



Education, Leisure and Housing

Executive Director Wilfred Weir

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If telephoning or calling please ask for Housing Services.

2 September 2019.

Address details.

Dear (Name).

Consultation on our revised Lettings Policy

We are currently revising our Lettings Policy, and as part of this process we must gather your views as a tenant or applicant.

We are holding two events where you will be provided with more information on our proposals and you will also be asked to complete a survey that will be used to gather your views in order for them to be considered before finalising the revised policy. Your views are important to us and we are keen to ensure you are able to contribute your views.

The two events are detailed below. At each of these meetings some refreshments will be provided. The dates are as follows:

- Tuesday 17 September 2019 from 17:30 in the St. Magnus Centre in Kirkwall.
- Wednesday 18 September 2019 from 17:30 in the Warehouse Building in Stromness.

If you would like to attend one of the sessions please return the acceptance slip enclosed by Wednesday 11 September 2019 at 17:00.

If you are unable to attend either of these events, the information will also be available from our website. If preferred we can arrange to send out the survey to you on request. If you feel more information is required to enable you to complete the survey we can have a discussion either by phone or in person at an arranged time.

After the consultation is completed, we will send you a copy of our report about the consultation process.

We will do this through the following methods:

- Our newsletter.
- Our website.

The consultation period will run for 4 weeks with a closure date of Sunday 13 October 2019.

To discuss further or request a copy of the survey you can contact us on 01856 873535. We look forward to receiving your views.

Yours sincerely.

Ria Leslie.

Tenant Participation Officer.

Orkney Islands Council House letting policy (or allocation policy).

This survey should be read in conjunction with our information leaflet called "Consultation on Changes to our Lettings Policy".

Section One: Background

Consultation form: Please note that this consultation form is available in other formats, on request, such as in larger print.

Guidance on completing the survey

We are holding two public meetings to discuss potential changes to our Lettings Policy. This along with an information leaflet we have produced called "Revisions to our Lettings Policy" will provide background information to assist with completing this survey.

The survey should be completed in conjunction with our information leaflet called "Consultation on Changes to our Lettings Policy".

Each question is shown in bold.

Please circle yes, no or not sure to the questions asked.

You may also give reasons for your answer. Although this is optional, this gives us more specific information.

Following this consultation, we must produce a formal consultation report that will be made available on our website, or in other formats, as appropriate.

We might want to use quotes from your responses in the formal consultation report, as appropriate. This will improve the interest and quality of the report.

Any comments that we use would be anonymised as in: "One respondent stated that ...".

If you agree to us quoting any comments you provide in your response, please sign the statement below.

I agree that Orkney Islands Council can use anonymised comments in the formal report, as appropriate.

Signature of respondent:

Date:

Data protection statement: All personal information that you provide is processed in line with the General Data Protection Regulation (GDPR) and data protection law. We implement law through our data protection policies and procedures, including our policy on data retention.

Note: Please return your response to us by Sunday 13 October 2019.

Section Two: Survey questions

Are you:

- A tenant.
- An applicant.
- An agency.
- Another interested party.

Policy issue one: Our housing groups

Our information leaflet gives additional information on our existing groups and the proposed groups.

Question one: Do you think the proposed, smaller number of groups is clearer?

- Yes.
- No.
- Not sure.

Please explain why.

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Policy issue two: Our pass system and use of pluses

Question two: Should we abolish the plus points award to applicants and instead allow applicants to hold more than one priority pass?

- Yes.
- No.
- Not sure.

Please explain why.

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Policy issue three: Using target for letting houses

Question three: Do you agree with this approach to use targets to determine the spread of housing lets across all of our groups annually?

- Yes.
- No.
- Not sure.

Please explain why.

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Policy issue four: Tenants in under-occupied houses (houses which are too large for their needs)

Question four: Do you agree with giving tenants who under-occupy their homes extra priority to transfer to a more suitable property? In doing so this would free up a larger property for a family in need. (This applies only to Scottish social landlords)

- Yes.
- No.
- Not sure.

Please explain why.

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Policy issue five: The role of applicant choice and/ or preference

Question five: Do you agree with the approach outlined in our information leaflet to provide greater levels of choice?

- Yes.
- No.
- Not sure.

Please explain why.

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Question six: Do you agree this removes the need for a choice based lettings system?

- Yes.
- No.
- Not sure.

Please explain why.

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Policy issue six: Suspension of offers

Question 7: Do you agree that we should have a separate and comprehensive suspension policy?

- Yes.
- No.
- Not sure.

Please explain why.

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Policy issue seven: Application checks

Question eight: Do you agree with our list of proposed identification for applicants?

- Yes.
- No.
- Not sure.

Please explain why.

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Policy Issue eight: Consultation format

You are requested to provide the information below. This will enable us to consult with you in formats that address your needs.

Question 9: Did you find the methods used for the consultation to be useful (public meeting, offer of private discussion, survey available in paper copy and online)

- Yes.
- No.
- Not sure.

If no, please tell us how you would like to be consulted with in the future?

Offer of meeting by virtual means such as offer of meeting by virtual means such as skype/video conferencing, question and answer session on social media or live chat through the Council website etc.

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Did you find the consultation form easy to complete?

- Yes.
- No.
- Not sure.

If no, please tell us how you would like to be consulted with in the future?

Personal meetings; in larger print; other formats such as in Braille, offer of meeting by virtual means such as skype/video conferencing, question and answer session on social media or live chat through the Council website etc.

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Policy issue ten; Any general comments

Please use the space below to provide any other comments about lettings policy and practice that you think we should consider when revising our lettings policy.

Please give your views.

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Thank you for taking time to complete this consultation form. Your feedback on our consultation methods will also be welcomed.

If you wish to discuss your responses further please provide your contact details.

- Name.
- Address.
- Phone No.
- Email Address.
- Time suitable to contact you.
- How do you want us to contact you (phone, email, letter).