

Policy Section 3

3.5 GWA Housing register

The housing register is made up of three separate groups. Housing Application Forms (HAFs) will be assessed according to each applicant's individual circumstances, and the HAF will be placed in one of the following three groups:

- Homeless Group
- Transfer Group
- Housing Group

Points 3.6 to 3.10 below provide details of the qualifying criteria for each of the groups and points categories that can be allocated to an application.

3.6 Homeless Group (HLG)

This group contains the following categories of applicants:

- Homeless applicants
-Applicants whom the Local Authority has assessed as homeless, or threatened with homelessness, who have an unmet housing need, and for whom the Local Authority has accepted a statutory duty to source permanent accommodation.
- H.M. Forces
Applicants who have completed a minimum of three years' service or have been injured in action, or have been discharged on medical grounds.
Priority under this category will be awarded where the applicant has provided their 'Certificate of Cessation of Entitlement to Occupy Service Accommodation', Notice to Vacate, and confirmation of their date of discharge and the period of their service either in the form of a letter from a senior officer or by providing a copy of their certificate of discharge.

Applicants placed on the Homeless Group are considered to have the highest priority for housing and will be placed solely according to the date of the application (as awarded by the Local Authority) or the date H.M. Forces priority was awarded and not on the basis of an award of points.

Applicants placed in this Group will be eligible to receive one offer of housing. In the event this offer is refused the HAF will be reassessed and the applicant will be placed in the housing group, where they will be eligible to receive a further two offers of housing.

The Local Authority will discharge their legal duty under the relevant homeless legislation where one reasonable offer of housing has been made to the applicant.

3.7 Transfer Group (TG)

Applicants will be placed in this group if they are a current GWA Tenant.

GWA will assess transfer group applications using the points framework outlined at point 3.9. Applicants will be placed in the transfer group in order of the applicant with the highest combined points total (most need).

Where more than one applicant has the same level of points, the date of application for housing will be used to determine the priority placing on the list.

3.8 Housing Group (HSG)

Applicants will be placed in this group if they are:

- A Tenant of another Registered Social Landlord
- A sub-tenant or lodger
- Living care of relatives, friends or others
- An owner occupier
- Individuals living in housing in multiple occupation
- Have a short assured tenancy, an assured tenancy or a private residential tenancy within the private sector; OR
- If their circumstances do not qualify them to be placed in the homeless or transfer group.

GWAHA will assess housing group applications using the points framework outlined at point 3.9. Applicants will be placed in the housing group in order of the applicant with the highest combined points total (most need).

Where more than one applicant has the same level of points, the date of application for housing will be used to determine the priority placing on the list.

3.9 Definitions of points categories available to transfer and housing group applicants

- Medical Category A - 45 points

The award of medical Category A points will be restricted to the following circumstances:

- The applicant, or a permanent member of their moving household, is severely disabled and/or housebound due to an enduring medical condition, and where their current accommodation cannot be adapted to meet their needs; **OR**
- The applicant, or a permanent member of their moving household, is currently awaiting hospital discharge, though cannot return to their own accommodation due to an enduring medical condition, and where their current accommodation cannot be adapted to meet their needs; **OR**
- Where the applicant is terminally ill and requires alternative accommodation as a matter of urgency, and where their current accommodation cannot be adapted to meet their needs.

Having a medical condition will not in itself be grounds for an award of medical points. The consideration of health issues includes physical, mental and developmental factors.

GWAHA reserves the right to seek additional medical information if there is insufficient information provided and/or if staff are ill-equipped to make an assessment on an individual's housing need(s) on account of their medical condition. The responsibility for providing requested information will lie with the applicant.

- Medical Category B – 25 points

Medical points will only be awarded if:

- The applicant, or a permanent member of their moving household, has been assessed as having a medical condition; **AND**
- The present accommodation is wholly unsuitable in light of those medical needs and having a significant impact of their health; **AND**
- The home cannot be adapted and/or health/care support services cannot be provided to meet the applicant's needs.

Having a medical condition will not in itself be grounds for an award of medical points; Medical points will only be awarded where re-housing would significantly improve the suitability of the applicants housing situation in light of their medical needs and **only** for accommodation which meets their medical requirements.

The consideration of health issues includes physical, mental and developmental factors.

GWHA reserves the right to seek additional medical information if there is insufficient information provided and/or staff are ill-equipped to make an assessment on an individual's housing need(s) on account of their medical condition. The responsibility for providing requested information will lie with the applicant.

