

## NORTH CAMDEN HOUSING CO-OPERATIVE

### ALLOCATIONS POLICY AND PROCEDURE

Agreed at General Meeting of 21st October 1998

Amended at General Meeting of 28th April 1999

Amended at General Meeting of 12<sup>th</sup> December 2000

Amended at General Meeting of 31<sup>st</sup> May 2001

Amended at General Meeting of 15th May 2002

Amended at General Meeting of 4<sup>th</sup> December 2002

Amended at General Meeting of 17<sup>th</sup> May 2005

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Amended at General Meeting of 23<sup>rd</sup> March 2011

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**1. OBJECTIVES**

1. To meet the housing needs of members and tenants of North Camden Housing Co-op.
2. To provide housing for those referred to the Co-op by Camden Council who are in housing need and who wish to become members and tenants of the Co-op.
3. To ensure that all units are allocated fairly and in accordance with this policy, with the guidelines as recommended in the Tenant Services Authority standards, the Tenants Charter for fully mutual co-ops, and the procedures in the Nominations Agreement with Camden Council.
4. To ensure that the Co-op's Equal Opportunities policy is adhered to with regard to allocation of property.

**2. MINIMUM HOUSING STANDARDS**

The co-op will use its best endeavours to provide housing for its members to the following standards:

**Bedsit:**

1 person

**1 bedroom:**

1 person

A couple without children and not expecting a child

**2 bedrooms:**

A single person/couple with one child or expecting a child

Two people sharing, not as a couple

A single person / couple with two children of the same sex, both under 11

A single person / couple with two children of opposite sex, both under 6

**3 bedrooms:**

A single person / couple with two children of opposite sex, one of whom is over 6

A single person / couple with two children of the same sex, one of whom is over 11

A single person / couple with three children, two of the same sex being under 11

### 3. ALLOCATION POINTS

Other than in cases of succession units are allocated on the basis of the number of points gained by the applicants.

**Example of calculation of points (APPENDIX: 3)**

Points are gained on the basis of:

- a) **Housing need points (APPENDIX 1)**
- b) **Co-op points for participation in the management of the co-op (APPDX: 2)**

For a member to be considered "active" they must have gained **7 Co-op Points** in the last year which will be counted from the date of application. No member's "Housing Need Points" will be considered unless the initial **7 Co-op Points** for active membership have been gained.

**Co-op Points** gained by **work done** for the co-op will be entered into the Points Book by the member and approved by the appropriate member of staff. It is the member's responsibility to ensure that their Points record is kept up to date.

**Co-op Points** gained by **attending a meeting** will be entered into the Points Register by the office administrator from the list of members attending a meeting in the Meeting Book and will be approved by the member of staff present or by the Chair of the Committee.

The Allocations Committee will have the overall responsibility for ensuring that the points record is correctly maintained. The office administrator will ensure that the "Points Book" is updated every month. The Points Book is open for inspection.

### 4. PRIORITISING THE ALLOCATION OF UNITS

When a unit becomes vacant the following groups will have priority for housing in the order below:

- Any person being entitled to succeed to a property [not including those successors who are a) underoccupying a property or b) occupying a property designated for a person with physical disabilities or special needs].
- Existing co-op tenants requiring rehousing because of fire, flood or other emergency.
- Existing co-op tenants requiring temporary rehousing while works are being carried out to their flat by co-op.
- Any person being entitled to succeed to a property who is a) underoccupying a

property or b) occupying a property designated for a person with physical disabilities or special needs.

- Members, or relatives of members living in the member's flat, who were registered disabled, when a flat appropriate for their disability is being allocated. 'Relatives' in this context would be a child or partner of a member and would be a person in need of a flat suitable to their disability.
  - A person(s) requiring permanent rehousing because the property they live in is to be reconverted by the co-op.
  - A person wishing to downsize to a smaller unit appropriate to their housing need.
- If more than one of the above households requiring rehousing the allocations committee will decide who has the greatest priority.

If there is no household with priority as outlined above the unit will be offered to:

First: any member requesting a transfer from within NCHC, where the applicant with the highest number of points will be offered the unit and

Second: nominees from the LB Camden, and to unhoused co-op members as per the agreed ratio of 50:50.

If the applicant is a member wishing to transfer the unit will be allocated to the applicant with the highest number of Total Points plus Housing Need Points.

If the applicant is an unhoused co-op member the unit will be allocated to the applicant with the highest number of Total Points plus Housing Need Points.

