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Policy Name	Tenancy Changes Policy
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West Whitlawburn Housing Co-operative will provide this policy on request at no cost, in larger print, in Braille, in audio or other non-written format, and in a variety of languages. Please contact the office.

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Section 1 – Introduction

1.1 Background

1.1.1 West Whitlawburn Housing Co-operative (WWHC) is a community owned and controlled fully mutual Housing Co-operative based in Cambuslang on the outskirts of Glasgow. It is a Registered Social Landlord (RSL) which operates on a “not-for-profit” basis and is run by an elected Management Committee consisting of tenants and co-optees. The Management Committee employ a staff team to manage WWHC on a day-to-day basis.

1.1.2 WWHC owns and manages 704 properties. The stock breakdown is as follows:

Property Type	1 bed	2 bed	3 bed	4 bed
MSF	13	406	13	0
Cottage flat	24	0	0	0
Low rise	15	79	42	0
Terraced	0	46	0	0
Semi-Detached	0	12	40	4
Terraced	0	0	4	4
Bungalow	0	0	1	0
Detached	0	0	0	1

1.2 Purpose

1.2.1 This policy sets out WWHC’s approach to changes of tenancy to ensure that all such applications are treated lawfully, fairly and equally. Examples of such tenancy changes are mutual exchanges, assignments, successions, sub-letting, letting to lodgers, and moving from being a sole tenant to becoming a joint tenant, or changing from a joint to a sole tenancy.

1.2.2 A mutual exchange is when two or more tenants agree to swap their homes with each other.

1.2.3 An assignment is when a tenant transfers their tenancy to another member of the household.

1.2.4 A succession is when a tenancy is passed on to someone after a tenant dies.

1.2.5 Sub-letting is when a tenant rents out all their home to someone else while keeping the tenancy in their own name for an agreed period.

1.2.6 Taking in a lodger means you allow someone to live in your home and

pay you rent while you continue to live there and continue to be the tenant.

1.2.7 A tenancy can transfer from a sole name to a jointly named tenancy, and vice-versa can change from joint names to a sole name.

1.3 Equality and Diversity

1.3.1 We are committed to ensuring equal opportunities and fair treatment for all people in our work. In implementing this Policy, we will provide a fair and equal service to all people, irrespective of factors such as gender, race, disability, age, sexual orientation, language or social origin, or other personal attributes.

1.4 Policy Principles

1.4.1 This document outlines WWHC's Policy in relation to tenancy changes. In line with legal and good practice requirements the underlying principles are for it to be:

- Responsive – the policy will enable WWHC to respond to a wide range of needs and circumstances.
- Open and Transparent – we will make the policy document available to potential applicants and provide clear information at all stages of the tenancy change application process. We will ensure that all applications are checked, and clear audit trails are maintained which will show we have followed the policy correctly.
- Confidential – all information provided will be treated as strictly confidential and under the terms of the Data Protection Act 1998 and General Data Protection Regulation (GDPR). It will only be passed onto or discussed with another person or organisation only with the applicant's permission or where WWHC is legally required to do so.
- Accessible – we will ensure the policy is made available in a variety of formats.

1.5 Legislation and Guidance

1.5.1 We will comply with all relevant legislation, standards, and targets.

1.5.2 This Policy complies with legislation, guidance and good practice including:

- The Housing (Scotland) Act 1987, 2001, 2010, 2014 & 2025
- Matrimonial Homes (Family Protection) (Scotland) Act 1981
- Equality Act 2010

- Data Protection Act 1998 and General Data Protection Regulation
- Human Rights Act 1998
- Management of Offenders (Scotland) Act 2005 (Multi Agency Public Protection Arrangements – MAPPA)
- Scottish Social Housing Charter 2017
- Regulatory Framework (Scottish Housing Regulator)

1.6 Management Committee Members, Staff and their Family

- 1.6.1 WWHC accepts that Management Committee members, staff members or members of their family may wish to apply to make changes to their tenancy. Their applications should be considered using the same rules as other applicants.
- 1.6.2 Our forms will ask applicants if they are a committee member, staff member or related to either a committee member or staff member. If the applicant is a staff member or related to a staff member then the staff member will not be involved in assessing the application nor making any decisions.
- 1.6.3 All applications for changes to tenancy will be considered in line with Section 6.12 of the Entitlements, Payments and Benefits Policy which states:

Our people as tenants and service users

The offer of a tenancy or lease in one of our properties to one of our people or to someone connected to them.

