

## **Appendix 1: i4B Key Worker Housing Allocations Policy**

### **1.0 Introduction**

This policy allows i4B to fulfil its business objective of providing Intermediate/key worker accommodation, as outlined in its [Business Plan 2019-20](#). The aim of providing Key worker Housing in Brent is to be able to offer affordable housing to all eligible employees within key occupational groups that are traditionally difficult to recruit into and retain within Brent employers. The aim of the scheme is to encourage more key workers to live and work in the borough of Brent.

### **2.0 Equality and Diversity**

This policy is in place to ensure key workers are treated fairly and without unlawful discrimination, in line with the [Equality Act 2010](#). i4B will ensure that its Key Worker Housing Allocations Policy is applied in a manner that actively promotes equality and complies with statutory obligations relating to equal opportunities and diversity.

### **3.0 Policy Objectives**

This policy aims to ensure the allocation of accommodation to key workers in Brent is fairly allocated by;

- Defining who is a key worker and what makes them eligible for key worker accommodation.
- Explaining how applications will be prioritised.
- Outlining the application process.
- Setting out the terms and conditions in relation to key worker accommodation.

### **4.0 Definition of a Key Worker**

As part of the S106 nomination agreement that has been adopted for the purpose of this policy, to be considered a key worker, an individual must be in one of the following roles;

- NHS staff;
- Teachers in schools, further education or sixth form colleges;
- Police Officers;
- Prison Service and Probation Service Staff
- Social Worker;
- Council/Government Staff;
- Fire Officers and Retained Fire Fighters;
- Armed Forces
- Any other worker agreed in writing by the Council (this will be reviewed yearly to reflect the needs of the council and the list will be published online).

### **5.0 Eligibility**

Key workers must:

1. Be in a key worker post designated by a public sector participating employer
2. Be employed on a permanent contract or

3. Be employed on a fixed term contract where:
  - i. They are due to remain in employment for a further 6 months from the date the tenancy is due to commence and;
  - ii. The initial term of their contract was at least 12 months.

Key worker and members of their household must:

1. Earn no more than an upper earnings limit of £65K annual household income for a one bed property and 90K annual household income for a two bed property (and lower earnings limit of £31K annual household income).
2. Be either a British or EU/EEA citizen with a Settled Status by December 2020 or have indefinite leave to remain in the UK.
3. Not own or part own a property.
4. Ensure that at least one eligible key worker must remain on the tenancy at all times.

## **6.0 Eligibility Exemption**

In cases where a key worker's circumstance change, and therefore affects their eligibility criteria but only marginally, their situation will be escalated to the London Borough of Brent's Chief Executive to make a decision on whether the key worker can remain in their allocated property.

The London Borough of Brent's Chief Executive will formally notify the key worker of their decision in writing.

## **7.0 Priority Listing**

Tier One

The following roles will be considered first when allocating key worker accommodation. The priority listing is in no particular order and includes all key workers who meet the above eligibility criteria, and are in the following role:

- Qualified Social Worker (excluding ASYE)
- Occupational Therapist
- Educational Psychologist
- Planner
- Commissioning Employee (Adult Social Care)
- Surveyor
- IT Architect
- Public Health Specialist
- Specialist IT Engineer
- Health Visitor
- Further hard to recruit roles are to be added as agreed with CCG and NHS organisations locally.

- Any other worker where their role is essential to address a current recruitment or retention issue

## Tier Two

Following priority one allocations, priority two allocations will take place and includes all other key worker roles as set out in [Section 4.0](#) of this policy. These allocations will be prioritised in order of application completion date.

## 8.0 Application Process and How to Apply

For an employee to apply, their post must be eligible for key worker housing.

1. To apply, key workers must complete the online application form.
2. Key workers will need to apply for accommodation that suits their household requirements i.e. a key worker living alone will need to apply for a one-bed property.

## 9.0 How Accommodation will be Allocated

1. All applications will be screened through [name of platform].
2. Applications will form a waiting list and be ranked in order of priority as outlined in [Section 7.0](#) of this policy.
3. Allocations will depend on factors such as timing of recruitment drives and matching with eligibility criteria as listed in [Section 5.0](#) of this policy.

## 10.0 Offer of Accommodation

Accommodation will be offered once a key worker meets all the relevant criteria, has their documents approved and has filled in all parts of the application form correctly.

An offer on accommodation will then be offered to match the key workers household requirements on the basis of availability.

We expect all key workers to accept their offer. If an offer is refused but the key worker would like to put in an application at a later date, the application process, as outlined in [Section 7.0](#) of this policy, will have to be repeated.

## 11.0 Tenancy Types

New tenants will be granted Assured Shorthold Tenancies (AST) for a 12-month period.

At the end of the 12-month period, tenancies will be reviewed to ensure all tenants still satisfy the criteria. Tenants are not eligible for mutual exchanges or succession rights.

i4B will seek to recover possession, should a tenant cease to be a key worker. As the properties are let under AST, there is an established statutory that if tenants are in breach of any part of the agreement then the landlord may be able to apply for possession, even if the tenancy period has not come to an end.

## 12.0 Rent

Rent will be set at 65% of the market rent to ensure accommodation is affordable plus a service charge.

Currently, for a one bedroom flat, the rent will be set at £910 per month. For a two bedroom flat, the rent will be set at £1,040 per month. This figures exclude service charges.

Rent will be collected in line with i4B's [Rent Collection policy](#) and [procedure](#).

## 13.0 General Terms and Conditions

- Eligibility is to start from the first day of employment.
- Where a key worker transfers to another role and they:
  - i. Move into another key worker role, as recognised by i4B's Housing Scheme - there will be no change to their eligibility and therefore no change to their tenancy agreement, providing there is no break in service greater than the tenancy termination notice period to be given to them in accordance with their tenancy agreement.
  - ii. Move into a role which is not a key worker post recognised for the purpose of the Brent Key worker Housing Scheme, there will no longer be eligibility for Key worker Housing and they would be provided with notice to vacate the property in line with their tenancy agreement.
- Key workers will continue to be eligible for key worker housing through all types of leave unless there is considered to be a break in service.
- Where an occupant other than the key worker leaves the household and this affects the key worker's eligibility for the size of property they occupy, their eligibility will need to be reassessed.
- Existing tenants may be eligible to transfer to another property if they require a smaller home or if their current property no longer meets their household requirements, so long as their required property is available.
- Tenants will not be able to move from like to like properties i.e. from a 1-bed property to another 1-bed property.
- Where a key worker ceases to be employed by a participating employer, they will be provided with notice to vacate the property in line with their tenancy agreement.

## 14.0 Monitoring and Reviewing of Policy

This Allocations Policy will be subject to annual reviews and any changes will need to be approved by the i4B Board. Any major changes will be consulted upon before a decision is implemented.