

| | | |
|---|---|---|
| 22/05/2026 | 3.4 | Policy revised following insourcing of housing management services, updates to revised service structure and contact information. No substantive changes have been made to the policy. |
| 29/10/2026 | 3.5 | Policy revised with additional information in relation to Phase 2 Awaab Law. |

## Appendix 1 – Lettable Standard

### Introduction

We aim to move you into your new home as smoothly and as quickly as possible, minimise stress and provide you with a positive experience.

Our Lettable Standard gives you reassurance of our commitment in providing good quality homes that are safe, clean, and comfortable to live in. During the viewing of your new home, we will review this standard and encourage you to use this as your checklist. This sets out the standard all our properties will meet when they are let to new tenants.

### Making your home safe…

- Electric supply in the property will have been tested and will have a valid safety certificate.
- Central heating system will be tested and serviced and will have a valid safety certificate (this will be arranged once you have signed up to the tenancy)
- A copy of the current Energy Performance Certificate for your home will be provided.
- Plugs and light fittings will be in working order with a minimum of 1 light fitting per room.
- Hard wired smoke alarm(s) will be tested and in working order.
- Legionella test will be carried out to help prevent any health hazards.
- A minimum of two keys per external door will be provided.
- Windows will be safe and secure with any cracked or broken glazing made safe and replaced and keys to window locks where fitted provided.
- Garden areas to be free from any hazards.
- Boundaries to the property will be marked by some form of fencing/wall. We will not install new dividing fences.

### Cleaning your new home…

- Floors will be swept and cleaned.
- Kitchen cupboards, worktops, sink and draining board will be cleaned.

- Bathroom suite, wall tiles and floor covering will be cleaned, and the toilet seat will be replaced.
- Doors and woodwork will be cleaned and damage free.
- Walls and ceilings will be cleaned and free from mould and graffiti with no major cracks.
- Any items from the previous occupant, including rubbish in garden, shed or house will be removed.

**Ensuring your home comfortable…**

- An electric and gas cooker point (where gas is fitted) will be available to connect a cooker.
- Kitchen and bathroom fittings will be in good working order.
- Hot and cold water will be supplied to the kitchen and bathroom.
- Any instruction manuals for appliances such as central heating system will be provided.
- Information on the whereabouts of stop tap, fuse board, electric and gas meters will be provided.
- Energy saving light bulbs will be fitted.
- Previous fixture and fittings left by the previous occupant that you have requested to keep, will be your responsibility to maintain.

**Decorating your home…**

- You are responsible for decorating the inside of your home, which may include filling small holes and cracks.
- Suitable floor coverings will be provided in the kitchen and bathroom. You are responsible for all other floor coverings.

**After moving into your home…**

We want you to be able to move into your new home as soon as possible, so we might need to carry out some non-essential repairs after you have moved in. If this is the case, we will give you a list of repairs and discuss timescales for the work(s) to be carried out. We will also provide you with an opportunity to tell us of any individual requirements that require consideration.

Within the first two weeks of you moving into your new home, our Repairs and Void Inspector will be available for you to report any repairs that may have been missed on the day of inspection.

We will send you a text to ask if you are satisfied with your moving in experience and will use this feedback to continue to improve the services we provide to new tenants. Your Housing Officer will arrange to meet with you to check that you have settled into your new home.

**Appendix 2 – West Cheshire Homes Allocations Policy**

Allocations Policy 2021-2026

## Appendix 3 – Equality and Diversity Impact Assessment

| | |
|---|---|
| **Area of activity or change** | **Voids and Lettings Policy** |
| **IMDF Approval** | **Allan Batty, Senior Housing Policy Officer** |

| | |
|---|---|
| **STAGE ONE - SCOPING** | **Outlines the decision that is being made any why** |
| **STAGE TWO - RESEARCH** | **Outlines the collaboration and research that will inform this decision** |
| **STAGE THREE - FINDINGS AND NEXT STEPS** | **Considers how learnings from research and engagement are being embedded, the potential impact of the decision on different people and how these can best be managed.** |

| **STAGE ONE – SCOPING** | |
|---|---|
| **Consider points such as:**<br>• Where has the proposed activity or change come from and why is it needed?<br>• Why is it important to the Council?<br>• How will this affect the tenant / customer journey or colleague experience? | **What activity or change is being proposed and why?**<br>• Review policy to ensure it meets the requirements of staff, the Council and its tenants<br>• Review policy to ensure that it complies with best practice guidance from the Regulator of Social Housing<br>• Consult with tenants and staff<br><br>**What benefits are you trying to achieve?**<br>• Policy to consider all requirements of the Council`s Housing Allocations Policy<br>• Policy to be clear about being developed by best practice guidance<br>• Policy to be informative, to be clear and in plain English<br>• Meet the needs of staff, tenants and leaseholders |
| **STAGE TWO – RESEARCH** | |

