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| **CRITERIA** |  | **WHAT ACTION IS REQUIRED & BY WHO** | **UPDATES & ACTION COMPLTED** |
| **SET UP** | Identify the local need. Check Housing register data. Place a general advert for sharers on the CBL system. Check data from the LA regarding numbers of presentations as homeless. Have conversations with local support agencies.  | Meeting with LA Allocations team.  | Had a meeting with Tracey Chambers & Chris Giles at Medaway Council on 27th July 2017.Tracey and Chris both are supporting the project and they are keen to see initiatives like this to tackle welfare reform. |
|  | Establish move options and provision for young people by other social housing providers. | Check with LA /SHP | Agreed to get nomination from Medway Council.  |
|  | Assess the local appetite for sharing through conversations with other providers and by conducting focus groups with potential tenant groups.  |  Focus group for under 35 category residents. | This may be suitable for future projects. |
|  | Establish the model of sharing you will use (depending on the local need) for training flats and or stranger shares. | Low support with Tenancy Support Officer. | Decided to offer tenancy plus support to find employment. |
|  | Make links with external organisations and specific departments. These should include Help to Rent Projects, local advice ad support agencies, local authority housing and homeless departments and HB/DWP. | Meeting with HB/DWP team.  | Discussed with HB and they advised that Russet homes has done similar projects. Medway council is happy to support the project. |
|  | Identify and agree your monitoring practice – what hard and soft outcomes for reporting | Set up LPI for HMO. | * Customer engagement
* Level of ASB
* Lettings
* Employment support and outcomes
* Income collection
* Lettings turnaround time.
 |
|  | Establish through record keeping practise and set regular intervals for reporting. | Open housing reports. | Clearview & open housing reports |
|  | Identify existing stock which s empty or could be reconfigured for sharing. Take into consideration any article 4 direction restrictions, and location, room sizes and layout. | Identified one property. | Selected 81 Shorts Way. 2 bed room, second floor flat converting to a 3 bed shared accommodation. Sharing kitchen, bathroom/WC facilities and breakfast area. |
|  | Check costs of any conversion works and explore grant possibilities. | Organise site visit | No grants available for this project, perhaps try for future projects.Total cost is around 12K including void works. |
|  | Set your rents taking into consideration of the overall cost of living for our tenants. | Check the shared accommodation rate. | The maximum rent would be the LHA rate, which currently stands at £65.66, plus service charge, which would need to be affordable.Largest room (R1) - £65.00Medium room (R2) - £63.00Smallest room – (R3) £61.00 |
|  | Consider and set service charges if applicable. | Produce service charge schedule with eligible and non eligible service charges.Include Intensive Housing management charges?Discussed with Service charge Officer about service charge schedule. | Draft Service charge template produced.

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| **HB eligible £11.92** | **Non eligible (personal charges) £14.85** |

Tenants to pay council tax directly to council.[Copy of Potential Statement 81 Shorts Way docx.xlsx](file:///C%3A%5CUsers%5Cmatthewe%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C3QPCHI2N%5CCopy%20of%20Potential%20Statement%2081%20Shorts%20Way%20docx.xlsx) |
|  | Establish how you will manage bills in your shared house. | Via Landlord  | Tenants pay council tax directly to council. All other bills via mhs and charge tenants personal charges. |
|  | Consider how you will fund any additional support requirements of your shared housing projects. Explore whether you may be eligible for enhanced HB, ensuring this has no detrimental impact of your tenant’s ability to move into employment or move on. | Charge intensive housing management cost for additional support for tenancy sustainment and employment support. | Proposed to charge £5.00 per week per tenant. Also Medway council indicated that we are already getting some support funding (Sue’s team) perhaps we can use some towards this service. |
|  | Decide which occupancy agreements you will be using, and whether these will be joint or individual ones. | Fixed term 6 months tenancy rolling into a periodic tenancy. Discussed with Thelma at Bachelors.  | Discussed the terms and conditions with Thelma and she is re-drafting the AST.[Draft AST.doc](file:///C%3A%5CUsers%5Cmatthewe%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C3QPCHI2N%5CDraft%20AST.doc) |
|  | Ensure your IT systems are able to reflect the make up of your shared provision. Rooms, for example will need to be individually allocated and you should have the ability to attribute rent accounts to each individual room. | Open housing property set up. | Shelley to instruct IT to make sure the rooms are set up correctly. Room1, Room2 & Room 3 |
| **Allocating shared Tenancies** |  |  |  |
|  | Review your existing allocations policies and consider reviewing these to accommodate sharing as housing option. | Review allocations policy | Shelley to review policy. |
|  | Ensure your allocation policy is inline wit your model of shared housing. |  | Same as above. |