If the applicants are Camden nominees and more than one council nominee is suitable for membership the applicants will be selected for membership on the basis of the housing priority given to them by Camden Council.

If the applicants are from a referral agency and more than one person is suitable for membership the applicants will be selected for membership on the basis of the housing priority given to them by the referral agency.

## **5. ALLOCATIONS PROCEDURE**

### **UNHOUSED PROSPECTIVE MEMBERS**

1. A person who is referred for housing to NCHC will be interviewed by the Allocations and Membership subcommittee who will recommend to the MC whether or not they should become prospective members.
2. The applicant must be voted in as a prospective member by the MC and then earn **7 co-op points** in order to join the co-op.
3. Prospective members will be placed on the housing waiting list in the order that they are recommended by the referral agency to the co-op
4. Prospective members will be made one reasonable offer of housing in the order in

which they are on the waiting list unless there are exceptional circumstances which are agreed by Management Committee. In order for an offer to be deemed 'reasonable' the property must be in a good state of repair and as far as possible the size of the premises should match the size of the household.

5. Applicants will be given a maximum of **3 working days** to accept an offer of housing from the date when they are informed of the offer, although this may be extended at the discretion of the Allocations sub-committee. If they do not reply within the time specified the allocation will be made to another applicant.
6. If the offer of housing is refused the applicant's prospective membership will be terminated and they will be removed from the waiting list.
7. After acceptance of the offer of housing the prospective member will be proposed to the general membership for full membership of the co-op..
8. Once housed, Points 10 – 13 of the next section then apply.

## **MEMBERS WISHING TO TRANSFER**

1. The Allocations sub-committee shall notify all co-op tenants wishing to transfer of the size, rent, location, etc. of the vacant unit and the time limit for application. Access arrangements for viewing the property are made with the office.
2. All applicants are asked to complete an application for Housing form – **APPENDIX 4** – and return it to the office by a specified date.
3. When the time limit for applying has expired, all application forms are considered at the allocations meeting after that date.
4. Using the Housing Need form – **APPENDIX 6** – all applicants are assessed according to the number of points they have earned. The applicant with the greatest number of points will be allocated to the property.
5. Applicants will be informed of the outcome of the allocation procedure by the Allocations Committee in writing **within a week**.
6. Applicants will be given a maximum of **3 working days** to accept an offer of housing from the date when they are informed of the offer, although this may be extended at the discretion of the Allocations sub-committee. If they do not reply within the time specified the allocation will be made to another applicant.
7. When it has completed the allocation process and selected the future tenant the Allocations Committee will report its decision to the MC through the ASC minutes.
8. If the member accepts the offer they are asked to come to the co-op office on a mutually convenient date to meet with the Housing Manager. The purpose of the meeting is to go through all aspects of the transfer and new tenancy.
9. If the member is transferring to the flat from another flat within the co-op, they cannot

move until the following have been checked and confirmed:

- a) that they have no rent arrears
- b) that the premises to be vacated are in good condition and that the Co-op's fixtures and fittings are left in the same condition as at the beginning of the tenancy, fair wear and tear and the co-op's failure to carry out its obligations excepted.
- c) that the cost of any damage caused by the removal of the co-op's fixtures and fittings will be paid for or made good.

10. The member and Housing Manager will then go through items a) - i) below which are about becoming a tenant of a co-op property.

- a) The Tenancy Agreement. Two copies of the Agreement are completed and signed by the prospective tenant and the housing manager. The tenant keeps one copy and the second copy is filed at the office in the tenant's file.
- b) Keys to the front door of the property, the flat door and any other relevant keys such as window lock, garden shed etc.
- c) A letter confirming the start date of tenancy, the rent to be paid, the rent due date, contact numbers for gas, water, electricity and council tax and the names of other occupants in the property. The name of the new tenant will be circulated to other members in the property.
- d) A Tenancy Reference Number, a standing order form for paying rent to the co-op's bank, a rent paying-in book and a direct payment form if the member claims Housing Benefit. The methods for paying rent are explained,
- e) A copy of the Redecorating Policy and a form to request payment as per the Maintenance policy.
- f) The list of contractors who provide Emergency Maintenance cover
- g) Confirmation that the co-op is not responsible for contents insurance
- h) A booklet providing information on the Independent Housing Ombudsman
- i) A booklet of the Housing Corporation Charter for members of fully mutual housing co-operatives.

11. The member is asked if they are willing to volunteer to complete a CORE (Continuous Recording) form.

12. Personal details of applicants will be confidential and will only be available to the Allocations sub-committee, and if necessary to the Appeals Panel.

