

Local Lettings Plan –

Moore Lane, Claypot Lane and Terracotta Terrace - Halsnead

1. *Your Housing Group 11.07.2025*

2. **Addresses / geographical area covered by LLP:**

The Woodlands, Halsnead, Knowsley

3. **Properties to be covered by the proposed LLP.**

This “Local Lettings Policy” (LLP) applies to the new build housing development located at The Woodlands, Halsnead, Knowsley, by Your Housing Group. This development consists of **36** residential dwellings with associated parking, landscaping and access following demolition of existing buildings.

The LLP will be applicable to the rented properties on the site, comprising of 8 x one-bedroom (two person) flats, 5 x two-bedroom (4 person) houses, 3 x two-bedroom (3 person) houses, 14 x 3-bedroom houses and 7 x four-bedroom houses.

All (100%) properties covered by the LLP will be offered at affordable rent via Property Pool Plus.

4. **Overview Summary of LLP** (Detail main purpose & intent of the proposal):

This Local Lettings Policy sets out the allocation and applicant selection criteria for Your Housing Group (YHG) in conjunction with the Knowsley Metropolitan Brough Council.

This LLP provides a framework enabling Knowsley Council and YHG to work positively with applicants and external agencies to ensure we have a transparent and thorough lettings policy.

The Homelessness Act 2002 enabled housing authorities to introduce flexibility into their letting policies. Local Lettings Policies were introduced as a targeted approach to implement additional flexibility to existing Choice Based Lettings Schemes which cover wider geographical areas and a range of differing estates.

Local Lettings Policies enable properties to be allocated to applicants meeting the particular needs of an area. Addressing specific shortfalls at a neighbourhood level helps build and sustain balanced communities bringing them up to a similar level of other similar neighbourhoods.

Local lettings must not dominate the local authority’s scheme at the expense of statutory reasonable preference categories and if used, their nature and scope must be published alongside the allocation scheme but may be used to achieve a wide variety of housing management and policy objectives.

When used, a local letting schemes will not diverge from the overall principles of the allocation scheme and will continue to ensure the rehousing of people in housing need.

5. Justification (Detail consultation undertaken and evidence for the proposal):

The Woodlands is a new housing development owned and managed by Your Housing Group. It will provide homes of different sizes which will be occupied by a range of households ranging from couples, small and larger families. The first lettings of all these homes are planned to take place in phases between August 2025 and April 2026.

In establishing this new community Your Housing Group wishes to achieve a sustainable neighbourhood with a mix of ages and circumstances and prevent anti-social behaviour. This aim will be supported by using the lettings criteria set out below:

- 1) reflect the range of household types typically found in established residential areas.
- 2) bring continuity by allowing families and individuals with existing links to the locality to access suitable housing in their community.

In determining the allocations criteria for these neighbourhoods, the Council has also sought to promote wider strategic objectives in creating a sustainable community.

As of April 2025, there are 2,836 active applicants who are eligible for a home on Property Pool Plus within the Knowsley sub region. The current breakdown of applicants on Knowsley’s Housing Register are as follows:

Knowsley Housing Register Band	HRA - Minimum bed size					Total	% of register
	1 bed	2 beds	3 beds	4 beds	5 beds		
Band A	144	148	45	38	5	380	13%
Band B	570	381	235	90	1	1277	45%
Band C	577	437	153	12	0	1179	42%
Total	1291	966	433	140	6	2836	100%

6. Proposed LLP applicant / lettings criteria

The Council and Your Housing Group have agreed, in the case of all new development/build properties, including acquired properties, 60% of subsequent re-lets on each and any new build development in the first five years will be through nominations from the Council.

Knowsley Council will have nomination rights to **100%** of all first let's and **60%** of future relets. Within each property type, future relet allocations will be from nominations deemed by the council as having the highest priority registered within Property Pool Plus.