- At Risk of Homelessness – 20 points

At risk of homelessness points will be awarded if the applicant is at risk of losing their current accommodation. Such examples would include:

- Receipt of 'Notice to Quit' on non-conduct grounds;
- Receipt of a 'Notice of Proceedings for Recovery of Possession' on non-conduct grounds;
- Marriage or relationship breakdown;
- Domestic abuse;
- Experiencing harassment in current accommodation on discriminatory grounds;
- Statutory homeless applicants who, following admittance to the homeless group, have refused one reasonable offer of housing and have been moved to the housing group in accordance with section 3.6

- Support – 15 points

Support points will be awarded if the applicant currently resides outwith the Glasgow area and requires to move to the area to receive specialist medical support which is available only within GWHA's area of operation¹.

All requests for support points must be substantiated. The responsibility for providing requested information will lie with the applicant.

- Overcrowding – 10 points per extra bedroom required (up to a maximum of 40 points)

Overcrowding points will be awarded to applicants who are currently occupying a property which is too small for their household needs in line with GWHA's Occupancy Standard (see point 3.11).

The application will be pointed on the basis of the number of bedrooms that the applicant's household requires in order to meet GWHA's occupancy standard (see point 3.11), as compared with their current living arrangement (i.e. a family who requires 3 bedrooms, and is currently residing in a 2 bedroom property would be awarded 10 points, whereas a family who requires 3 bedrooms, and is currently residing in a 1 bedroom property would be awarded 20 points).

Due to the diverse nature of GWHA housing stock, consideration will, where appropriate, be given to distinguishing between bedrooms and bed spaces in order to best fulfil housing need, and make the best use of housing stock.

Applicants who occupy bedsit or studio accommodation (i.e. without separate bedroom) will not be considered to be overcrowded due a lack of separate bedroom alone.

The table below provides details of the points available under this category

¹ Hillhead; Partick; Anderston; Kelvingrove; Burnbank

	Points awarded
1 additional bedroom required	10
2 additional bedrooms required	20
3 additional bedrooms required	30
4 additional bedrooms required	40

It should be noted that existing GWA Tenants who have allowed their property to become overcrowded, in breach of their tenancy agreement will not be eligible to receive overcrowding points. This standard does not apply where a family has expanded through marriage, child-birth, custody changes, fostering or adoption.

- Under-occupancy – 10 points per non-occupied bedroom

In line with GWA's Occupancy Standard (see point 3.11), points will be awarded for each bedroom not being occupied as a bedroom within their current home.

Under-occupancy points will be awarded if:

- The applicant and their household do not require all of the bedrooms in their current home; **AND**
- The applicant is a current social housing tenant

The table below provides details of the points available under this category

	Points awarded
Household requires 1 bedroom less	10
Household requires 2 bedrooms less	20
Household requires 3 bedrooms less	30
Household requires 4 bedrooms less	40

- Property Transition – 10 points (available to Transfer Group applicants only)

Stock enhancement points will be awarded to transfer group applicants who have resided in GWA bedsit, mezzanine or basement accommodation for two years or more.

Applicants will be eligible to receive stock enhancement points after the second-anniversary of their residence in the above stated accommodation.

It should be noted that only one set of stock enhancement points will be awarded after the minimum residency period has been reached.

- Disrepair – 8 points

Disrepair points will be awarded if the applicant's current accommodation meets one of the following standards of disrepair:

- Confirmed severe dampness or direct water penetration (i.e. visible evidence of rising or penetrating dampness (mould or water stains) in at least two rooms within the property); **OR**
- Where the Local Authority provides confirmation of a severe and ongoing rodent and/or ant infestation, a consequence of which GWA assesses the property as uninhabitable. In such instances, the applicant must demonstrate proactive engagement and full co-operation with advice/actions to facilitate prompt treatments and resolution of the infestation.

It should be noted that where disrepair is determined to be due to, or exacerbated by, misuse, neglect or improper conduct on the applicant's part, the applicant will not qualify for points under this category. Examples of applicants who may be considered ineligible include:

- Those who have failed to comply with Environmental Health Department advice or instruction to resolve the matter;
- Poor household hygiene playing a role in attracting vermin.

The examples provided are not exhaustive and circumstances will be considered on an individual basis.

- Insecurity of Tenure – 5 points (available to Housing Group applicants only)
Insecurity of tenure points will be awarded to applicants who do not have security of tenure. Points will not be awarded under this category to applicants who have a Scottish Secure Tenancy, an Assured Tenancy or a Private Residential Tenancy within the private rented sector, or those who own their own home.
- Lacking Facilities – 4 points per facility lacking
Lacking facilities points will be awarded if the applicant’s current accommodation lacks certain basic facilities.