13. If the points above are satisfied, the member(s) moving into their new flat is eligible for a redecoration allowance as outlined in the maintenance policy.

## **NOMINATIONS FROM THE COUNCIL**

1. Applicants nominated by the Council under Choice Based Lettings, or by a referral agency will be asked to complete an "Application for Housing" form - **APPENDIX 7** and return it to the office by a specified date.
2. When the time limit for applying has expired, all application forms are considered at the allocations meeting after that date.
3. The first nominee from the council will be invited to an interview by the ASC to assess their suitability for co-op membership and housing. The interview will take place in the office and the applicant will be interviewed using "The guidelines for Interviewers" -
4. Applicants will be informed of the outcome of the allocation process by the Allocations Committee in writing **within a week**.
5. Applicants will be given a maximum of **3 working days** to accept an offer of housing from the date when they are informed of the offer, although this may be extended at the discretion of the Allocations sub-committee. If they do not reply within the time specified the allocation will be made to another applicant.
6. When it has completed the allocation process and selected the future member/tenant the Allocations and Membership Committee will present its recommendation to the Management Committee for approval.
7. If the member accepts the offer of membership/tenancy of the co-op, they are asked to come to the co-op office on a mutually convenient date to meet with the Housing Manager. The process for becoming a co-op member will be explained. Once the nominee has earned **7 points** they will be proposed to the Co-op for membership. When the required number of votes has been received to vote them into membership they can then be offered the tenancy of the vacant flat. Points 10 – 13 above then apply.
8. If the points above are satisfied, the member(s) moving into their new flat is eligible for a redecoration allowance as outlined in the maintenance policy.
9. Personal details of applicants will be confidential and will only be available to the Allocations and Membership sub-committee, and if necessary to the Appeals Panel.

<b>6. RENT ARREARS</b>
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No applicant maybe allocated to a flat if they are in rent arrears. Exceptions to this are:

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1. Where arrears can be shown to be due exclusively to delays in payment of rent by Housing Benefit
2. Where the applicant has been deprived of an income and can prove the existence of a legal agreement which confirms that they will receive their income in due course.

## **7. TRANSFER POLICY**

1. The Allocations sub-committee shall keep a record of all applications for transfers in the Co-op office. This will be the Transfer Register.
2. Entries on the Transfer Register will be reviewed at the beginning of every year. Members will be eligible for entry on to the Transfer Register if
  - they have no rent arrears.
  - they have gained 7 Co-op Points in the year preceding their application to go on the register.
3. Any tenant wishing to transfer must send an letter of application to the Allocations sub-committee. If they fulfil the criteria (7 Co-op Points and no rent arrears) the date of entry on to the Transfer Register shall be taken from the first Allocations sub-committee meeting after the date of application.
4. Members may apply for a transfer one year after their original allocation or two years after any previous transfer except under exceptional circumstances and as agreed by the Management Committee.
5. Members on the Transfer Register will be informed when a unit becomes vacant. If they are interested in applying for the vacant flat they must inform the allocations committee via the office, and the allocations procedure will then be followed.
6. In the event of two applicants wishing to transfer and having the same number of points, the unit will be offered to the applicant who has been on the Transfer Register for the longest.
7. For any particular transfer, if single people and joint tenants apply, then joint tenants should use the points from the joint tenant who has the highest number of points. If no single people apply but only joint tenants, then the points for the joint tenants should be totalled.
8. All tenants, on vacating their existing flats must ensure that all unwanted items that are not part of the fixtures and fittings of the flat when they first move into the flat are removed and that the flat is left clean and tidy. If this is not done by the departing tenant NCHC will ensure that it is done and any expense incurred will be charged to the outgoing tenant.
9. Tenants transferring are eligible to claim a redecorating allowance as per the



maintenance policy.

## **8 PRIORITY TRANSFER POLICY**

NCHC will consider a priority transfer for tenants who fall within the categories listed below. It should be noted that the Priority Transfer Policy is intended for cases of extreme housing need only. Due to the current shortage of available properties, applicants should be aware that being accepted for a priority transfer does not necessarily mean immediate access to housing.

### **1. Living in Fear of Violence:**

Where the tenant has been physically, attacked or threatened with attack or has reason to fear attack. This will be established by a crime reference number from the police or other documentary evidence to the satisfaction of the Allocations Committee. It should be noted that where possible, action will be taken against the perpetrators of the violence or threat of violence, but that a priority transfer may still be appropriate.

