



# LEASING POLICY

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## **1. Introduction**

Our aim is to meet our obligations to promote equality and diversity as well as contributing to meeting the needs of the wider community. To achieve this, we will make a number of properties available to organisations working with vulnerable groups and to local authorities where appropriate.

Where leasing is found to be the most appropriate option, the governing body delegates authority to the Director of Housing Services to sign the agreements on its behalf.

- a) In line with Performance Standards and good practice, ng homes will only lease properties to a third party on an exceptional basis. Our policy is to provide the most secure form of tenancy compatible with the purpose of the housing. Therefore, wherever possible we will provide direct tenancies for individuals. For example, generally when the accommodation is self-contained and long term, we do not consider leasing to be appropriate.
- b) When we lease the property, we will ensure that the lessee use the appropriate model leases, tenancy and occupancy agreements currently available.
- c) When we enter into a lease where we need to consider a variation on an existing model tenancy or occupancy agreement, we will seek legal advice to ensure that we are maximising the security of tenure for the individual. This may arise because of the design of the accommodation or the nature of the client group.

## **2. Purpose of Policy**

The purpose of this Policy is to clearly define the circumstances in which we will lease properties and the organisations we will lease to. Staff will have delegated authority to enter into leasing arrangements in line with this policy but any proposal to lease which falls out with the terms of this policy must be referred to the governing body for a decision.

## **3. Meeting the Needs of Our Client Groups**

To meet our policy objectives, we will generally only lease property for use as temporary accommodation. There will be exceptions however where the accommodation is a person's permanent home. Accommodation registered with the Care Commission as a care home, for example, for people with dementia would fall into this category.

We will lease properties to the following organisations where it is appropriate due to the client group being housed and the nature of the support being provided:

- Mungo Foundation: Office/ sleepover accommodation for staff serving highly supported or multi-property projects with accommodation for their clients being within the Care Facility building in Possilpark
- Penumbra: Office/sleepover accommodation for staff serving and supplying support to their clients within the Care Facility in Possilpark, and also services to clients who have their own tenancies within Possilpark, Springburn and Maryhill
- Phoenix Futures: Office/sleepover accommodation for staff serving and supplying support to their clients with self contained accommodation contained within the building and providing an outreach service to clients who have their own tenancy within Possilpark
- Mears: Temporary for Asylum seekers, scattered throughout Springburn and Possilpark with support supplied by Mears.
- GCC Asylum Project: Lets to GCC for Asylum seekers, scattered throughout Springburn & Possilpark with support from services within GCC Project.
- GCC Temporary Accommodation: Lets to GCC for homeless households, scattered throughout Springburn and Possilpark.
- Key Housing: We will provide accommodation to Key Housing to allow a stable environment for adults and young people who have disabilities and long-term needs.
- Quarriers: We will provide accommodation to Quarriers to allow them to support adults and children with a disability in our community.
- Richmond Fellowship: We provide accommodation to Richmond Fellowship to allow them to support older people within our community.

We will make every effort to safeguard our properties and the people living in them. In determining an organisation's suitability as a lessee, we will consider its track record including its financial position.

If organisations other than those listed, request to lease a property from us, the Director of Housing Services from ng homes will present a report to the governing body making recommendations on their suitability.

#### **4. Managing Equalities**

Our policy is to ensure fair and open access to our housing and to be responsive to people's individual support needs. We will therefore ensure that the lessee in allocating the properties uses appropriate selection and assessment criteria.

We undertake to ensure that equal access to appropriate property types and locations across the range of stock is given to lessees. Properties made available for leasing should not be confined to one particular area or to less desirable stock.

#### **5. Audit Trail**

We will maintain a clear audit trail showing that we have:

- a) Examined all other available options in deciding that leasing is the most appropriate arrangement;
- b) Ensured that the lessee has granted the most secure form of tenure compatible with the purpose of the housing;
- c) Demonstrated good reasons for departing from the terms of model agreements. This should include where the;
  - Lease is for longer than three years;
  - Appropriate SFHA model lease is not used
  - Model is used but some clauses are omitted or amended;
  - Appropriate model occupancy or tenancy agreement is not used.
  - Managed risks, covered costs and taken steps to ensure sustainability where it is a commercial lease.

We will obtain copies of the individual support organisation's tenancy/occupancy agreements to ensure relevance and legitimacy.

Where we are using one lease for the organisation and add on properties to this with an addendum, we will ensure that an abbreviated Lease Agreement Form is completed and signed by both parties prior to keys being issued.

#### **6. Performance and Review**

We will review the management of leased properties regularly by holding regular liaison meetings with the lessee.

We will report annually to the governing body setting out:

- The number of leases;
- The organisations we have leased properties to;
- Any management issues relating to the conduct of the lease and;
- Whether we have renewed leases.

This policy will be updated to reflect any changes to legislation and reviewed every three years.

## **7. Other Related Policies**

- Adaptations Policy
- Allocations Policy
- Anti Social Policy
- Asbestos Management Policy
- Asset Management Strategy
- Child Protection and Vulnerable Adult Policy
- Compensation for improvements Policy
- Customer Care Policy
- Damp, Mould and Condensation Policy
- Design and Specification Policy
- Development Defects Policy and Procedures
- Development Handover Procedures Policy
- Domestic Abuse Policy
- Electrical Safety in Multi-Storey Blocks Policy
- Electrical Safety Policy
- Emergency Lighting in Multi-Storey Blocks Policy
- Estate Management Policy
- Fire Safety in Multi-Storey Blocks Policy
- Fire Safety Policy
- Gas Safety Policy
- Hate Crime Policy
- Inconvenience Payments in Planned Maintenance Programmes
- Leasing Policy
- Lift Safety Policy
- No Access Policy
- Physical Regeneration Strategy

- Procurement Strategy
- Rent Collection Policy
- Repairs & Maintenance Policy
- Stock Disposal Policy
- Tenant participation Strategy
- Tenants Right to Repair Policy
- Void Management Policy
- Water Systems and Legionella Policy

## **8. UK General Data Protection Regulation 2021 (UK GDPR)**

The ng group will treat your personal data in line with our obligations under the UK General Data Protection Regulation 2021 (UK GDPR) and our own Data Protection Policy. Information regarding how your data will be used and the basis for processing your data is provided in our Fair Processing Notices. The organisation will treat your personal data in line with our obligations under the UK General Data Protection Regulation and our own Data Protection Policy. Information regarding how your data will be used and the basis for processing your data is provided in our Fair Processing Notices.

*In writing this Policy reference is made to:  
SFHA Raising Standards and Model Lease Agreements*