

**SUBJECT: DE WINT COURT UPDATE**

**DIRECTORATE: HOUSING AND INVESTMENT**

**REPORT AUTHOR: FRANCES JELLY, HOUSING BUSINESS SUPPORT MANAGER**

## **1. Purpose of Report**

- 1.1 To provide an update on the procedure and progress of allocations to De Wint Court Extra Care facility

## **2. Executive Summary**

- 2.1 The report provides an update on how many properties have been let and the procedure followed for allocation purposes.

## **3. Background**

- 3.1 In May 2017, Executive approved to demolish and rebuild De Wint Court in its entirety.

Original objectives presented to the Executive in May 2017 were to:

- deliver a flagship Extra Care scheme to fill the growing needs of older people,
- to be modern and fit for purpose, user friendly and compliant with current housing design standards,
- to increase the provision of units from 37 to 70,
- enable the investment of £3.22m of Homes England funding into the city,
- enable the investment of £2.8m of LCC investment into the city,
- increase the affordable Extra Care provision.

## **4. Allocation and Procedure (see Appendix A and B)**

### **4.1 Housing and Support Needs**

Applications are assessed to ensure that people with the greatest housing need and existing City of Lincoln Council tenants are given the appropriate priority to enable them to move to more suitable accommodation.

All applicants must meet at least one of the following criteria:

- A support and / or care need as identified by a Lincolnshire County Council Adult Social Care assessment,
- A housing need as identified through the Lincs Homefinder lettings policy application,

- Are awaiting discharge from residential, nursing, hospital or other care settings and their previous housing is no longer suitable to return to due to a decline in their health,
- Require assistance with their daily living tasks and / or personal care as identified by a Lincolnshire County Council Adult Social Care assessment,
- Have care and support needs due to a range of difficulties or disabilities as identified by a Lincolnshire County Council Adult Social Care assessment; or
- Be a carer of a partner who requires care and support.

## **4.2 Assessment of an Application**

Applications are assessed based on the housing and support needs by the De Wint Court Extra Care Panel comprising representatives from City of Lincoln Council and Lincolnshire County Council.

An applicant will be informed in writing of the outcome of their assessment.

## **4.3 Successful Applications**

Where applications have been assessed as successful for De Wint Court, the applicant will be awarded a Care Needs Profile. An applicant's Care Needs Profile along with his/her housing banding (set out in Lincs Homefinder lettings policy) will determine an applicant's priority status on the De Wint Court housing waiting list.

## **4.4 Balanced Care Profile**

De Wint Court is designed to provide high quality housing, support and care services which enable, support and encourage people to live independently for as long as they wish to do so. Extra care sheltered housing seeks to provide a positive approach to the health and wellbeing of those who live within such schemes. It is therefore important to make allocations which aim to promote a balanced community within De Wint Court. To ensure there is a balanced mix of residents with differing levels of care need, across the low to high care need range, there are three levels of care need based on Lincolnshire County Council's Adult Social Care assessment policy.

This will result in a balance of the De Wint Court community shown below:

- A third of residents with a housing only / or low care needs,
- A third of residents who have moderate care needs,
- A third of residents who have high care needs.

If a resident requires care levels beyond the level that can be adequately met by De Wint Court, then Lincolnshire County Council will work to find a more suitable option for the individual and the panel will formally notify the referrer of the outcome and alternative provision.

## **4.5 Allocation of the 70-unit extra care sheltered housing scheme at De Wint Court (See Appendix C)**

Allocations to De Wint Court are made from the De Wint Court housing register. Lincolnshire County Council will nominate to 50% of the allocations. As stated, it is essential that the scheme remains a balanced community, therefore, the

combination of nominations and direct allocations is required to continue to support the balance of care needs set.

Currently De Wint Court is fully allocated and occupied. We manage a waiting list of applicants and currently there are 24 active applicants and 17 pending applications, awaiting further information.