### **2. Living with Gender, Racial or Sexual Harassment:**

Where the tenant suffers abuse from other tenants or their guests/neighbours relating to his/her gender, race or sexuality. This will be established by supporting documentary evidence or other testimony to the satisfaction of the Allocations Committee. Where possible, at least one visiting member of the ASC will share the same gender, race or sexuality as the tenant who is experiencing the harassment. It should be noted that where possible, action will be taken against the perpetrators of the harassment, but that a priority transfer may still be appropriate.

### **3. Acute Medical Need**

Where there is a serious illness or disability that affects the tenant's ability to continue living at their current address. Medical certificates or documentation from other relevant agencies will be required.

### **4. Other Exceptional Circumstances:**

The Allocations Committee has the discretion to recommend to the Management Committee that in circumstances of exceptional hardship, not covered by the above categories, a tenant may be offered the next available and suitable property. Any application must have relevant supporting documentation.

## **PRIORITY TRANSFER PROCEDURE**

- 1) Housed members believing themselves to be in an emergency situation should contact the Co-op office and apply for a transfer on the **Priority Transfer Form – APPENDIX 7**. The Allocations Committee will then arrange for two committee members to meet with the applicant and report back to the next ASC. NCHC will ensure that all priority transfer applications are dealt with as quickly as possible and that tenants are informed in writing of any action taken.
- 2) If the applicant is not considered to be a priority case by the ASC, they will be advised to apply for re-housing through the normal channels.
- 3) If the ASC considers that the applicant is a priority case, they will recommend that the next available and suitable property should be offered.
- 4) Only one offer of rehousing will normally be made. NCHC cannot guarantee that this will have the same facilities, room size or be in the same area as the applicant's present accommodation. If this offer is refused, the applicant will be asked to complete a Housing Transfer form to be placed on Transfer Register if they fulfil the Transfer criteria.
- 5) Where there is more than one priority transfer case waiting for rehousing, priority will be given to the applicant who has been waiting for the longest time except where the person transferring has specific requirements arising from a serious illness or disability.

## 9. NOMINATIONS TO THE CO-OP

A true void is where a flat becomes void because a tenant leaves the Co-op, dies or is evicted.

Under the Nominations Agreement with the London Borough of Camden it has been agreed that Camden Council is entitled to 50% of all true 1-bed voids and 75% of all true 2-bed voids.

The remaining 50% of 1-bed flats and 25% of 2+ bed flats will be offered to people on the Co-op's waiting list.

The nominations process consists of three stages:

- The Co-op offers the Council a vacancy using the pro forma in the Nominations Agreement. A photo of the property is also required.
- The Council provides the Co-op with a shortlist of 6 applicants, in priority order, derived from the bids put on the property when it is advertised.
- The Co-op contacts the nominee(s), arranges the viewing(s) of the property, interviews the interested applicants, offers the property to the most suitable applicant and informs the Council of the outcome.

Details of the **Choice Based Lettings** procedure are in the Nominations Agreement signed with LB Camden and in **Appendix 6**

When people are nominated to the co-op they will be asked to complete an "Application for Housing" form **Appendix 7** to be returned to the co-op office within a specified time.

All nominees will be interviewed and assessed for suitability for membership and housing by the allocations committee. If more than one applicant is suitable for membership then selection will be on the basis of the priority given to them by Camden Council.

## 10. REFERRALS AGENCIES

If people are referred to the co-op by approved referral agencies, the procedure in Section 5 Allocations Procedure will be followed

## 11. MUTUAL EXCHANGES

1. A register for people interested in mutual exchanges will be kept in the office. It is open to NCHC members and people from outside the co-op. It is the members' own responsibility to liaise with Co-op officers and to enter names and check this register for a suitable exchange.

2. If two co-op tenants wish to exchange flats they should inform the Allocations Committee in writing.
3. All mutual exchanges, whether between co-op members or a co-op member and a non-member, must be agreed by the Management Committee before the exchange takes place.
4. Before a mutual exchange can take place the prospective tenant must provide a reference from the existing landlord, satisfy the co-op that they have no rent arrears and become a member of the co-op.

