

Luton Rent Deposit Scheme

draft RESETTLEMENT POLICY

Text in brackets is negotiable

Aim

The aim of the Scheme's Resettlement Service is to ensure the client has the best chance of securing and sustaining a home.

(Objectives)

- To seek to empower the client and facilitate long term solutions to their needs around re-housing
- To identify the best available options for the client's re-housing
- To make best use of the often scarce housing resources available, as fairly as possible, and without discrimination to those who will make best use of them
- To ensure that clients nominated or referred to other organisations are suitable for those organisations
- To seek to develop clients' skills and knowledge necessary to live independently, including:-
 1. Budgeting skills
 2. Welfare benefits - seeking to maximise clients' income
 3. Training and employment/career choices
 4. Tenancy rights
 5. Cooking/domestic skills
 6. Social skills/networking
- To recognise that some clients have needs other than a home, and that some have no need other than a home
- To recognise that accommodation will only be sustainable where the client is able to function in the community
- To promote positive relationships that overcome isolation and encourage interaction with the wider world.

Access to the Luton Rent Deposit Scheme's Resettlement Service is open to all clients.

2. Clients can be referred after having spent more than (four) weeks in a hostel or scheme. They are referred via their Key/Support Workers.
3. Key/Support Workers complete an (assessment and referral) form with the client and pass this to the Scheme's Resettlement Worker who then interviews the client.
4. A meeting is then held with the Key/Support Worker, Team Leader and Scheme Resettlement Worker to agree on the most appropriate resettlement options taking into account the client's needs and wishes.
5. Clients requiring independent housing will receive one reasonable offer of accommodation.
6. Clients have the right of appeal if they disagree with the resettlement options proposed or if they dispute that they have received a 'reasonable' offer.
7. Scheme Resettlement Workers will assist the clients with the move to alternative accommodation and will provide follow up support as appropriate.
8. Monitoring of the resettlement service will take place to ensure no discrimination is occurring.

Homes for Homeless People

Resettlement & Support Agreement

Our aim is to provide high quality, shared accommodation for young people, at affordable rents.

To ensure that tenancies are successful and sustainable, Tenants must agree to a Support and Resettlement Programme prior to signing the Rental Agreement. This can be with either a worker from the referral organisation, or with the Resettlement, Training and Support Worker employed by Homes for Homeless People.

The Resettlement Programme that is agreed between the Tenant and the Resettlement Worker is confidential to them, and Homes for Homeless People do not require details of the agreement to offer a Tenancy.

However, the Resettlement Programme must be for a minimum period of six months, and every Resettlement and Support Agreement must contain:

- An undertaking to ensure that the Rental Agreement and the Terms and Conditions of Tenancy are fully understood prior to take up of the Tenancy.
- A commitment to apply for Housing Benefit immediately upon taking up Tenancy and to follow the application through until payment is secured.
- An agreed framework for dealing with any Tenancy difficulties via the Resettlement Worker.
- Weekly meetings between the Tenant and Resettlement Worker at the Tenants address for a period of not less than three months.

Both the Tenant and the Resettlement Worker must sign this form to confirm that their agreement contains the necessary details outlined above.

Tenant _____ Resettlement Worker _____

Organisation

Address

Date _____



Lamp

REFERRAL PROCESS

Housing Association/ Local Authority Housing Officer/ Hostel Resettlement Officer
Key Worker/ Advice Agency Staff

) Refers Client
) to Lamp



Lamp meets with referral agency and client



Client's needs are assessed
Areas of concern are highlighted
Follow up meeting is arranged with referral agency
Follow up meeting is made with client



Both are confirmed in writing



Support Plan is drawn up with client during initial meetings and their agreement is sought



Referral agency and other relevant support agencies are approached on behalf of the client, in order to finalise a support package



Support Plan is reviewed every three months



Luton Rent Deposit Scheme

Constitution

1. Preamble

The Scheme is managed by a Consortium, consisting of representatives of Homes for Homeless People, Luton Accommodation & Move-on Project Ltd, Luton Foyer, Voluntary Action Luton and Luton Borough Council, all being agencies working to alleviate homelessness in Luton.

2. Title

The Association shall be called Luton Rent Deposit Scheme, hereafter referred to as the Association.

3. Aims and objectives

To provide advice and assistance primarily but not exclusively to young single persons who are deemed homeless or in need of accommodation.

4. Powers

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

- (i) power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- (ii) power to buy, take on lease or exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- (iii) power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Charity.

- (iv) power subject to any consents required by law to borrow money and to charge all or any part of the property of the Council with repayment of the money so borrowed;
- (v) power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects (and to make all reasonable and necessary provision for the payment of the pensions and superannuation for staff and their dependents);
- (vi) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (vii) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- (viii) power to appoint and constitute such advisory committees as the Executive Committee may think fit;
- (ix) power to do all such other lawful things as are necessary for the achievement of the objects.

5. Meetings of the Association

- (i) An Annual General Meeting of the Association shall take place at a time and place determined by the Management Committee, provided that the meeting shall take place within fifteen months of the previous Annual General Meeting. The business of the meeting shall include election of management Committee members and officers; the appointment of auditors; the consideration of the work of the Association and of audited accounts.
- (ii) The members of the Consortium being Trustees of the Scheme shall be ex officio members of the Management Committee. The Consortium shall consist of organisations or individuals committed to developing and maintaining a rent deposit scheme.
- (iii) Statutory and non-statutory agencies in sympathy with the aims and objectives of the Association shall be entitled to attend and to vote at the Annual General Meeting.
- (iv) 21 days notice of the Annual General Meeting shall be given in writing to members of the management Committee and be displayed in a public place.
- (v) A Special Meeting shall be called by the Chairperson or Secretary within 15 days of receiving an application signed by at least five interested individuals, giving reasons for the meeting.