## **5. Strategic Priorities**

### **5.1 Let's reduce all kinds of inequality**

The delivery of new affordable homes will enable access to housing by residents of Lincoln who find it most difficult to find their needs met by the private sector offering

### **5.2 Let's deliver quality housing**

All homes built will be built to modern, energy efficient standards and will contribute directly to our Vision for housing

### **5.3 Let's enhance our remarkable place**

The design of the De Wint extra care scheme has been through a careful process to be sympathetic to the locality in which it is situated. It is, however, a flagship scheme which is intended to show the vision of Lincoln as a place to choose to live.

## **6. Organisational Impacts**

### **6.1 Finance (including whole life costs where applicable)**

No financial implications.

### **6.2 Legal Implications including Procurement Rules**

No Legal or Procurement.

### **6.3 Equality, Diversity and Human Rights**

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

The above will be taken into account on each application

## 7. Risk Implications

### 7.1 (i) Options Explored

Allocations to De Wint Court could have been made using the same process of lettings made to sheltered accommodation under the Lincs Homefinder policy. However, this would not ensure that those allocated dwellings within the scheme have a local connection, potentially allowing applicants with no connection to the City of Lincoln to benefit from the scheme's range of facilities. Moreover, it would not ensure that the care and support needs of residents are balanced and could potentially lead to an unsustainable scheme where tenants all have high care needs.

### 7.2 (ii) Key Risks Associated with the Preferred Approach

There is a potential risk that there would have been insufficient applicants for the De Wint Court Scheme, however, this was mitigated through publicity and open days.

## 8. Recommendation

8.1 To note the Policy and Procedure (Appendices A and B)

8.2 To note the allocations profile as of 26 September 2022 (Appendix C)

**Is this a key decision?** Yes/No

**Do the exempt information categories apply?** Yes/No

**Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?** Yes/No

**How many appendices does the report contain?** THREE

**List of Background Papers:** None

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## APPENDIX A

### Nominations Process

This process should be read in conjunction with the Nominations Agreement and the Nominations Process Flow Chart.

Items from the nomination agreement which are key to the City of Lincoln Council (CoLC):

**Target Balance of Care and Support Needs means:**

- (a) 1/3 of Residents with low care and support needs;
- (b) 1/3 of Residents with medium care and support needs; and
- (c) 1/3 of Residents with high care and support needs

Lincolnshire County Council (LCC) shall be entitled at any time to nominate persons for not less than half of the Dwellings available at that time and always 35 Dwellings (any more than that to be with the agreement of both parties).

As far as it is reasonably achievable, when taking into account the need to recognise priority prospective Residents against the Vacancies available, the Nomination Right should be exercised:

- (a) on a mix of lettings to one and two bedroom Dwellings in proportion with the mix of lettings across De Wint Court (which is intended to comprise 28% two bedroom and 72% one bedroom Dwellings); and
- (b) with the aim of achieving the Target Balance of Care and Support Needs.

	Process Task	Responsibility	Time Constraint
1	<p>All Applicants shall be required to register with the CoLC Allocation Scheme which will require the provision of various documents to CoLC. For the purpose of ensuring an efficient registration process and to allow LCC to provide LCC Applicants assistance if required, CoLC shall provide LCC with the Lincs Homefinder Summary which among other things comprises the documents required for Applicants to register with the CoLC Allocation Scheme, and shall also provide LCC with an updated Lincs Homefinder Policy Summary as soon as possible or at least within 14 days if the Lincs Homefinder Policy is updated.</p> <p>Once an Applicant has registered with the CoLC Allocation Scheme, provided they meet the eligibility criteria set out in the De Wint Local Lettings Policy, they will be placed on the housing list for the scheme.</p> <p>NOTE: CoLC cleanse the Lincs Homefinder system on an annual basis. All applicants will be contacted and will need to confirm they still wish to be considered for accommodation at De Wint Court either by letter return or phone call.</p>	CoLC to administer	N/A