This is permitted if it is in accordance with our published allocations policy and:

- Neither the applicant nor anyone connected to the applicant is involved in any way or in any part of the process; and
- The tenancy change is approved by the WWHC Committee in advance; and
- The tenancy is recorded as an interest in the appropriate register within five days of the tenancy commencing.

1.7 Membership

- 1.7.1 All applicants who seek to participate in tenancy changes with WWHC tenants or within WWHC properties must become a member of WWHC as a condition of their tenancy.
- 1.7.2 Joint applicants must both become members.

1.8 Appeals

- 1.8.1 WWHC has a clear procedure for dealing with appeals arising from decisions around tenancy changes.
- 1.8.2 If any applicant is unhappy regarding their application or the treatment they have received then appeals should be made by:
1. Raising it with the Director.
 2. Raising it with the full Management Committee.
 3. Raise a complaint in line with the SPSO guidance

1.9 Consultation

- 1.9.1 In line with Section 54 of the Housing (Scotland) Act 2001 and with WWHC's Tenant Participation Policy, this policy was developed in consultation with WWHC tenants, other residents and members of their households.
- 1.9.2 Feedback was gathered from tenants, residents and household members of those living within our housing stock. The consultation period ran from **dates will be inserted here**. During this time, a consultative draft of the policy was published on WWHC's website. The draft policy was circulated to all tenants and housing list applicants to ensure broad engagement and the opportunity for comprehensive feedback.
- 1.9.3 WWHC will address all issues raised by those consulted, although this clearly had to be done within the context of the law.

Section 2 - Mutual Exchange

2.1 Eligibility

2.1.1 Prior to submitting the application, both parties must have had Scottish Secure Tenancy (SST) or a Short Scottish Secure Tenancy (SSST) for a minimum of 12 months.

2.1.2 Both parties do not have to be WWHC tenants. Mutual exchanges will be considered from tenants of other Registered Social Landlords and Local Authorities.

2.1.3 Written consent from both landlords is required before an exchange takes place.

2.2 Process

2.2.1 Tenants must submit a written application and include all relevant details including around medical needs.

2.2.2 WWHC will issue a letter acknowledging receipt of the application and will provide details of our letting standard. The letter will confirm the deadline for responding in full.

2.2.3 WWHC will request a written tenancy report from the landlord of the other tenant party.

2.2.4 A house inspection will be carried out for the WWHC tenant to confirm that the property meets the lettable standard, and we will record details of any non-standard fittings.

2.2.5 Confirmation of any previous or scheduled Energy Performance Certificate (EPC), electrical safety and/or gas inspection will be requested from the WWHC Property Services team.

2.2.6 The outcome of the application will be confirmed within 28 days.

2.2.7 If all relevant information is not received within 28 days to allow a decision to be made, then the application will be refused. In such instances a discussion will take place offering advice around providing all relevant information to allow any subsequent decision to be made.

2.2.8 If refused, tenants will receive written reasons and information on appeal.

2.3 Refusal

2.3.1 We will not unreasonably refuse permission for a mutual exchange of your house. Reasonable grounds for refusing include the following:

- You or the other party currently have rent arrears or other tenancy debts to us/their landlord greater than one month's rent and if you have not maintained an arrangement for a minimum of 3 months;
- if you or the other party have been warned regarding antisocial behaviour within the last 12 months;
- we have served a notice on you warning that we may seek eviction on certain grounds because of your conduct;
- we have obtained an order for your eviction;
- your house was designed or adapted for persons with special needs and if the exchange was allowed, there would be no person living in the house who required those designs or adaptations;
- the other house is substantially larger than you and your family need or it is not suitable for the needs of you and your family; or
- the proposed exchange would lead to the criminal offence of overcrowding.

