



Fife Housing Association Ltd

Scottish Charity No: SC025647

Leases Policy

Issue No: 2

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01383 606162

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یہ دستاویز ٹیپ، بریل (ناہینا افراد کیلئے پڑھنے کا طریقہ) بڑی لکھائی اور کیوٹیٹی میں بولی جانے والی زبانوں میں بھی مہیا کی جاسکتی ہے۔
برائے مہربانی مزید معلومات کے لئے کارپوریٹ سروسز ڈپارٹمنٹ سے اس نمبر 01383 606 162 یا ای میل fifeha.org.uk کے ذریعے رابطہ کریں۔

The purpose of this policy is to clearly define the circumstances in which we will lease properties and the organisations we will lease to. Staff have the delegated authority to enter into leasing arrangements in line with this policy. Any proposal to lease which falls out with the terms of this policy must be referred to the Fife Housing Association's Board of Management for a decision. The main aim of the policy is to establish clear guidelines for staff and to help establish a procedure for the management of leased properties.

1.0 Introduction to the Leases Policy

- 1.1 Our aim is to meet our obligations to promote equalities and contribute to meeting the needs of the wider community. To achieve this we will make a number of properties available to organisations working with people with support needs and to local authorities where appropriate. Where leasing is found to be the most appropriate option the governing body delegates authority to Senior Housing Management Staff to sign agreements on its behalf.
- 1.2 In line with Performance Standards and good practice Fife Housing Association Ltd will only lease a property to a third party in exceptional circumstances. Our policy is to provide the most secure form of tenancy compatible with the purpose of the housing. Wherever possible we will provide direct tenancies for individuals.
- 1.3 When we lease property we will ensure the lessee uses the most appropriate model leases, tenancy and occupancy agreements currently available.
- 1.4 When we enter into a lease where we need to consider a variation on an existing model tenancy or occupancy agreement we will seek legal advice to ensure that we are maximising the security of tenure for the individual. This may arise because of the design of the accommodation or the nature of the client group.

2.0 Meeting the needs of our Client Groups

- 2.1 To meet our policy objectives we will generally only lease property to support agencies/the Local Authority for use as temporary accommodation.
- 2.2 We will lease properties to organisations where it is appropriate due to the client group being housed and the nature of the support being provided. Currently this list includes:
 - Fife Council
 - Safeguarding Communities - Reducing Offending (SACRO)
- 2.3 We will make every effort to safeguard our properties and the people living in them. In determining an organisation's suitability as a lessee we will consider

its track record including its financial position (consideration of financial viability is relaxed in the case of local authorities).

- 2.4 If organisations not listed want to lease property from the Association they should approach a Senior Member of Housing Management Staff.

3.0 Managing Equalities

- 3.1 Our Policy is to ensure fair and open access to our housing and to be responsive to people's individual support needs. We will therefore ensure that appropriate selection and assessment criteria are used by the lessee in allocating the properties.
- 3.2 We undertake to ensure that equal access to appropriate property types and locations across the range of our stock is given to lessees. Properties made available for leasing should not be confined to one particular area or to less desirable stock.
- 3.3 We will consider clients with a disability and consider adapting a property to suit. Funding assistance from other appropriate agencies would need to be confirmed before an allocation was confirmed.

4.0 Audit Trail

- 4.1 We will maintain a clear audit trail showing that we have:
- Examined all other available options in deciding that leasing is the most appropriate arrangement.
 - Ensured that the lessee was granted the most secure form of tenure compatible with the purpose of the housing.
 - Demonstrated good reasons for departing from the terms of any model agreements. This should include where the:
 - lease is for longer than three years;
 - appropriate model lease is not used;
 - model is used but some clauses are omitted or amended;
 - appropriate model occupancy or tenancy agreement is not used.
 - Managed risks, covered costs and taken steps to ensure sustainability where it is a commercial lease.

5.0 Performance and Review

- 5.1 We will review the management of leased properties to support agencies/the Local Authority regularly by holding liaison meetings with the lessee at least every six months or more often if appropriate to the project.

- 5.2 We will report annually to the Board of Management setting out:
- the number of leases;
 - the organisations we have leased property to;
 - the expiry date for the lease;
 - any management issues relating to the conduct of the lease (this should include estate management issues, complaints made and received, financial issues and repairs); and
 - whether we have renewed leases.
- 5.3 In line with Scottish Government guidance/good practice advice, this policy will be updated as required and reviewed regularly. This review will be done by Senior Staff and will only be brought before the Board of Management if there are significant changes that require approval.