## 12. APPEALS

1. Members have the right to appeal against the Allocations and Membership Sub-committee decision and may examine their allocations interview form, but will not have access to personal details of other applicants.
2. Notice of an Appeal must be received in writing by the office and made **within 7 days** of the date of the letter of notification from the Allocations and Membership Sub-Committee having been sent. On receipt of the notice of appeal the Chairperson of the Co-op will be asked to convene an Appeals Panel.
3. Appeals will be heard by a panel of a minimum of 3 members, - one from the Allocations Sub-committee, one from the Management Committee and one an independent member of the co-op.
4. The decision of the Appeals Panel shall be final. (Ref. Complaints Procedure).

## 13. GENERAL

1. Members of the Allocations sub-committee will endeavour to carry out their duties at meetings and through liaison with co-op officers and cannot be contacted at home. Co-op members are expected to support and co-operate fully with the members of the Allocations sub-committee. Members of the Allocations sub-committee and co-op officers have the right to refuse to deal with an allocation if they are subjected to any form of harassment, intimidation and / or abuse.
2. All Allocation sub-committee members are expected to observe confidentiality and impartiality at all times.
3. To avoid a conflict of interest members of the Allocation Committee awaiting transfer are not permitted to be present at that part of the meeting which discusses or votes on matters which could affect their transfer application. This will be monitored by the Allocations committee.

4. In the event of a joint tenancy coming to an end, the members will be eligible for allocation to another unit if they fulfil the criteria for transfer according to the policy.

	<b>HOUSING NEED</b>	<b>Housing Need Points</b>
<b>1</b>	<b>ACCOMMODATION - SIZE OF FLAT CURRENTLY OCCUPIED</b>	<b>(See Guidance Notes )</b>
	BEDSIT	<b>30 points for each bedroom needed</b>
	ONE BEDROOM	
	TWO BEDROOMS	
	THREE BEDROOMS	
<b>2</b>	<b>AGE OF CHILDREN</b>	
	For each year of age up to 18	<b>0.5</b>
	Where children are of opposite sex and one is aged over 11	<b>15</b>
<b>3</b>	<b>DEPENDANTS</b>	
	Family members who are not children and are in the care of the applicant. Points per person	<b>10</b>
<b>4</b>	<b>DURATION OF TENANCY</b>	
	(a) BEDSIT	
	For the first year of tenancy	<b>5</b>
	For each subsequent year	<b>2</b>
	(b) FLAT	
	For each year of tenancy after the first year in current flat	<b>2</b>
<b>5</b>	<b>FAMILY SEPARATION</b>	
	Parents or family who have to live separately because of lack of accommodation	<b>20</b>
<b>6</b>	<b>ADOPTION and/or FOSTERING</b>	
		<b>20</b>
<b>7</b>	<b>NUMBER OF STAIRS</b>	
	Applicant over 65 years	<b>1 point for every 5 stairs</b>
	Under 5 years	
	Disabled	

For any particular transfer, if single people and joint tenants apply, then joint tenants should use the points from the joint tenant who has the highest number of points. If no single people apply but only joint tenants, then the points for the joint tenants should be totalled

1. There are no clear records pre-1986: therefore a tenant will receive **2 points** for each year of membership up to 1986. These are to be added to the **Total Points**.
  
2. **Co-op Points** are earned by:
 

a) attending meetings	-1 Co-op point per hour
b) spending time contributing to the running of the co-op	-1 Co-op point per hour

One point per hour (to the nearest full hour) will be earned for attendance at meetings. This will be calculated from 1<sup>st</sup> January 2002.
  
3. To ensure that 'Housing Need' and 'active membership' are correctly weighted in relation to each other, all **Co-op Points** earned for active membership are divided by 2.
  
4. **Co-op Points** will be counted up to the date that members on the Transfer Register are informed that a vacant flat has become available for allocation.
  
5. **Co-op points** accumulated by a tenant during the tenancy of their flat will be cancelled out when they are re-allocated.

**EXAMPLE: Calculation of of Co-op Points earned by a member**

Years	Hours of Meetings attended (1)	Hours of work (2)	Co-op Points (Col 1 + Col 2) (3)	Calculation of Total Points:  (Column 3 divided by 2)
1995				Joined the co-op
1996	8	21	29	29 / 2 = 14.5
1998	6	13	19	19 / 2 = 8.5
2000	4	7	11	11 / 2 = 5.5
2001	6	12	18	18 / 2 = 9
2004	1	3	4	4 / 2 = 2
<b>TOTAL</b>				<b>14.5 + 8.5 + 5.5 + 9 + 2 = 39.5</b>