6. Management Committee

- (i) The Association shall be directed by a management Committee (hereafter called the Committee) which shall consist of not less than three nor more than twelve members, which shall meet not less than four times per year.
- (ii) Members of the Committee shall be elected annually at the Annual General Meeting.
- (iii) Committee members may be either interested individuals aged sixteen years and over or representatives of approved agencies.
- (iv) Participating authorities and organisations may appoint deputies to replace representative members who are unable to attend any meeting of the Committee.
- (v) Term of office of the Committee shall commence at the end of the Annual General Meeting at which they are appointed and shall expire at the end of the Annual General Meeting in the following year.
- (vi) Any member of the Committee may be re-appointed.
- (vii) The Committee may co-opt up to four members.
- (viii) A member appointed to fill a vacancy shall hold office only for the unexpired term of the office of the member in whose place they were appointed.
- (ix) The Committee may appoint sub-Committees and working parties.
- (x) The quorum for meetings shall be one third of total membership of the Committee.

7. Honorary Officers

- (i) The officers of the Association shall be as follows:-
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Treasurer
- (ii) Officers shall be appointed by election at the Annual General Meeting. In the event of casual vacancies the Committee may elect a member of the Committee to be an honorary officer until the next Annual General Meeting.

8. Rules and Regulations

Within the limits prescribed by this Constitution the Committee may from time to time make and alter rules and regulations for the conduct of their business and for the summoning and conduct of their meetings or of Annual or Special General Meetings, the deposit of money at a bank, the custody of documents and in particular with reference to: -

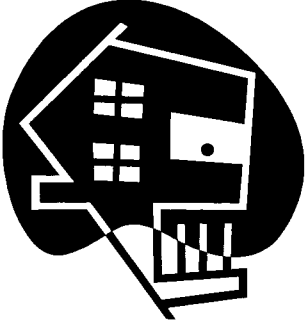
- (i) The appointment as secretary of one of themselves without remuneration or some other person at such remuneration as the Committee may determine.
- (ii) The engagement and dismissal of such paid officers and servants as the Committee may consider necessary.
- (iii) The number of members who shall form a quorum at meetings of the Committee provided that such a quorum shall never be less than one-third of the total number of the members.

9. Alterations to the Constitution

Alterations to this Constitution must receive the assent of not less than two-thirds of the members of the Committee present and voting. A resolution for the alteration of the Constitution must be received by the Secretary at least twenty-one clear days before the meeting at which the resolution is to be brought forward. At least fourteen days notice of such a meeting must be given by the members of the Committee and must include notice of the alteration proposed: provided that no alteration to clauses 2, 3, 4 or 5 shall take effect until the approval in writing of the Charity Commissioners or other such authority having charitable jurisdiction shall have been obtained.

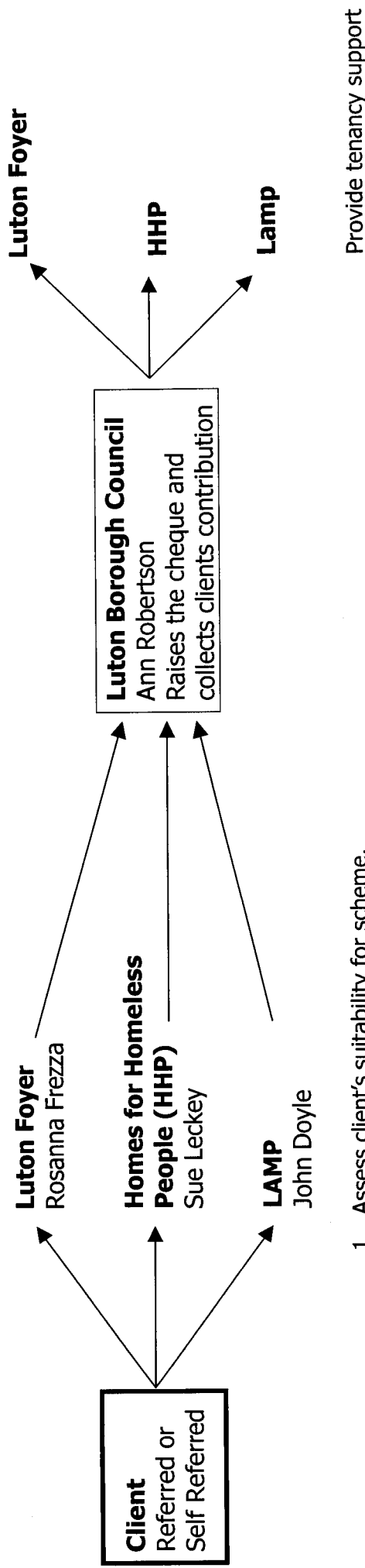
10. Dissolution

The Association may at any time be dissolved by a resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened for the purpose of which not less than twenty-one day's notice shall have been given to all members of the Committee and duly published in the area of benefit. The property and assets of the Association shall not be paid or distributed among the members of the Committee but shall be applied to such other charitable purposes with the approval of the Charity Commissioners or the authority having charitable jurisdiction as the Committee shall determine.



Luton Rent Deposit Scheme

Flow Diagram



1. Assess client's suitability for scheme, including a financial risk assessment
2. Develop a support plan
3. Identify a landlord willing to work with the scheme
4. Both parties willing to enter agreement
5. Inventory of the accommodation
6. Notify Luton Borough Council to raise the cheque
7. Copy of Loan Agreement sent to Ann Robertson