Applicants will only receive points under this category if they can demonstrate that their accommodation lacks, or they, as a long term measure, are unable to access:

- Internal WC
- Washing Facilities (i.e. no bath or shower)
- Piped Hot Water in bathroom and/or kitchen
- Separate Kitchen
- Adequate internal heating (i.e. no heating facilities in living room **and** every bedroom – heating facilities will include gas central heating radiators, fixed electric heating appliances, gas fires and solid fuel fires)
- Single glazed windows
- Exclusive use of kitchen, bathroom and/or living room area for those living in a house of multiple occupancy (HMO)

It should be noted that where any of the above facilities are inaccessible due to temporary works, lacking facilities points will not be awarded.

The table below provides details of the points available under this category

	Points awarded
Applicant’s current accommodation lacks 1 of the noted facilities	4
Applicant’s current accommodation lacks 2 of the noted facilities	8
Applicant’s current accommodation lacks 3 of the noted facilities	12
Applicant’s current accommodation lacks 4 of the noted facilities	16
Applicant’s current accommodation lacks 5 of the noted facilities	20
Applicant’s current accommodation lacks 6 of the noted facilities	24

3.10 Summary of points categories

The table below sets out a summary of the points categories detailed in section 3.9 above

Points Category	Points award	Group Eligibility		
		HLG	TG	HSG
Medical Category A	45	X	✓	✓
Medical Category B	25	X	✓	✓
At Risk of Homelessness	20	X	✓	✓
Support	15	X	✓	✓
Overcrowding	10 points per additional bedroom required to a maximum of 40 points	X	✓	✓
Under-occupancy	10 points for each bedroom not required	X	✓	✓
Stock enhancement	10 points after 2 years of residence	X	✓	X
Disrepair	8 per condition of disrepair	X	✓	✓
Insecurity of Tenure	5	X	X	✓
Lacking Facilities	4 points per lacking facility	X	✓	✓

3.11 GWA Occupancy Standard

The standard set out below is used to determine the number of rooms an applicant and their household requires.

One bedroom is required by:

- A single person aged 14 years and over
- A couple
- Two children of the opposite sex where one or both is aged eight years or over, in which case each child will require a separate bedroom
- Two children of the same sex under 14 years, unless the age difference is 10 years or more.

Due to the diverse nature of GWA housing stock, consideration will, where appropriate, be given to distinguishing between bedrooms and bed spaces in order to best fulfil housing need, and make the best use of housing stock.

Rules on GWA's Occupancy Standard

Applicants will be admitted to the list for only the size of property for which they are eligible, in accordance GWA's Occupancy Standard (see point 3.11). Due to demand, GWA does not permit under-occupancy within its housing stock.

Additionally, the following criteria will apply:

- If an applicant is living in an overcrowded situation and GWA does not own accommodation of the size required, the applicant *may* be considered for accommodation which is smaller than their needs so long as it eases the overcrowding by at least one bed space. Exceptions of this nature must be approved by the Tenancy Services Manager and will be explicitly defined in the offer of accommodation.
- Where applicants have equal or majority access to a child or children, the child(ren) will be assessed as permanent members of the household in accordance with GWA occupancy standard. Where the residence and contact arrangements have been made formally through the court or a lawyer, copies of the court agreement or lawyer's letter should accompany the application.

Additional bedroom requirements

There are some circumstances in which an additional bedroom may be awarded:

- Expectant mothers – Applicant should provide proof of pregnancy in support of their application, following which they will be assessed for the appropriate size of property required by the household following the birth of the child(ren).
- Overnight access to children – It should be noted that only one additional bedroom will be permitted, irrespective of how many children the applicant has access to.
- Fostering and adopting children – Applicants currently being assessed for suitability to foster or adopt will be eligible for the size of property which will be required by the expanded household.
- Medical need for additional bedroom – Where medical evidence has been provided which documents the need for an additional bedroom (such examples may include persons who require an additional room to receive medical treatment at home, or have a development disability such as Autism Spectrum Disorder that would have an adverse impact on another child who shares a bedroom).
- Part-time occupants – Where a household includes an individual who is absent from the home for regular or pro-longed periods of time (such examples may include off-shore workers, children studying at University etc.) then they will be treated as a permanent member where the property continues to be their only or principal home.

CONSULTATION DRAFT