2.4 On Approval

2.4.1 The date of entry will be within 4 weeks of the application being approved.

2.4.2 Tenants will agree not to move until the agreed date of entry.

2.4.3 A new electrical safety and/or gas inspection will be arranged for the date of entry. An EPC inspection may also be arranged and will be carried out on the date of entry.

2.4.4 If appropriate, the incoming tenant will sign a disclosure confirming they will accept non-standard fittings, decoration and condition of property. The disclosure will also note that they agree to return the property to WWHC's lettable standard when they leave the property. A copy of the lettable standard will be issued during the sign-up appointment, and the new tenant will sign to confirm receipt of this.

2.4.5 The incoming tenant will sign a tenancy agreement with WWHC, and the outgoing tenant must sign an end of tenancy form.

Section 3 – Assignment

3.1 Eligibility

- 3.1.1** Tenants must submit a written application and include all relevant details including around medical needs.
- 3.1.2** The tenant must have been living in the property as their only or principal home for 12 months.
- 3.1.3** The tenant must have notified WWHC when the assignee moved in and they must be recorded as part of the household.
- 3.1.4** The assignee to must be over 16 years old and must have been living in the property as their only and principal home for at least 6 months before the date of the written request.

3.2 Process

- 3.2.1** Applications must be made in writing and include all relevant details including around medical needs.
- 3.2.2** WWHC will issue a letter acknowledging receipt of the application and will provide details of our letting standard. The letter will confirm the deadline for responding in full.
- 3.2.3** The outcome of the application will be confirmed within 28 days.
- 3.2.4** If all relevant information is not received within 28 days to allow a decision to be made, then the application will be refused. In such instances a discussion will take place offering advice around providing all relevant information to allow any subsequent decision to be made.
- 3.2.5** If refused, tenants will receive written reasons and information on appeal.
- 3.2.6** A House inspection will be carried out to confirm the property standard and will record details of any non-standard fittings.
- 3.2.7** Confirmation of EPC, electrical safety and gas inspection will be requested from WWHC's Property Services team.
- 3.2.8** If refused, the tenant will receive written reasons and information on appeal.

3.3 Refusal

3.3.1 WWHC will not unreasonably refuse permission for an assignation request. Reasonable grounds include the following:

- A Notice of Proceedings for recovery of possession has been served;
- Proceedings for recovery of possession are in progress
- We have obtained an order to evict the tenant;
- The tenant has outstanding rent arrears or other tenancy debts greater than one month's rent value and has not maintained an arrangement for 3 months;
- If the tenant has been warned regarding tenancy breaches including antisocial behaviour within the last 12 months;
- The property is adapted and the assignee has no need for the adaptation;
- The proposed change would lead to the criminal offence of overcrowding;
- We intend to carry out work on the house (or the building of which the house forms part) which would affect the part of the house connected with the proposed change;
- We have not been notified that the relevant person has been living in the house as their only or principal home;
- The relevant person has not been living in the property for the required 6-month period; or
- It appears that the tenant proposes to receive a payment.

3.3.2 For assignation only, additional grounds for us refusing permission are:

- If the proposed assignee would not be given reasonable preference (priority) in terms of our allocations policy;
- If the house would be under-occupied because of the assignation.

3.3.3 These examples do not in any way alter our general right to refuse permission on other reasonable grounds. If refused the tenant will receive written reasons and information on appeal.

3.4 On Approval

3.4.1 The date of entry will be as soon as the application has been approved, and a new tenancy agreement will be required to be signed.

3.4.2 A new EPC, electrical safety and/or gas inspection will be arranged for the date of entry.

3.4.3 If appropriate, the incoming tenant will sign a disclosure confirming they will accept non-standard fittings, decoration and condition of property. The disclosure will also note that they agree to return the property to WWHC's lettable standard when they leave the property. A copy of the lettable standard will be issued during the sign-up appointment, and the new tenant will sign to confirm receipt of this.

