

5. Nomination / Referral Arrangements

Prospect currently operates the following nomination / referral arrangements:

Barnardos 16+ Project

Nomination for up to 2 properties per year for young people receiving support

Heriot Watt University

Nomination for up to 3 properties per year for overseas students with families

SCORE Scotland

Nomination for up to 2 properties per year for households from ethnic minorities

CHAI

Nomination for up to 2 properties per year for clients requiring adapted properties

Womens Aid

Nomination for up to 2 properties per year for women supported by Womens Aid

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

6. Equal Opportunities

It is Prospect's policy to allocate houses only on the basis of housing needs. We will not unfairly discriminate against any individual, household or group on the grounds of sex or marital status, on racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or other personal attributes, including beliefs or opinions such as religious beliefs or political opinions.

7. 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.

8. 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 2008/9 are 84 it is clear that 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 2008/2009

A brief outline of Prospect Community Housing's Housing Stock and the expected turnover during 2008/09.



Westburn Village



Morvenside



Walkers

1. Introduction

This lettings plan outlines briefly the Housing Stock of Prospect Community Housing, the expected turnover during 2008/09 and the quotas to be operated when allocating properties.

Prospect's vacant properties are advertised in the Evening News every Monday and through the Key to Choice website (<http://keytochoice.scotsguardian.com>). Free copies of the Evening News insert sheet can be obtained from Prospect's offices. Properties will not be advertised if they are used for one of our referral arrangements (see section 5), management transfers or decant accommodation.

To 'bid' for one of our vacant properties, applicants must be registered with Edindex. Bids can be placed online or by returning the paper bid slip to the Council – see the Evening News or Key to Choice website for further details. Prospect have a computer in reception which can be used by applicants wanting to place bids – staff are available to assist if required. **Please note that Prospect does not accept paper bids.**

2. 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	55	6	1	98
Westburn	56	74	92	15	2	239
Barn Park	20	12	37	8	-	77
Morvenside	33	35	28	9	6	111
Dumbeg Park	18	24	27	2	5	76
Clovenstone	50	127	87	26	2	292
Murrayburn	-	-	1	-	-	1
Greenview	-	-	1	-	-	1
Total	201	284	328	66	16	895

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

3. Expected Turnover

The following summarises the estimated turnover of properties based on previous relet experience:

Area	1 bed	2 bed	3 bed	4 bed	5 bed	Total
Walkers	0	0	3	0	0	3
Westburn	9	2	7	1	2	21
Barn Park	4	0	5	1	0	10
Morvenside	3	3	0	2	0	8
Dumbeg Park	7	2	3	0	1	13
Clovenstone	7	12	8	2	0	29
Total	30	19	26	6	3	84

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

4. 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 the starter/mover categories can be found on the in the Evening News inserts, the Key to Choice website or 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 during 2008-9:

Starters	One third of all vacancies will be advertised for starters
Movers	One third of all vacancies will be advertised for movers
Starters or Movers	One third of all vacancies will be advertised for any applicant – starters or movers

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



Dumbeg Park



Clovenstone



Barn Park Crescent