

## Appendix 3 – Links to other Policies and Procedures

<b>Policy/Process Title</b>	<b>Linkages to the Homeseeker Scheme</b>
Adaptation Policy	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• Assessing priority where a BMBC property cannot be adapted.</li> <li>• Assessing priority where a BMBC property can be adapted but it does not meet the needs of the tenant.</li> <li>• An applicant is freeing up an adapted property required by us for another priority household.</li> <li>• When assessing suitability of a property for an applicant.</li> <li>• In deciding whether a property can be adapted and it is likely they will be feasible and approved to make it suitable for a priority applicant.</li> </ul>
Anti-Social Behaviour Policy	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• Assessing whether applicants are ineligible to join the Homeseeker Scheme due to ASB in previous tenancies.</li> <li>• Assessing whether an applicant may be bypassed for a property due to the applicant having a failed tenancy reference (arrears, ASB).</li> <li>• To make a decision regarding whether an applicant should be put into an inactive bidding category due to concerns about them managing their tenancy. These concerns may be triggered by evidence of previous ASB.</li> </ul>
BMBC Homeless Strategy	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• To make informed decisions on whether an applicant should be referred to BMBC Housing Options as a homeless person.</li> <li>• To assess the priority of the person who has been referred by BMBC Housing Options.</li> <li>• To support those who are homeless to find longer-term housing.</li> <li>• To offer wrap-around support for people that need more than just a</li> </ul>

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BMBC Tenancy Policy	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• To determine how the Homeseeker Scheme allocates tenancies.</li> <li>• To decide which type of tenancy is allocated (secure, flexible).</li> <li>• To outline the appeals and review processes with regards to tenancies ending.</li> <li>• To outline the requirements for a succession.</li> </ul>
Data Protection	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• Ensuring the data that is processed through the Homeseeker Scheme will be handled in accordance with the Data protection procedures.</li> <li>• Confirming that an applicant's permission to share their personal information is a qualification condition of being accepted onto the Homeseeker Scheme.</li> </ul>
Decant Policy	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• Where an existing BMBC tenant needs temporary accommodation due to major works being required at their home.</li> </ul>
Domestic Abuse Policy	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• Assessing priority for victims of domestic abuse.</li> <li>• Accepting domestic abuse as an exceptional circumstance when a tenancy has changed from joint to single.</li> <li>• Assessing whether a Direct Let is appropriate for either the victim or the perpetrator of domestic abuse.</li> </ul>
Flexible Tenancy Review Process	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• To assess whether an introductory tenant should be granted a secure or flexible tenancy following the end of their introductory tenancy.</li> <li>• To assess whether a secure tenancy should be granted at the end of a flexible tenancy.</li> </ul>
Introductory Tenancies Policy	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• To assess whether the allocation of</li> </ul>

	<p>a tenancy should be classed as introductory.</p> <ul style="list-style-type: none"> <li>To assess whether an introductory tenant should be granted a secure or flexible tenancy following the end of their introductory tenancy.</li> </ul>
Joint Tenancy Guidance	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>To assess whether tenants qualify to become joint tenants.</li> <li>Assessing whether the appropriate evidence has been provided in order for a joint tenancy to be created.</li> <li>To assess if it is fair and reasonable to create a sole tenancy when a joint tenancy has ended.</li> </ul>
Mutual Exchange	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>To determine whether an applicant is eligible for a mutual exchange.</li> <li>To confirm a person's tenancy is transferred in a mutual exchange.</li> </ul>
Succession	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>To determine whether an applicant or tenant qualifies for a statutory succession.</li> <li>To assess whether a non-statutory succession should be granted following the death of a tenant.</li> <li>To assess whether a non-statutory succession is appropriate for a Direct Let.</li> </ul>
Vulnerability Strategy	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>To ensure fairness and transparency within the Homeseeker Scheme so all applicants can easily access the scheme, in particular those with vulnerabilities or other specific needs.</li> <li>To ensure rehousing plans are in place for care leavers or those in supported living as they may have complex cases or vulnerabilities.</li> <li>To assess whether an applicant qualifies for assisted bidding due to their needs or vulnerabilities.</li> </ul>
Your Comments Count	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>To outline the process of making a</li> </ul>

	<p>complaint for applicants or tenants.</p> <ul style="list-style-type: none"><li>• To outline the process of how we handle complaints.</li><li>• To outline our complaint resolutions.</li><li>• To outline the process of contacting the Housing or Local Government Ombudsman.</li></ul>
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The Barnsley Homeseeker Scheme is connected to a range of Berneslai Homes policies, which are listed above.

Where these policies are published on Berneslai Homes website, this document provides links to them. Where they are not published on the website the policies can be made available on request to [customerservices@berneslaihomes.co.uk](mailto:customerservices@berneslaihomes.co.uk)