Section 4 – Succession

4.1 Eligibility

4.1.1 From 01/08/26, the qualifying period to succeed an SST tenancy is reduced from 12 to 6 months. This 6-month qualifying period does not begin until we have been notified by you, a joint tenant or the person who wishes to succeed the tenancy, that they are living in the property as their only or principal home. A succession can only take place where the tenant dies and there is a relevant qualifying person who wishes to succeed to the tenancy.

4.1.2 A written application to succeed the tenancy must be submitted and include all relevant details including around medical needs.

4.1.3 If someone qualifies to succeed the tenancy but does not want it, they must confirm it in writing within 4 weeks of the death and leave the house within 3 months. Rent will be charge for the period of occupation.

4.1.4 A tenancy can only be succeeded twice and on a third death the tenancy will end unless there is a surviving joint tenant and their SST will continue. If there is still a household member who would have otherwise succeeded the property, occupation of the property will continue to be permitted for up to 6 months after the date of death. This would be deemed to be a Violent Profits (VP) let and will not be a SST for that period.

4.1.5 If a successor fails to become a member within 4 weeks period of the tenant's death, the person will be treated as having declined the tenancy at the time of the tenant's death.

4.2 Level One –

- spouse, civil partner or co-habitee, joint tenant. The proposed successor must have been living at the property and using it as their only and principal home at the date of death.
- Any proposed successor must be registered as living as part of the household with WWHC.
- Co-habitee's must have been living at the property and using it as their only and principle for a period of 6 months before the date of the written application.
- If more than one person qualifies for the tenancy under level one they must decide among themselves who will succeed the tenancy. If they cannot decide WWHC will decide.

4.3 Level Two -

- In the event no one qualifies at level one, or they do not want to succeed the tenancy, it can be transferred to another member of the household.
- The proposed successor must be aged 16 or over and registered as part of the household with WWHC. They must have been living at the property and using it as their only and principal home at the date of death for at least 6 months before the date of the written application.
- If the property was designed or substantially adapted for a person with special needs no person will qualify under level two unless that person has needs requiring the type of accommodation in the property. If the person would have qualified but for this restriction, we will make other suitable accommodation available.
- If more than one person qualifies for the tenancy under level two, they must decide among themselves who will succeed the tenancy. If they cannot decide WWHC will decide.

4.4 Level Three –

4.4.1 In the event no one qualifies at level one or two, or they do not want the tenancy, it can be transferred to a carer as long as:

- The proposed successor must be aged 16 or over at the date of death and be registered as being part of the household with WWHC;
- The property must have been their only and principal home for at least 6 months before the date of death, and they must have given up another only and principal home before the death of the tenant;
- The proposed successor must be or have been providing care for the tenant or a member of the tenant's family;
- If the property was designed or substantially adapted for a person with special needs no person will qualify under level three unless that person has needs requiring the type of accommodation in the property. If the person would have qualified but for this restriction, we will make other suitable accommodation available;
- If more than one person qualifies for the tenancy under level three, they must decide among themselves who will succeed the tenancy. If they cannot decide WWHC will decide.

4.2 Succession and Adapted Properties

4.2.1 If the property has been adapted for the needs of the tenant who has died, and these adaptations are not required by the person wishing to succeed to the tenancy, an alternative property without adaptations and in keeping with the required size for the household will be sought. This will allow the property with adaptations to be reallocated to persons who have a medical need for them.

4.2.2 Persons in these circumstances will be considered via a WWHC Allocations Policy delegated authority exceptional circumstances award to facilitate an alternative offer of housing. Where required, a Violent Profit (VP) let will be created to enable the successor to remain in the tenancy until such times as a reasonable offer of housing can be made in keeping with the exceptional circumstances criteria.

4.2.3 All succession of tenancy applications will be dealt with fairly and consistently considering all reasonable circumstances.

4.3 Succession and Larger Properties

4.3.1 Where a succession application is received from someone living in a house too large for their needs an alternative offer of housing can be made to the applicant. Unlike adapted properties, it will be up to the applicant themselves to decide whether they want to stay or move. Housing staff will provide advice and assistance to the applicant to help them decide, considering affordability and outlining the requirements of managing the tenancy.