<b>Person A:</b>	<b>points</b>
<b>Housing need points:</b>	
▪ Lived in a bedsit since 2005	5 + (2X4yrs) 13.00
▪ Single	0
<b>Co-op points:</b>	
▪ 25 meetings (2 pts per meeting)	90 points ) 45.00
▪ 40 hrs work for the co-op	divided by 2)
<b>Housing need and Co-op Points</b>	<b>58.00</b>

<b>Person B:</b>	<b>points</b>
<b>Housing need points</b>	
▪ Lives in a 1-bed since 2000	2 x 7 yrs 14.00
▪ Has a child under 11 years (needs 2 bed flat)	30.00
<b>Co-op points</b>	
▪ 10 meetings (2 pts per meeting)	32 points ) 16.00
▪ 12 hours work for the co-op	divided by 2 )
<b>Housing Need and Co-op Points</b>	<b>60.00</b>

\* calculated in 2010





**4. DURATION OF TENANCY**

When did you move to your present accommodation? .....

**5. FAMILY SEPARATION**

Are you unable to live with your partner / spouse / child(ren) as a result of the size of your accommodation? YES / NO

Please give details:.....

**6. ADOPTION & FOSTERING**

Are you in the process of adopting or fostering a child? YES / NO

Please give details: .....

**7. STAIRS**

Is anyone included in the application: Over 65 years .....  
Under 5 years .....  
Disabled .....

If Yes, how many stairs from the street to the front door of your flat? .....

How many stairs from the front door of your flat to the top floor of your flat? .....

**8.PETS**

Have you any pets? YES / NO

If yes please describe.....

**9. ELIGIBILITY**

Do you have outstanding rent arrears?..... How much?.....

Have you done the minimum of 7 points in the last 12 months? YES / NO

**SIGNED** .....

Date .....

**1) ORGANISING PARTICIPATION BY MEMBERS**

Priority is given to those in need of earning points within the 3 months time limit ie.

- Prospective members
- Members wishing to transfer
- Partners of members who wish to become members
- Mutual exchange

If none of the above is available the work is then offered to any member on the volunteer list that is available to do the work at the earliest opportunity. When no one is available the mail is posted.

There is a folder on Outlook which lists all the members and prospective members who have offered to be a volunteer. Up until the end of February 2014 there were 21 people on this list but it has now gone down to 18.

Prospective members who have done their points are asked if they would like to remain on the volunteer list. If they wish to continue volunteering they remain on the list. If not their name is removed. This also applies to members wishing to transfer.

**2) POINTS CALCULATION**

Volunteers/Members earn one point for every hour of participation they do and this can either be for work or for attending meetings (see list below).

Prospective members are not allowed to attend meetings until they become a member.

Once the volunteer/member has done work or attended a meeting the time they spend is written into the points book. It is then entered on to the Excel spreadsheet (Membership Points) which is updated monthly.

Points are recorded on the system as below.

15mins	= .25 points
30mins	= .50 points
45mins	= .75 points
1 hr	= 1.00 point

It is not possible to record the exact amount of time on Excel e.g. 10 minutes therefore the figures have to be rounded up to the nearest 15 minutes.

**3) ESTIMATE OF TIME TAKEN FOR TASKS**

Not all volunteers work at the same pace, and the method of transport that they use to deliver the mail is not taken into account.

Some deliveries may have more than one volunteer to carry out the work.

New prospective members usually take the longest as they are not familiar with the routes

despite providing them with highlighted maps.

In order to give the MC an idea of the time volunteers take to deliver mail see below approximate times.

#### Committees

- MC Deliveries Approx. 1 hr -1.5 hrs

#### Membership

- Rent Statement & Letters delivery 2.25 - 4 hrs
- AGM/GM 3 - 4 hrs
- Xmas card delivery 3 – 4 hrs
- Self nomination forms 3 – 4 hrs
- Gas safety letters/other letters Depends on quantity and location

#### Office work

A point an hour for:

- Stuffing envelopes
- Putting labels on envelopes
- Filing
- Colour coding maps
- Lining telephone book pages
- Getting key cuts for the office
- Collating mail outs

#### Members only

A point for:

- Ordering parking permits
- Coming into the office to sign cheques

A point for each hour for:

- Attending meetings
- Help with preparation of food at AGMs
- Interviewing (prospective members, appointment of consultants, recruitment of staff etc)
- Research on behalf of the Co-op e.g. green energy
- Appraisals