All 38 properties will be allocated to households who have been awarded either a band A or band B priority for rehousing. This will ensure that allocations are made to households who have been assessed as having a priority to move whilst supporting YHG to establish a sustainable community. The allocation of properties will be split with a percentage in Band A and B that balances the overall demand within Band A and B and the assessed priority housing need. As such, circa 50% (18) of the properties will be allocated to Band A and circa 50% (18) to Band B.

All properties (100%) will be allocated to Knowsley residents for the first round of lets. To balance the needs of individuals on the housing register whilst also promoting a balance community, preference will be given to applicants who are employment, homeless, or currently under-occupying an existing social housing property.

Homelessness

Homelessness is a growing issue within the borough of Knowsley, with homelessness rates continuing to rise. This is an issue that has a huge impact on people's lives, health and wellbeing. YHG is committed to giving preference to those who are homeless to meet the housing needs of Knowsley residents. Therefore, it is proposed that 17 (47%) properties will be allocated to applicants have been awarded a priority banding due to homelessness. Homeless applicants who are currently in Local Authority provided temporary accommodation will be prioritised for an allocation within this development for the purpose of making use of effective temporary accommodation within the borough. Should there be no applicants on the shortlist who are homeless and in temporary accommodation provided by the local authority, the properties will then be allocated to those who have been assessed as homeless.

Employment

YHG will request that 8 out of the 36 properties (22%) will give preference to those in employment. As of April 2025, approximately 20% of active applications on Knowsley's housing register were verified as being in employment (working over 16 hours per week). However, it is estimated that this percentage will be higher as applicants are not required to provide prove of employment for their Property Pool Plus application and therefore may not have provided this information so are not reflected in the above statistic. By giving preference to those in employment, this will help create sustainability for the community both within the scheme and in the surrounding areas.

Rightsizing

There is a number of applicants on Knowsley's Housing Register who are under occupying their current accommodation. As of April 2025, there were 220 active applicants currently under occupying their existing property by one or two bedrooms. A breakdown of these households is as follows:

Under occupying	Number of active applicants
Under occupying by one bedroom	154
Under occupying by two or more bedrooms	66
Total	220

To promote ‘rightsizing’ within the borough, it is proposed that four (10%) properties will be prioritised for applicants who are current social housing tenants and are under occupying their current property by one or two bedrooms to enable them to move into accommodation that meets their needs. In turn, this will create a chain of lets and free up bigger properties for larger families in Knowsley, helping to address the lack of larger properties available for larger families.

Care Leavers

In support of the Council’s wider strategic aims with rehousing young care leavers up to the age of 25, Your Housing Group will accept nominations for care leavers, for a minimum of one of the 1 bed units, providing they have the expected levels of support from the local authority, such as appropriate wrap around support until the age of 21 years in place and a trustee until the age of 18 years.

A full breakdown of the allocation of properties is as follows:

Banding	Property Type				Total	%
	1 bed flats	2 bed houses	3 bed houses	4 bed houses		
Band A	4 (2 x homeless, 1 x employed, 2 x under-occupying)	3 (2 x homeless, 1 x employed)	7 (4 x homeless, 1 x employed)	4 (2 x homeless)	18	50
Band B	4 (2 x homeless, 1 x employed, 1 under-occupying)	4 (1 x homeless, 1 x employed, 1 x under-occupying)	7 (3 x homeless, 2 x employed)	3 (1 x homeless, 1 x employed)	18	50
Total	8 (4 x homeless, 2 x employed, 3 x under-occupying)	7 (3 x homeless, 2 x employed, 1 x under-occupying)	14 (7 x homeless, 3 x employed)	7 (3 x homeless, 1 x employed)	36	100

Applying the Policy and Monitoring

This LLP will be applied by the use of a general statement against all properties of a particular size / type providing flexibility to decide applications of particular preference criteria once shortlists have been drawn down.

The shortlist and allocations shall be overseen and reviewed by Your Housing Group and Knowsley Council, including any specific monitoring of any localised impacts.