4.4 Process

4.1.1 A copy of the death certificate will be required.

4.1.2 If the applicant is a joint tenant, they will be responsible for any tenancy debts including rent arrears.

4.1.3 Applications must be made in writing and include details of medical needs.

4.1.4 WWHC will issue a letter acknowledging receipt of the application and will provide details of our letting standard. The letter will confirm the deadline for responding in full.

4.1.5 The outcome of the application will be confirmed within 28 days.

4.1.6 A House inspection will be carried out to confirm property standard and non-standard fittings.

4.1.7 Confirmation of electrical safety and gas inspection will be requested from WWHC's property team.

4.1.8 If refused, the applicant will receive written reasons and information on appeal.

4.5 On Approval

4.5.1 A new date of entry is not agreed, instead you maintain the original date of the tenancy beginning and you will take over the property in

its current condition.

4.5.2 A document called an addendum (to the tenancy) will be required to be signed by you.

4.5.3 A copy of the lettable standard will be issued during the sign-up appointment, and the succeeding tenant will sign to confirm receipt of this.

Section 5 – Sub-letting

5.1 Eligibility

5.1.1 The tenant can sub-let all or part of the house.

5.1.2 Applications must be made in writing by the tenant and include a copy of any proposed agreement. This agreement should note who they want to sub-let the property to, the amount of rent and any other payments (including any deposit) that they propose to charge (if any), when they want the sub-let to take place, the tenancy/occupancy terms on which they intend to sub-let (e.g. if the property will be furnished), and all relevant details around medical needs.

5.1.3 The tenant must have been living in the property as their only and principal home 12 months immediately before the date of the written request. If the applicant was not the tenant throughout the period, the property must have been their only and principal home, and they must have been registered as living there with WWHC.

5.2 Process

5.2.1 If all relevant information is not received at the initial point of application, then we will contact you to make you aware of this to confirm what else is needed. If all required information is not provided within 28 days to allow a decision to be made, then the application will be refused. In such instances a discussion will take place offering advice around providing all relevant information to allow any subsequent decision to be made.

5.2.2 WWHC will issue a letter acknowledging receipt of the application and will provide details of our letting standard. The letter will confirm the deadline for responding in full.

5.2.3 The outcome of the application will be confirmed within 28 days.

5.2.4 House inspection will be carried out to confirm property standard and non-standard fittings.

5.2.5 If agreed, the request will be approved for an agreed timescale of up to 12 months and thereafter reviewed at agreed frequencies.

5.2.6 If approved, WWHC will discuss all tenancy matters with the tenant and not the sub-letter unless a signed mandate is in place.

5.2.7 In the event of any breach of tenancy or rechargeable repairs being identified, the WWHC tenant will be responsible for these. This clause includes that any warnings will be issued to the tenant (relating to the conduct of the sub-letter or anyone who lives within or visits the property).

5.2.8 If refused, the tenant will receive written reasons and information on appeal.

5.3 Refusal

5.3.1 WWHC will not unreasonably refuse permission for a sublet request. Reasonable grounds include the following:

- If you propose to remain within the property and by sub-letting this will cause the property to be overcrowded;
- A Notice of Proceedings for recovery of possession has been served;
- Proceedings for recovery of possession are in progress;
- Tenant has more than one month's rent arrears and/or rechargeable debts and has not maintained an arrangement for more than 3 months;
- If the tenant has been warned within the last 12 months for tenancy breaches;
- The property is adapted and the subletter has no need for the adaptation; or
- It appears that the tenant proposed to receive a payment or an unreasonable rent or deposit.

5.4 On Approval

5.4.1 If approved and prior to giving any formal consent within the 28-day period, we would require the sub-lessee to be provided with a written agreement and that the terms of such agreements be acceptable to WWHC.

