

## Introduction

This lettings plan outlines the Housing Stock of Prospect Community Housing, the expected turnover during 2018/19 and the quotas to be operated when allocating properties.

Prospect's vacant properties are advertised at 3pm every Friday online at the Key to Choice website (<http://keytochoice.co.uk/>). Properties will not be advertised if they are used for one of our referral arrangements (as detailed overleaf), management transfers or decant accommodation.

To 'bid' for one of our vacant properties, applicants must register with Edindex. Bids can be placed online or by returning the paper bid slip to the Council. Please see the Key to Choice website for further details.

## Stock Summary

The following summarises the current housing owned by Prospect in each of its areas:

Area	1 bed	2 bed	3 bed	4 bed	5 bed	Total
Walkers	24	12	54	6	-	96
Westburn	56	72	88	15	2	233
Barn Park Crescent	20	12	36	9	-	77
Morvenside	33	35	21	9	6	104
Dumbeg Park	20	22	27	2	5	76
Clovenstone	50	126	87	25	2	290
Murrayburn	-	-	4	-	-	4
Greenacre	-	-	1	-	-	1
Kingsknowe	-	-	1	-	-	1
<b>Total</b>	<b>203</b>	<b>279</b>	<b>319</b>	<b>66</b>	<b>15</b>	<b>882</b>

- One bedroom properties in all areas are flatted.
- Two bedroom properties are mostly flatted with some houses.
- Three, four and five bedroom properties are normally main door houses, except in Barn Park and Clovenstone where three and four bedroom flatted homes exist.

## Expected Turnover

The following summarises the estimated turnover of properties based on re-let experience:

Area	1 bed	2 bed	3 bed	4 bed	5 bed	Total
Walkers	2	2	1	1	-	6
Westburn	4	5	3	1	0	13
Barn Park Crescent	1	1	3	1	-	6
Morvenside	1	0	0	0	0	1
Dumbeg Park	2	1	1	0	0	4
Clovenstone	2	7	5	1	0	15
<b>Total</b>	<b>12</b>	<b>16</b>	<b>15</b>	<b>4</b>	<b>0</b>	<b>45</b>

## Needs Group Quotas

Under our Choice Lettings Policy, all applicants are placed into either the starter or mover category. Applicants who do not have secure accommodation are starters; applicants who do have secure accommodation are movers. More information on starter/mover categories can be found at [www.keytochoice.co.uk](http://www.keytochoice.co.uk) or in Prospect's Allocation Policy.

Our adverts will make it clear whether a property is for starters, movers or both.

The following quotas for starters and movers will be operated in 2018/19:

<b>Starters</b>	One half (50%) of all vacancies will be advertised for starters.
<b>Movers</b>	One quarter (25%) of all vacancies will be advertised for movers.
<b>Starters or Movers</b>	One quarter (25%) of all vacancies will be advertised for any applicant—starters or movers.

One quarter of the properties advertised for movers will indicate in the advert that preference will be given to existing Prospect tenants. If no tenants are successful in being offered the property, then other applicants who have bid will be considered.

These quotas will be monitored throughout the year and may be varied by the Management Committee.

## Nomination / Referral Arrangements

Prospect currently operates the following nomination / referral arrangements:

SCORE Scotland	Nomination for up to 1 property per year for households from ethnic minority backgrounds.
CHAI	Nomination for up to 2 properties per year for clients supported by CHAI
Edinburgh Women's Aid	Nomination for up to 1 property per year from women supported by Edinburgh Women's Aid
Asylum & Immigration Support Team	Nomination for up to 1 property per year for households with no recourse to public funds
Prospect First	Nomination for up to 2 properties per year for Housing First homeless applicants supported by Crisis and CHAI.

The Management Committee may review and vary these agreements, or enter into new agreements, as appropriate.

## Equal Opportunities

It is Prospect's policy to allocate houses only on a basis of housing needs. We will not unfairly discriminate against any individual, household or group on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

## Area / Restrictions / Variations

There are no area based restrictions or variations to quotas in operation at present. Management Committee may introduce such restrictions/variations as required and these will exist for no more than one year without review.

## Demand

It should be noted that Prospect participates in the Edindex register which receives thousands of applications each year. Given that Prospect's expected lettings for the year 2018/19 are 45, it is clear the majority of applicants bidding for properties will not be offered rehousing.

Details of alternative landlords can be provided by Prospect and applicants are encouraged to consider housing with other providers.



# Lettings Plan 2018 — 2019