\*\*\*\*\* This Appendix was agreed at MC meeting of 7.4.14 \*\*\*\*\*

	<b>HOUSING NEED</b>	<b>Housing Need Points</b>	<b>Applicant's Points</b>
<b>1</b>	<b>ACCOMMODATION - SIZE OF FLAT CURRENTLY OCCUPIED</b>	(See Guidance Notes )	
	BEDSIT	<b>30 points for each bedroom needed</b>	
	ONE BEDROOM		
	TWO BEDROOMS		
	THREE BEDROOMS		
<b>2</b>	<b>AGE OF CHILDREN</b>		
	For each year of age up to 18	<b>0.5</b>	
	Where children are of opposite sex and one is aged over 11	<b>15</b>	
<b>3</b>	<b>DEPENDANTS</b>		
	Family members who are not children and are in the care of the applicant. Points per person	<b>10</b>	
<b>4</b>	<b>DURATION OF TENANCY</b>		
	(a) BEDSIT		
	For the first year of tenancy	<b>5</b>	
	For each subsequent year	<b>2</b>	
	(b) FLAT		
	For each year of tenancy after the first year in current flat	<b>2</b>	
<b>5</b>	<b>FAMILY SEPARATION</b>		
	Parents or family who have to live separately because of lack of accommodation	<b>20</b>	
<b>6</b>	<b>ADOPTION and/or FOSTERING</b>		
		<b>20</b>	
<b>7</b>	<b>NUMBER OF STAIRS</b>		
	Applicant over 65 years	<b>1 point for every 5 stairs</b>	
	Under 5 years		
	Disabled		
<b>TOTAL HOUSING NEED POINTS</b>			

<b>GUIDANCE NOTES</b>	
<b>MINIMUM ROOM REQUIREMENTS</b>	
BEDSIT	One person
ONE BEDROOM	A person or a couple without children and not expecting a child
TWO BEDROOMS	1) A person or a couple with one child or expecting a child 2) A person or a couple with two children of the same sex, both under 11 years 3) A person or a couple with two children of opposite sex, both under 5 years
THREE BEDROOMS	1) A person or a couple with two children of opposite sex, one of whom is more than 5 years old 2) A person or a couple with two children of the same sex, one of whom is more than 11 years old 3) A person or a couple with three children, of whom two of the same sex are less than 11 years old
FOUR BEDROOMS	A single person or couple with at least 3 children (ages to be taken into consideration)
FIVE BEDROOMS	A single person or couple with at least 4 children (ages to be taken into consideration)

**TOTAL ALLOCATIONS POINTS - SUMMARY**

A)	TOTAL HOUSING NEED POINTS	
B)	TOTAL MEETING POINTS	
C)	TOTAL WORK POINTS	
D)	CO-OP POINTS: [Total Meeting Points (B) + Total Work Points (C) ]	

	divided by 2	
	<b>TOTAL ALLOCATIONS POINTS: A + D</b>	



The procedure for receiving nominations from LB Camden is as follows:

Thursday 1 <sup>st</sup>	Letter plus photo to LB Camden informing them that a property is void and asking for a nomination Request to be received by LBC by <u>mid day</u>
Thursday 8 <sup>th</sup>	LBC advertises the flat in the local press.
Monday 12 <sup>th</sup>	Closing date for people to put in a "bid" for the flat to LBC Request has to be received by <u>midnight of that day</u> .
Wednesday 14 <sup>th</sup>	LBC shortlists applicants
Thursday 15 <sup>th</sup>	LBC sends the Co-op details of <u>5 applicants</u> with most points from those who put in a bid
Thursday 15 <sup>th</sup>	Co-op invites the 5 people to view the property on a particular date and time.
Tuesday 20 <sup>th</sup>	<u>Property viewing</u> . Staff will be present to give access and answer questions about the co-op and the flat. People viewing are given an application form to complete and return to the Co-op office if they are interested in applying for the flat.
Friday 23 <sup>rd</sup>	Deadline for applications to be returned to Co-op office
Tuesday 27 <sup>th</sup>	Applicants <u>interviewed</u> at Co-op office

First Monday in month: Recommendation made to MC to offer the most suitable applicant the flat under offer and membership of the Co-op.

NORTH CAMDEN HOUSING CO-OP

NOTE - This form is strictly confidential. It will only be seen by the key people involved in the allocation process.

Try to answer as fully as possible, and feel free to add anything you think we should know.

