

Local Letting Plan Process

Local Lettings Plans (LLP) are a way for Derby Homes to pro-actively support our neighbourhoods to make best use of the available stock or address the specific needs of a community by prioritising or excluding certain groups. This provision sits within the Allocation Policy 2020- 2025. There are three circumstances in which a LLP can be applied:

- To address a specific issue within an area
- To address a specific issue associated with an individual property
- For schemes of new builds or acquisitions where 6 or more new properties will be introduced into a community

To ensure transparency each plan will clearly detail which groups are given preference and/or excluded and these plans will be advertised alongside the property details on the choice based letting system, Derby Homefinder when properties become available.

Review Process

The use of LLP needs to be balanced and proportionate. All LLP will be reviewed every 12 months from the date of implementation, with progress reviews being conducted at 3 monthly intervals. It is expected that the scope of each LLP is the least restrictive possible whilst still allowing the identified issues to be addressed. Reviews will be jointly conducted between the Social Housing Options Manager, Area Housing Manager and Anti-Social Behaviour Manager by completing the [LLP Review Form](#).

New Builds and Acquisitions of 6 or more

Where a LLP is used for a new build or acquisition scheme the use will be time limited and apply to the initial lets only. All subsequent relets will be in line with the Allocations Policy.

Individual properties

Occasionally we have individual properties that became vacant where there has been significant anti-social behaviour or criminal activity associated with the address. Applying a LLP will allow us to alleviate community frustration, provide respite to neighbouring households and promote community cohesion.

The [LLP Request and Scope Form](#) must be completed by the requesting manager (either Area Housing Manager or ASB Manager). They will organise a panel meeting within two days of the request to include the:

Social Housing Options Manager

Senior Allocations Officer

Area Housing Manager

Patch Manager

Anti Social Behaviour Manager

Anti Social Behaviour Officer

Neighbourhood Manager and Neighbourhood Officer, as appropriate

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The proposing Manager will gather and present the evidence to the Panel by completing this form. The Panel will review the information and either accept or reject the proposal. If the proposal is accepted the scope of the LLP will be agreed and the LLP will be sent to the Allocations Team.

If the Panel cannot come to an agreement the request will be escalated to the Head of Housing Options and Homelessness and Head of Housing Management.