	Applicants will be able to identify a Social Worker to receive copies of correspondence.		
2	<p>CoLC shall provide an updated copy of the Waiting List via an agreed method of communication to:</p> <p>(a) LCC within 2 working days of a new Applicant being added to the Waiting List; and</p> <p>(b) to the Applications Panel on request.</p> <p>NOTE: "Waiting List" means the list of applicants already assessed and deemed eligible for the De Wint Court scheme in line with the De Wint Court Local Lettings Policy.</p> <p>The requirement to provide an updated copy of the waiting list after each applicant is assessed as eligible will be monitored and may reduce by mutual agreement of the Allocations Panel.</p>	CoLC	2 working days
3	Nominees should be selected from the Waiting List.	Allocations Panel	N/A
4	<p>The Allocations Panel shall comprise of:</p> <p>(a) a CoLC housing needs/lettings officer;</p> <p>(b) the CoLC manager of the operational staff team for De Wint Court;</p> <p>(c) the LCC adult care/older people's services commissioner; and</p> <p>(d) the team leader from the care provider of extra care services</p> <p>NOTE: The Allocations Panel shall be chaired by CoLC's Supported Housing Manager.</p>	Allocations Panel	N/A
5	<p>Meetings of the Allocations Panel shall:</p> <p>(a) be held (as a minimum) on a quarterly basis or as needed to consider Vacancies;</p> <p>(b) be held in person or by other suitable electronic means by which all persons participating in the meeting may communicate with the other participants;</p> <p>(c) be called by any member of the Allocations Panel by giving written notice to all other members of the Allocations Panel to include:</p> <ul style="list-style-type: none"> <li>• the proposed time, date and location of the meeting; and</li> <li>• if it is anticipated that the members shall not be in the same room at the meeting, how they shall communicate with each other</li> </ul>	Allocations Panel	Quarterly or as needed
6	Each member of the Allocations Panel is entitled to appoint an Alternate to attend meetings of the Allocations Panel in their absence. The appointing member shall notify all other members of the Allocations Panel of the appointment of an alternate in writing prior to the relevant Allocations Panel Meeting. The appointment shall only be for that meeting.	Allocations Panel members	N/A

7	Decisions of the Allocations Panel shall: (a) only be made where all members of the Allocations Panel (or their Alternates) are in attendance; and (b) be minuted and circulated to all members of the Allocations Panel, LCC and CoLC.	CoLC to minute and circulate	N/A
8	Where a decision of the Allocations Panel cannot be made because all the members (or their Alternates) are not present, the meeting shall be adjourned for a maximum of 5 working days. The Allocations Panel member who called the original meeting shall notify all the other members in writing of the date of the adjourned meeting.  Decisions of the Allocations Panel can also be taken electronically in lieu of a meeting.	Allocations Panel	5 working days
9	CoLC shall: (a) inform the Allocations Panel as soon as reasonably practicable once it receives notification of the Vacancy; and (b) endeavour to give the Allocations Panel at least 20 working days' notice of any pending Vacancy in line which is in line with Residents' tenancy agreements.	CoLC	20 working days
10	Both parties shall endeavour to ensure that a quorate meeting of the Allocations Panel takes place within 5 working days.	Allocations Panel	5 working days
11	At a meeting of the Allocations Panel which has been called to consider a Vacancy where LCC is entitled to exercise its Nomination Right: (a) if the prospective Resident is on the Waiting List, LCC may put them forward as the LCC Nominee (ensuring that details of their care and support needs are available) to be considered by the Allocations Panel at that meeting; (b) if it cannot identify a suitable prospective Resident from the Waiting List, and it wishes to nominate an individual not on the Waiting List, LCC shall use all reasonable endeavours to ensure that the proposed LCC Nominee is registered with the CoLC Allocation Scheme within 10 working days of the meeting (the Nomination Period). (c) On or prior to the expiry of the Nomination Period, LCC shall: <ul style="list-style-type: none"> <li>• notify the Allocations Panel that it has identified a proposed LCC Nominee (including the provision of details regarding their care and support needs) and provide an update on their registration status with the CoLC Allocations Scheme; or</li> <li>• notify the Allocations Panel that it is unable to identify an LCC Nominee.</li> </ul> Where a LCC Nominee is put forward, the Allocations Panel may make an Allocation Decision at that meeting,	Allocations Panel / CoLC / LCC	10 working days

