



Places to live. Space to grow.

---

## **Allocations to Staff Policy**

---

## Contents

Where to find the information you need

Introduction and policy purpose	1
Policy statement	2
Responsibilities	3
Legislation	4
Communication	5
Approving an allocation to a member of staff or Board member	6
Appeals	7
Review	8
Summary of changes and related documents	9

## **1 Introduction: the purpose of this policy**

1.1 This Policy sets out our approach to allocating homes to our staff members and Board Members.

1.2 The aim of the policy is to:

- Provide staff with clear information on the requirements for allocating our homes to staff or Board members.
- Set out the different processes required for allocation to staff or Board members.

## **2 Policy Statement**

2.1 We are committed to providing fair and transparent allocation of all of our homes, in line with our values and policies. For this reason, we will undertake additional checks and approvals when allocating homes to members of staff or Board members.

## **3 Responsibilities**

3.1 We are legally bound to be open and transparent in the allocation of our homes. If a member of staff or Board member is nominated for a property, we will take additional steps to ensure the fair and correct allocation of our homes.

3.2 We will only make a direct offer of accommodation to a staff or board member in the most serious of circumstances, where there is a serious risk of harm to a tenant or household member.

3.3 All allocations will be completed in conjunction with the following:

- Housing Options Policy
- Management Transfer & Direct Let Policy
- Code of Conduct

## **4 Legislation**

4.1 Part six of the Housing Act 1996 relates to the provision of social rented accommodation by local authorities, and housing associations who offer property on behalf on local authorities.

## **5 Communication**

5.1 This policy is available to view on our website and will be updated with any changes. Internally, this policy will be viewable and accessible on our staff intranet.

## **6 Approving an allocation to a member of staff or Board member**

- 6.1 If a staff member or Board Member is nominated by a Local Authority, the standard pre-tenancy checks will be undertaken.
- 6.2 Once this is completed acceptably, an "Approval to Allocate Form" should be completed. This should be signed off by the Head of Voids & Lettings and then sent to the Director of Housing for final sign-off before a formal offer can be made.
- 6.3 If a Staff or Board Member is put forward for a Direct Let, the transfer report should be approved by the Head of Voids and Lettings, and before an offer is made, the Approval to Allocate Form should be signed off by Head of Voids & Lettings, the Director of Housing and 1 other Director of West Kent.
- 6.4 Under no circumstances should an offer of accommodation be made to any West Kent Staff or Board member outside of this process.

## **7 Appeals**

- 7.1 All residents, including Staff and Board Members have the right to appeal a decision not to allocate a property, the decision will be reviewed by Head of Voids & Lettings and the Director of Housing.
- 7.2 All appeals should be submitted within 14 days of the refusal decision.

## **8 Review**

- 8.1 This policy will be reviewed every 2 years or when there is a legislation change which requires it to be updated.

---

## Summary of key material/changes

---

- N/A – V1 of Policy.

### Related policies and supporting documents

- 1 [Housing Options Policy](#)
- 2 [Management Transfer Policy](#)
- 3 Code of Conduct