1. PERSONAL DETAILS

1. Full names of applicants: ..... Date of birth.....
..... Date of birth .....

2. Present address:
.....
.....

3. Telephone number: Mobile: E-mail:

4. Children or dependents: Name:..... Date of birth.....
Name: ..... Date of birth.....
Name:..... Date of birth.....

5. Occupation/unemployed: .....

6. Do you own a pet? If yes, please describe.....

6. Do you have a medical condition which is relevant to your application? If yes, please give details.
.....

2. YOUR EXISTING ACCOMMODATION

1. When did you move to your present address? .....

2. Which of these best describe your present accommodation?

- Council tenancy
▪ Short life housing
▪ Squatting
▪ Hostel

- Private rented accommodation
- Staying with friends or relatives
- Other (Please specify)

3. Is there anyone living with you who would need rehousing with you? YES / NO

If yes, please give details:

4. Have you been ordered or requested to move by the landlord or other authorities? YES / NO

5. Have you suffered harassment in you present accommodation? YES / NO  
If yes, give details

6. Do you have adequate cooking and bathroom facilities? YES / NO  
If no, give details

7. Are these facilities shared with anyone else? YES / NO  
If yes, how many?

8. Does the accommodation directly affect your health (damp, infestations, noise, etc.)? YES / NO  
If yes, give details

9. Why do you want to leave your present address?

10. Are you on London Borough of Camden waiting list? YES / NO

11. Do you have priority housing status with your council? YES / NO

12. What is your Housing Waiting List Number? .....

If any of the above questions apply to you, please give details and add any other information you think we should know. Please continue on a separate piece of paper if necessary.

<b>3. YOUR ACCOMMODATION REQUIREMENTS</b>
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1. Please tick the accommodation you are applying for.

- Bedsit .....
- One bedroom flat .....
- Two bedroom flat .....
- Three bedroom flat .....
- Four bedroom flat .....
- Five bedroom flat .....

2. Do you have any special needs (such as wheelchair access, allergies, etc.)? YES / NO

If Yes, give details

3. Do you need to live in this area to be close to a particular facility (such as school, hospital, or work place)? YES / NO

If yes, give details

<b>4. MEMBERSHIP OF THE HOUSING CO-OP</b>
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1. Do you understand the principles of a housing co-op? YES / NO

2. Are there any reasons why you may be unable to attend co-op meetings (e.g. shiftwork, disability, children, etc.)? YES / NO

If yes, give details:

3. Have you any experience or skills you think may be useful to the co-op (e.g. typing, accounting, etc.)? YES / NO

If yes, give details:

4. Have you been involved in a voluntary capacity in any organisations in recent years?

If so please give details

<b>MONITORING INFORMATION FOR EQUAL OPPORTUNITIES POLICY</b>
--

DATE:

NATIONALITY:

DATE OF BIRTH:

SEX: male / female

HOW WOULD YOU DEFINE YOUR ETHNIC BACKGROUND?

DO YOU CONSIDER THAT YOU HAVE ANY DISABILITIES:

## COMMENTS

Is there anything you wish to add? Or any other reason why you feel you may be denied equal opportunities?

ALL INFORMATION GIVEN BELOW WILL BE TREATED IN CONFIDENCE

If you feel you are in urgent need of transfer you can apply for Priority Transfer. Complete this form and send it together with any supporting documents to the Co-op office for the attention of the Allocations & Membership Committee and marked URGENT.

Your form will be passed to the AMSC and you will be invited to meet with two of its members to discuss your case.

The AMSC will decide if you are eligible for priority housing at their next meeting.

If the AMSC decides that you are a priority case your name will be put on the Priority Transfer List and you will be rehoused as quickly as possible.

If AMSC decides you are not a priority case, you will be entitled to apply to go on to the Transfer Register and will have the same priority as other Co-op members.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_

SIZE OF PRESENT UNIT \_\_\_\_\_

SIZE OF UNIT REQUIRED \_\_\_\_\_

GROUND(S) FOR APPLICATION FOR PRIORITY TRANSFER (Please tick all that apply).

LIVING IN FEAR OF VIOLENCE

LIVING WITH GENDER, RACE OR SEXUAL HARASSMENT

ACUTE MEDICAL NEED

OTHER EXCEPTIONAL CIRCUMSTANCES

Please use this space to describe your present circumstances.

Please also give your reasons for applying for a Priority Transfer.

ARE YOU IN RENT ARREARS? \_\_\_\_\_

Please note: If you are in rent arrears you cannot be considered for transfer until the arrears are cleared.

The contents of my application form are a true record of my circumstances.

I understand that it is my responsibility to inform NCHC if my circumstances change.



SIGNED \_\_\_\_\_

DATE \_\_\_\_\_