	<p>or it may request further information from LCC to be provided to the Allocations Panel by the end of the Nomination Period.</p> <p>NOTE: Variance from the 50:50 nominations split to be agreed as part of the Allocations Panel assessments.</p>		
12	<p>If LCC is unable to put forward an LCC Nominee:  (a) if a prospective Resident is on the Waiting List, CoLC may put them forward as its CoLC Nominee (ensuring that details of their care and support needs are available) to be considered by the Allocations Panel; or  (b) if it cannot identify a suitable prospective Resident from the Waiting List, CoLC shall notify the Allocations Panel and the Vacancy shall remain open until such time as a prospective Resident can be identified by either LCC or CoLC, at which point a new meeting of the Allocations Panel will be called to consider the Vacancy.</p>	CoLC / Allocations Panel	N/A
13	<p>The Allocations Panel shall meet within 5 working days of the expiry of the Nomination Period to:  (a) consider further information provided by LCC, if requested, and make an Allocation Decision for the LCC Nominee;  (b) consider the LCC Nominee put forward and make an Allocation Decision;  (c) consider the CoLC Nominee put forward and make an Allocation Decision.</p>	Allocations panel	5 working days
14	<p>Once an Allocation Decision has been made, the Allocations Panel shall notify CoLC immediately in writing and CoLC shall make an offer of accommodation to the identified LCC Nominee or CoLC Nominee within 3 working days.</p>	Allocations panel / CoLC	3 working days
15	<p>The identified LCC Nominee or CoLC Nominee shall have 5 working days to accept the Offer. If the Offer is not accepted, CoLC shall immediately notify the Allocations Panel of the Vacancy and the Allocations Process set out shall apply.</p>	CoLC / Nominee	5 working days
16	<p>Once the Allocation Panel Members have been confirmed, they shall be required to provide their contact details to LCC and CoLC (name/email) for the service of Allocation Panel notices under this Agreement.</p> <p>A party may change its details given by giving notice, the change taking effect for the party notified of the change at 9.00 am on the later of:</p> <ul style="list-style-type: none"> <li>• the date, if any, specified in the notice as the effective date for the change; or</li> <li>• the date two Business Days after deemed receipt of the notice.</li> </ul>	LCC / CoLC	N/A