Section 6 – Taking in a Lodger

6.1 Eligibility

- 6.1.1** Applications must be made in writing and include information of any medical needs, rent charge and any other proposed payments including any deposit.
- 6.1.2** The tenant must have been living in the property as their only and principal home before the date of the written request.
- 6.1.3** You must obtain our written consent prior to taking in or renting a room to any lodger.
- 6.1.4** You must have a spare room or rooms which can accommodate your lodger(s) and by doing so, not be causing overcrowding as per our Allocation Policy occupancy standards.
- 6.1.5** Taking in a lodger may affect any entitlement that you have to benefits including Council Tax Reduction, Housing Benefit and/or Universal Credit. You are required to formally notify your Work Coach or equivalent agency of any changes to your household and/or income.

6.2 Process

- 6.2.1** WWHC will issue a letter acknowledging receipt of the application and will provide details of our letting standard. The letter will confirm the deadline for responding in full.
- 6.2.2** The outcome of the application will be confirmed within 28 days.
- 6.2.3** If all relevant information is not received within timescale to allow a decision to be made, then the application will be refused. In such instances a discussion will take place offering advice around providing all relevant information to allow any subsequent decision to be made.
- 6.2.4** A House inspection will be carried out to confirm property standard and non-standard fittings.
- 6.2.5** If agreed, the request will be approved initially for an agreed timescale of up to 12 months and thereafter reviewed at set frequencies.
- 6.2.6** If the application is approved, WWHC will discuss all tenancy matters with the tenant and not the lodger unless a mandate is in place.
- 6.2.7** If refused, the tenant will receive written reasons and information on appeal.

6.3 Refusal

6.3.1 WWHC will not unreasonably refuse permission for a lodger request. Reasonable grounds include the following:

- A notice of Proceedings for recovery of possession has been served;
- Proceedings for recovery of possession are in progress;
- Tenant has outstanding rent arrears, tenancy debts or has received written warnings in the last 12 months relating to tenancy breaches;
- The property is adapted and no members of the household have the need for the adaptation;
- It appears that the tenant proposed to receive a payment or an unreasonable rent or deposit.

6.4 On Approval

6.4.1 If approved, we will confirm within 28 days outlining any conditions that we have applied.

Section 7 – Sole to Joint Tenancies

7.1 Eligibility

- 7.1.1 If you wish to apply for another person to be a joint tenant, the house must have been their only or principal home for at least 12 months immediately prior to your written request.
- 7.1.2 The proposed joint tenant must have been registered with WWHC as currently living at the property.
- 7.1.3 Applications must be made in writing.

7.2 Process

- 7.2.1 WWHC will issue a letter acknowledging receipt of the application and will provide details of our letting standard. The letter will confirm the deadline for responding in full.
- 7.2.2 The outcome of the application will be confirmed within 28 days.
- 7.2.3 If all relevant information is not received within timescale to allow a decision to be made, then the application will be refused. In such instances a discussion will take place offering advice around providing all relevant information to allow any subsequent decision to be made.
- 7.2.4 If refused, the tenant will receive written reasons and information on appeal.
- 7.2.5 House inspection will be carried out to confirm property standard and non-standard fittings.

7.3 Refusal

- 7.3.1 WWHC will not unreasonably refuse permission for a tenancy to be transferred from sole to joint names. Reasonable grounds include the following:
- If the residency requirements are not met i.e. the proposed joint tenant has not lived in the property for the required 12 months, or we were not notified in writing that the proposed joint tenant moved into the property;
 - A Notice of Proceedings for recovery of possession has been served;
 - Proceedings for recovery of possession are in progress; or
 - If adding the joint tenant would cause overcrowding.

7.4 On Approval

- 7.4.1 If approved, we will confirm within 28 days.

- 7.4.2** Each joint tenant will be required to sign a new Scottish Secure Tenancy agreement.
- 7.4.3** Upon approval this means that both joint tenants are equally and jointly responsible for the property, tenancy conditions and rent payments.
- 7.4.4** Both tenants will be deemed to be jointly responsible for any existing rent arrears at time of approval.