Advertising

In allocating the properties from the shortlist, for the scheme, the aim of Your Housing Group is to allocate 20% to those in employment or contributing to the borough of Knowsley.

Properties will be advertised via Property Pool Plus in a staggered manner. Adverts will state which properties will be advertised with priority for certain housing bands and preference to employment, homelessness or under occupation.

All allocations to be within the scope of Your Housing Group policies.

Other specific property restrictions may also apply, and all applications will be subject to verification checks.

7. Duration of the LLP

The LLP will be applied from the first handover in August 2025 through to completion of the development of rented homes.

8. Contingencies if insufficient interest or applicants within criteria

In the event that there are no suitable applicants on the shortlist with the required housing band stated on the advert who meet the agreed criteria or preference, the preference stated on the advert will be disregarded and Your Housing Group will revisit the shortlist and allocate the property to the applicant with the oldest effective date on the shortlist with the housing band stated in the advert.

In the event that there are still not suitable applicants once the shortlist has been restored, the property will be readvertised to all within the stated housing bands, irrespective of preferences stated in this LLP.

Equality Impact Assessment

The aim of an equality impact assessment (EIA) is to consider the equality implications of this LLP on applicants and customers, and to consider if there are ways to proactively advance equality.

Overview:

Question	1. Name of document being assessed, and brief overview of its aims	LLP agreeing approach to 1 st allocation on new build scheme The Woodlands, Halsnead.
	2. What involvement and consultation have been carried out in relation to this document?	Consultation has been carried out with Knowsley Metropolitan Borough Council, Your Housing Groups Neighborhood and Allocations and Lettings Teams
	3. Who does this document affect? (i.e. employees / residents)	All Knowsley Residents applying for a home at The Woodlands, Halsnead.
	4. Any evidence used to support the EIA? (i.e. national stats, in- house stats)	Yes – detail contained in LLP

Protected characteristic	Potential for positive or negative impact, and actions taken to mitigate impact and advance equality, diversity and inclusion	
Age	Positive	Negative
		Use of technology in accessing and utilising online Choice Based Lettings Systems (CBL's) may be a barrier for some elderly applicants. Preference to applicants in employment may have an indirect negative impact on elderly applicants
	Actions to Mitigate Impact Support will be offered to those customers unable to register online. Automated bidding may be available for some CBL's. Preference to employment has been set at 22% to reflect the employment rates of the community demographic. This is proportionate to the number of active applicants on Knowsley's housing register that are in employment, however it is expected that the number of Knowsley residents is slightly higher as applicants are not required to provide this information, there are still 79% of properties for applicants who are not in employment can be considered for.	

Disability	Positive	Negative
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		Use of technology in accessing and utilising online Choice Based Lettings Systems (CBL's) may be a barrier for some applicants. Preference to applicants in employment may have an indirect negative impact on disabled applicants.
	<p>Actions to Mitigate Impact</p> <p>Support will be offered to those customers unable to register online. Automated bidding may be available for some applicants. Assistive technology is not currently available on the Property Pool Plus website but the Property Pool Plus team are available to contact 5 days a week and can help talk applicants through the website and bidding process.</p> <p>Preference to employment has been set at 20% to reflect the employment rates of the community demographic. This is proportionate to the number of active applicants on Knowsley's housing register that are in employment, however it is expected that the number of Knowsley residents is slightly higher as applicants are not required to provide this information, there are still 80% of properties for applicants who are not in employment for consideration.</p>	

Race	Positive	Negative
		Applicants or customers whereby English is not their first language may have some difficulty in understanding the contents of the website (and this LLP) which may impact their decision to bid on a property.
	<p>Actions to Mitigate Impact</p> <p>Applicants or customers are able to translate the language used on the website or this LLP via google translate.</p>	

Religion or belief	Positive	Negative
		None
	<p>Actions to Mitigate Impact</p> <p>No known impacts linked to religion or belief</p>	

Sex	Positive	Negative Preference to applicants in employment may have an indirect negative impact on women, who are statistically more likely to be the lead parent in single parent families or have carer responsibilities.
	Actions to Mitigate Impact Preference to employment has been set at 20% to reflect the employment rates of the community demographic. This is proportionate to the number of active applicants on Knowsley's housing register that are in employment, however it is expected that the number of Knowsley residents is slightly higher as applicants are not required to provide this information, there are still 80% of properties for applicants who are not in employment for consideration.	