|  | Ensure you have buy-in from all staff and departments and there is regular communication between them.  | Internal external comms | Needs to brief communications team. |
|  | Establish and regularly review affordability, risk and needs assessments for potential applicants. |  | Shelley and Medway council to select the appropriate nominees for this scheme. The advertisement should clearly represent the objectives of this service and the expectation form tenants. |
|  | Ensure staffs are knowledgeable about exemptions to the Shared Accommodation Rate and what supporting documents are needed. | Produced briefing, AST and additional documents | Produced report, service charge schedule, Appendixes (good neighbour agreement and support agreement).[HMO Pilot Scheme - report 14th August.doc](file:///C%3A%5CUsers%5Cmatthewe%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C3QPCHI2N%5CHMO%20Pilot%20Scheme%20-%20report%2014th%20August.doc)[HMO Pilot Scheme - Appendix 2 & 3.doc](file:///C%3A%5CUsers%5Cmatthewe%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C3QPCHI2N%5CHMO%20Pilot%20Scheme%20-%20Appendix%202%20%26%203.doc)[HMO CHECK LIST.docx](file:///C%3A%5CUsers%5Cmatthewe%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C3QPCHI2N%5CHMO%20CHECK%20LIST.docx)[Copy of Potential Statement 81 Shorts Way docx.xlsx](file:///C%3A%5CUsers%5Cmatthewe%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C3QPCHI2N%5CCopy%20of%20Potential%20Statement%2081%20Shorts%20Way%20docx.xlsx) |
|  | Ensure you have a suitable alternative pathway available for those for whom sharing is not a suitable option.  |  | Explore other options |
|  | Consider setting up a register of under 35 year old applicants. | Under 35 list. | Shelley to set up a waiting list for under 35. |
|  | Ensure staff in your own organisation and within referral partners is promoting sharing positively to potential applicants. Consider offering training to internal and external staff. | Lunch and learn for staff | Briefings, lunch & learn, team meetings, connect news |
|  | Establish ways of advertising your property – for example through a Choice Based letting system.  | Also consider spare room.com, gum tree etc | Medway council to advertise the vacancy. |
|  | Establish a tenancy matching policy – using for example questionnaires or hosting events where potential flatmates can meet. |  | For future |
|  | Stay in touch with applicants on your register to ensure you have a pipeline of potential tenants. |  | Same as above |
| **Managing shared tenancies** |  |  |  |
|  | Establish how you shared houses will be managed and by whom | Discuss with Colette & Ian | Briefed Colette , Shelley and Ian. And produced guidance for information report |
|  | Establish who will be responsible for repairs and maintenance, rent collection and void turnover. |  | mhs |
|  | Consider commissioning support agencies to deliver support to households and individuals. | Any floating support service available? | Tenancy Sustainment Officer support |
|  | Set up a pre-tenancy training programme. Will you deliver it in-house with an external partner or commission another service to deliver it to your clients? |  | Community investment Team |
|  | Ensure there is suitable and adequate tenancy sustainment support available; if delivering this in house ensure staff have capacity.  |  | Community Investment Team |
|  | Consider a range of models which could help ensure smooth running of your shared houses for example by employing lead tenants or per mentors. |  |  |
|  | Establish a clear and robust policy for dealing with anti-social behaviour or any other behaviour which cold lead to eviction. |  |  |
| **Ending tenancies and helping tenants move on**  | Ensure tenants have flexibility to move on if their personal or employment circumstances change. |  |  |
|  | Have a range of move on options available. For example you could help facilitate moves within your own stock or support tenants to move into the private rented sector. |  |  |
|  | Ensure tenants are directed to suitable organisations that may be able to help in the case of tenancy breakdown, for example Housing Options, Citizens Advice Bureau and help to Rent projects. |  |  |
|  | Ensure your eviction policies and procedures are appropriate and that all relevant staff is briefed and trained on these. |  |  |
|  | To minimise voids, ensure you have a pool of prospective tenancy ready applicants waiting to access shared housing. |  |  |
| **Evaluating your shared house project and feeding back.** |  |  |  |
|  | Identify the true cost of running your project and establish the potential costs of not operating a shared scheme. The cost can be critical if choosing to make a case internally or externally for continued funding or support.  |  |  |
|  | If running a pilot model establish an exit strategy. Will you continue running a pilot model/develop and increase shared housing project or stop at the pilot? If you are not continuing your pilot what will your service look like when you end? Where possible run a Skelton service to ensure tenants are supported to the end o f their tenancies. |  |  |
|  | Establish what will happen to your stock if your pilot doesn’t continue and identify how you will bring back into use for individual households. |  |  |
|  | Identify and build links with other organisations or providers who could take eon your project or provide on-going support to your teams if you do decide not to continue. |  |  |