Section 8 - Joint to Sole Tenancies

8.1 Eligibility

8.2.1 Applications must be made in writing.

8.2 Process

8.2.1 WWHC will issue a letter acknowledging receipt of the application and will provide details of our letting standard. The letter will confirm the deadline for responding in full.

8.2.2 The outcome of the application will be confirmed within 28 days.

8.2.3 House inspection will be carried out to confirm property standard and non-standard fittings.

8.2.4 If all relevant information is not received within timescale to allow a decision to be made, then the application will be refused. In such instances a discussion will take place offering advice around providing all relevant information to allow any subsequent decision to be made.

8.2.5 If refused, the tenant will receive written reasons and information on appeal.

8.2.6 The proposed exiting joint tenant will notify WWHC of their intention to end their interest in the tenancy.

8.2.7 A statutory notice period will apply, and the proposed exiting joint tenant must provide a minimum of 4 weeks written notice.

8.2.8 The tenancy will continue for the remaining joint tenant, and this will then be a sole tenancy.

8.2.9 The exiting tenant will be released from any liability around rent and tenancy obligations after their notice period ends.

8.2.10 The remaining sole tenant will be individually responsible for any accrued rent arrears, property damage, sundry debts or similar.

8.2.11 Both exiting and remaining tenants will be required to inform DWP or UC around their change of circumstances and around rent liability.

8.3 Approval

8.3.1 The outcome of the application will be confirmed within 28 days.

Section 9 – Review, Reporting and Monitoring

9.1 Measuring the Outcomes of the Policy

9.1.1 In order to review the policy effectively, the Management Committee must be able to assess that operation of the policy is in accordance with the policy principles.

9.1.2 Committee reports will confirm, on an annual basis, each tenancy change category the number of applications which were received and the number which were approved or refused. When an application is refused due to inaccurate or lack of information within the statutory 28-day timescale this will be recorded accordingly.

9.2 Policy Review

9.2.1 WWHC will review this policy in September 2030 and every four years thereafter. In the case of changes to legislation or significant changes to best practice, the review period may be reduced.

Equalities Impact Assessment

Policy/Project/Service Information			
Lead Officer	Head of Housing Services / Housing Manager		
Policy / Project / Service	Tenancy Changes Policy	New Policy / Project / Service or revision of existing?	New
Is this a reassessment following amendments being required at a previous assessment?	No.		
Briefly describe the aims, objectives and purpose of the policy / project / service.	To outline WWHC's process around applications to make changes to tenancies.		
Who is intended to benefit from the policy / project / service? (E.g. applicants, tenants, staff, contractors)	Tenants, applicants and prospective household members.		
What outcomes are wanted from this policy / project / service? (E.g. the measurable changes or benefits to members/ tenants / staff)	To have a clear and defined process around changes to WWHC tenancies which will assist tenants, prospective tenants and/or household members and WWHC staff.		

Consultation
Who have you engaged and consulted with as part of your assessment? - Housing Management staff input. - Separate formal consultation with WWHC tenants and applicants.

Equalities Impact Assessment			
Which protected characteristics could be affected by the policy, practice, or service?		Identify any positive impact/s that could result for each of the protected characteristic groups.	Identify any negative impact/s that could result for each of the protected characteristic groups.
Age			
Disability			
Gender Reassignment			
Marriage & Civil Partnership			
Race			
Religion/Belief			
Pregnancy/Maternity			
Sex			
Sexual Orientation			
All			

Action Plan To Mitigate Negative Impact		
What action/s are required to address the impacts arising from this assessment?		
Protected characteristics	Action	Implementation Date
Age		
Disability		
Gender Reassignment		
Marriage & Civil Partnership		

Race		
Religion/Belief		
Pregnancy/Maternity		
Sex		
Sexual Orientation		
Human Rights		

Final Decision	Tick relevant box	Include explanation where appropriate
Approved for implementation without change		
Amend or change the Policy/Project/Service		
Continue the Policy/Project/Service without change (despite impact)		
Stop the Policy/Project/Service		
Lead Officer Signature	Nicola Carrigan	
Date		
Date approved by Management Committee/ Sub Committee		