| | |
|---|---|
| **Consider points such as:**<br>• What groups or individuals will you approach to discuss this?<br>• How will you ensure that these people are diverse and representative? (See Equity and Diversity table in stage three)<br>• Is there any data you can look at to support you? | **Who will help develop your thinking so that different experiences and perspectives are included?**<br>• Consultation with tenants and leaseholders using closed facebook page.<br>• Undertake an equality impact assessment to identify any positive and/or negative impacts on protected characteristics. |
| | **What research will you do to inform your understanding?**<br>The Housing Act and Part 6 of the 1996 Act and the government guidance for the allocation of properties available at gov.co.uk provides the statutory guidelines for this policy.<br>The Council uses MRI Jigsaw as its ICT system for managing the housing register which allows the prioriising between applicants using a three banding register.. All lettings staff are trained on this system and have a good knowledge of the Council`s West Cheshire Homes choice-based lettings system. |
| | In determining how to prioritise between applicants, a local authority must give reasonable preference to those categories of people set out in section 166A(3) of the Housing Act 1996.<br>Other options to access rehousing services are available outside of this policy, these are provided by the Council. Once applicants have registered on the choice based letting system and their application accepted tenants can place an expression of interest on any property in their band that meets the applicants specific needs. |
| **STAGE THREE – FINDINGS AND NEXT STEPS** | |
| **Consider points such as:**<br>• What have people told you are some of the key issues?<br>• What good practice is happening in other organisations?<br>• What changes are you planning to make because of the things you've found out? | **What have you learnt from your research and engagement?**<br>• Consultation with tenants and leaseholders informed on minor changes to the policy which is recorded in the final document. |
| | **How will you embed what you've learnt into your activity or change?**<br>• Make relevant minor changes to the policy<br>• Inform within the document that this can be provided in alternative formats.<br>• Inform about the ongoing equality and diversity training being provided to staff in the delivery of this policy. |

**Equity and Diversity -** Not everyone has the same access to opportunities or services, and the things that make us different – such as the characteristics listed below – can affect our experiences and outcomes. Therefore, it is important to consider how different people could be impacted by any activity or change we want to bring about.

| How could the proposed activity or change affect people with these characteristics (positively or negatively)? | | - | | + |
|---|---|---|---|---|
| **Age**<br>(Younger or older people) | No Change - Applicants that need extra support due to age are identified by the Council and any needs taken into consideration and a suitable property identified through the choice based letting system. | | | |
| **Caring responsibilities**<br>(Parents and those looking after an older or disabled person) | No Change - Applicants who need an extra room or caring facilities are identified by the Council and any needs taken into consideration | | | |
| **Digital inclusion**<br>(People without access to digital platforms or devices) | No change - For those without digital access the CBL systems can be accessed by contacting West Cheshire Homes who will ring the applicant and completed their application for them. West Cheshire Homes can also provide an advocate should this be required and can also help set up auto bids. | | | |
| **Educational attainment**<br>(People who have experienced barriers to formal education) | No equality considerations identified | | | |
| **Ethnicity, race and nationality** | No equality considerations identified. | | | |
| (Including migrants, refugees and asylum seekers) | | | | |
| **Financial inclusion**<br>(People experiencing financial barriers or challenges) | No equality considerations identified, social housing is considered the most financially viable option for people on low incomes. | | | |
| **Marriage / civil partnership**<br>(Legal union between different-sex or same-sex couples) | No equality considerations identified | | | |
| **Mental health**<br>(People with a mental disability or ill-health) | No Change - This could be considered as a medical need and is considered by the Council, all needs are taken into consideration and a suitable property is identified through the choice based letting system. | | | |
| **Neurodiversity**<br>(Such as people with ADHD, Autism, Dyslexia, Dyspraxia) | No Change - This could be considered as a medical need and is considered by the Council when assessing housing needs. | | | |

| | | |
|---|---|---|
| **Physical health**<br>(People with a physical disability or ill-health) | No Change - This could be considered as a medical need and is considered by the Council when assessing housing needs. Properties are matched where possible to the tenants needs. Depending on the health concern applicants can complete a medical assessment form when registering for the choice based letting system and after assessment, they will be added to subcategories of accommodation that best reflect there housing needs. | |
| **Pregnancy and maternity**<br>(Someone who is pregnant or has recently given birth) | No equality considerations identified | |
| **Religion, faith or belief**<br>(All religions and faiths, including people with no religion) | No equality considerations identified | |
| **Sex**<br>(Men and women) | No equality considerations identified | |
| **Gender identity**<br>(Including trans and non-binary people) | No equality considerations identified | |
| **Sexual orientation**<br>(Such as Lesbian, Gay and Bisexual people) | No equality considerations identified | |
| **Any other characteristic** | No equality considerations identified | |

| **Managing positive and negative effects** | |
|---|---|
| **Consider points such as:** | **If potential negative effects have been identified, how will any harm be reduced or avoided?**<br>We are following all legal and regulatory requirements however the local allocations policy does mean that younger people can struggle to get a property however this is in line with regulation and statutory guidance. |

| | |
|---|---|
| • Do you need to escalate any issues or seek legal advice? Can you see any<br>• opportunities to promote or celebrate positive outcomes? How will you build<br>• monitoring into the implementation of your activity or change and who will you report to? | **If potential positive effects have been identified, how can we ensure these are realised?**<br>The Council must ensure that reasonable preference is given to people who need to move on medical or welfare grounds, including grounds relating to disability. The Council has separate projects which aim to assist homeless people in finding a home and also assisting care leavers when they turn 18 years old to adapt and settle into new homes. |
| | **How and when will the impacts of your activity or change be monitored moving forward?** The Council will continue to comply with regulatory and statutory guidance. |