Sexual orientation	Positive	Negative None
	Actions to Mitigate Impact No known impacts linked to sexual orientation.	

Gender reassignment	Positive	Negative Our records must show the legal name of the applicant and we will go through ID checks to confirm the identity of who we are speaking to.
	Actions to Mitigate Impact Where a person's ID does not match their chosen names, the team will ask for evidence of any name change or, if there has not been a legal change of name, will explain that to proceed with an application the legislation requires that formal documents use legal names. Where legal names must be used on legal documents a customer can request to be referred to by a different name and the team will respect this and ensure appropriate records are made to avoid "dead naming"	

Marriage and civil partnership	Positive	Negative None
	Actions to Mitigate Impact No known impacts linked to Marriage & Civil Partnerships	

Pregnancy and maternity	Positive	Negative Evidence will be required to assess the person's Property Pool Plus application including proof of pregnancy (e.g. MATB1 form). If the person does not provide this evidence alongside the required documentation this may prolong the assessment of their application.
	Actions to Mitigate Impact To ensure the applicants are awarded the correct banding and property type, applicants will be required to provide evidence of pregnancy.	

Socio-economic background*	Positive Money advice will be provided where the pre-tenancy affordability assessment highlights concerns	Negative Money advice will be provided where the pre-tenancy affordability assessment highlights concerns Preference to applicants in employment may have a negative impact on applicants for particular socio-economic backgrounds
	Actions to Mitigate Impact The Money Advice Team will proactively support customers to manage any debts prior to tenancy commencement. Those customers in financial hardship will be offered support in to assist them in accessing and sustaining their tenancy. All new customers will be referred to the Money Advice Team for a pre-tenancy financial review. Preference to employment has been set at 20% to reflect the employment rates of the community demographic. This is proportionate to the number of active applicants on Knowsley's housing register that are in employment, however it is expected that the number of Knowsley residents is slightly higher as applicants are not required to provide this information, there are still 80% of properties for applicants who are not in employment for consideration.	

Any other area identified	Positive	Negative
	Actions to Mitigate Impact We have a variety of support services available, both internally and with partners, to ensure that those who require additional support to access housing is available.	

10. Monitoring & review: (Detail monitoring and review mechanisms for the LLP)

The LLP will be reviewed throughout the initial lettings period, shortly after and subsequently after 12 months. **May 2026**

Review carried out by Knowsley Councils Partner in conjunction with Your Housing Group to establish clear data, this will be shared with all parties.

LLP Approval – YHG and Partner Organisation

11. Senior Manager proposer: (The proposal must be made in line with individual organisational decision processes and the proposal sign-off appropriately)

Knowsley Council

Name:

Position:

Signature:

Date:

YHG appropriate approval and sign off:

Nic Dennison: Service Manager – Housing Operations South – Group Lead for Allocations & Lettings

Nic Dennison

Date: 08.12.2025

LLP Review

Knowsley Councils – Head of Service / Chief Housing Officer Review, Amendment & Agreement

A. Detail queries / amendments to specified aspects: N/A

B. Detail amendments and revised LLP detail (append as necessary):

Agreement & sign-off:

Partner Organisation:

Name of signatory:

Date:

Knowsley Councils Head of Service / Chief housing Officer:

Date:

Annual Review (Office Use)

Performance information provided (e.g. partner details progress of LLP, number lets, bids, detail of successful applicants against LLP criteria etc):

Overview summary of partner / detail any curtailment or request to extend or amend:

(Extension or amendment proposal must be detailed & justified through the same / similar process with appropriate proposal / sign-off)