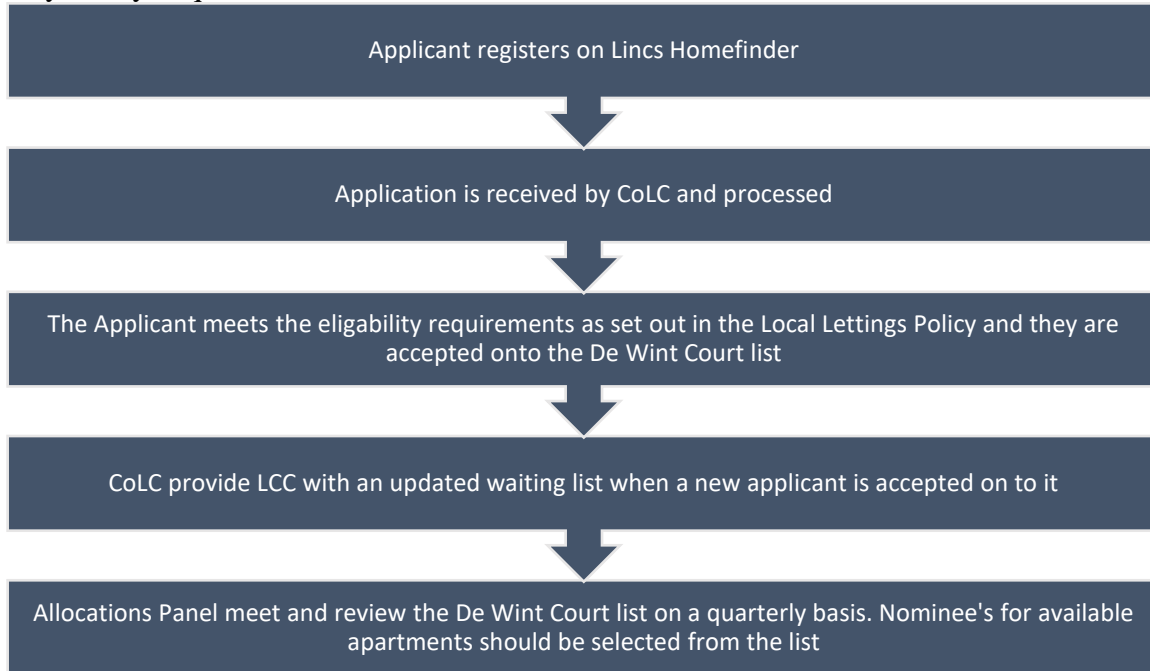


## APPENDIX B

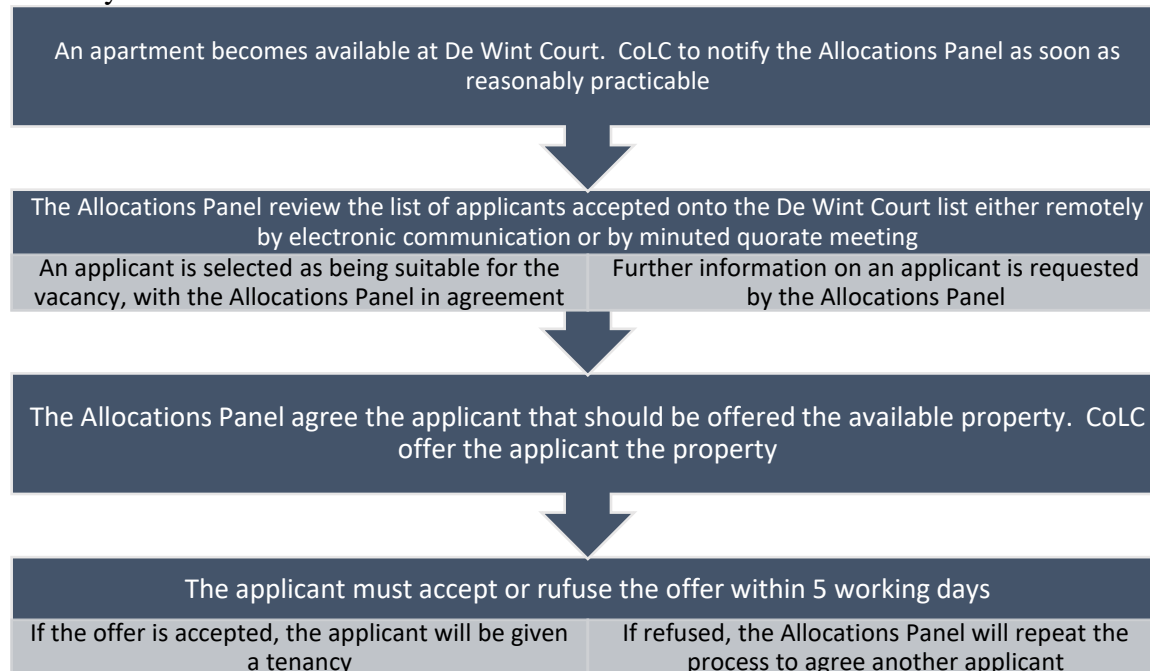
### Nominations Process – Flow Chart

To be read in conjunction with the Nominations Agreement and the Nominations Process.

Day to day enquiries:



Vacancy becomes available:



## APPENDIX C

De Wint Court Allocations at  
26 September 2022

<b>Overall totals</b>	<b>%</b>	<b>1 Bed</b>	<b>2 Bed</b>	<b>3 Bed</b>	<b>4 Bed</b>	<b>Totals</b>
<b>COLC Properties built</b>		<b>50</b>	<b>20</b>			
CoLC Tenants housed		24	10			34
Non CoLC Tenants housed		26	10			36
<b>CoLC vacancies created</b>		20	11	3		34