



**Nominations Agreement
Knowles House Extra Care Housing Scheme**

This Nominations Agreement is made between:

Brent Housing Management (BHM)

and

Brent Adult Social Care (ASC)

This document is a nominations agreement produced by BHM and ASC and is for Knowles House Extra Care Housing scheme. Both parties signing up to this nominations will be agreeing to operate within the agreement as set out below.

1. Aim and Objectives

- ❖ To provide a letting system for Knowles House which is easily understood and accessible to all vulnerable people over the age of 50 across the Borough, which enables people to make choices about where they want to live, regardless of whether they are in receipt of ASC services or not.
- ❖ To increase mobility across all tenures, for example through tenancy exchanges and by helping people to switch from renting social housing or Private Rented Sector (PRS) housing to moving into Extra Care Housing
- ❖ To ensure a more effective use of Extra Care Housing across Brent Council
- ❖ To provide mixed, cohesive and sustainable communities
- ❖ To help make savings on by improving the lettings for ECH across borough of Brent
- ❖ To help prevent homelessness by operating a nomination agreement which will take account of older people's accommodation needs as well as support needs and by taking a thorough and robust approach to offering ECH
- ❖ To help people in hardship and vulnerable people, including older people, people with Learning Disability

1.1 However, more specific to this agreement, the following objectives and aims are in place:

- To ensure that voids are let as quickly as possible to the appropriate nominees this may be from either ASC or BHM
- There will be no quota allocated to either ASC or BHM but that there is a balance of mixed communities/risk
- To streamline the nomination process in order to provide ease of access for all service users.
- There will be a nominations panel made up of officers from ASC and BHM including (Team Leader and above) at least one Head of Service.
- The panel will meet once every fortnight during the initial let phase or as and when required.
- The panel will discuss nominees, which are presented either by social worker or housing officer depending who is leading on the nomination.
- Both ASC and BHM are committed to working within the scope of this nomination, which will help to create sustainable communities within the strategic framework set out in the Council's *Borough Plan*.

1.2 The Council believes that the nominations agreement plays an important part in building balanced and successful communities. Brent ASC and BHP will ensure that nominations made for new developments and relets contribute to the overall aim of sustainable communities.

2.0 Equal Opportunities

2.1 Brent Council is committed to promoting equality of access to, and appropriate use of, its services and facilities; and will treat all people equally regardless of race, gender, disability, age, marital status, sexual orientation or belief.

This commitment applies in all of our activities and we work to ensure that people are treated equally whether they are:

- Seeking employment with or are in the employment of the Council
- Seeking or using the Council's services or applying for funds
- Contracting to supply or purchase goods or services to or from the Council

3.0 The Nomination Process

3.1 ASC and BHM have equal share on the split of nominations and nominations can be made by either a BHM Housing Officer or ASC Social Worker.

3.2 Nominations forms will be completed by the relevant social worker or housing officer (also known as the *case officer*) and submitted to the nominations panel at least 3 working days before the panel sits.

3.3 The relevant case officer will be allocated a time and date to present the nomination to the panel. The panel will then decide if the nomination is a suitable match for Knowles House.

3.4 If the panel agree to the nomination, then a full assessment will be carried out BHM, after which, a formal offer will be made. An assessment will be carried out by BHM within 7 working days.

3.5 Should the nominee be an ASC client then the social worker must have sought funding approval to put in place the relevant care and support to ensure that the nominee has sufficient care to enable them to live as independently as possible.

3.6 The approval for the care and support must have been sought and agreed through the quality and monitoring (QAM) panel prior to going to the nominations panel.

3.7 Once at 90% capacity, any nominations will be prioritised based on overall benefit e.g. the resident will release a large family sized home or see a significant reduction in care costs as a result of the move.

3.8 On the occasion that a nomination is refused it will usually be for one of the following reasons set out below:

- If the circumstances of the nominee have changed since they were last assessed and/ or if new information about the applicant has come to light which means that the applicant is no longer suitable for ECH
- If a nominee does not meet the requirements for ECH, such as no support needs
- If the applicant has a history of unacceptable behaviour that would prevent Brent from offering a tenancy
- If the property is unsuitable for the nominee
- If there are local circumstances that have not been taken into account
- Certain criminal convictions which will put others or the nominee at risk (TBA)

3.5 Nominations that are refused on grounds other than those specified above should be due to exceptional circumstances.

4.0 Dispute Resolution

4.1 The following procedure will apply:

- Case officers can present additional supporting evidence just once unless there is a significant change in circumstances for the panel to reconsider. This can be provided outside of a Panel meeting.
- Discussion between the relevant team manager of the case officer and the Panel.
- Each individual dispute will be considered on their specific merit at the time of nomination.

5.0 Annual Review

5.1 The nomination agreement will be reviewed annually, every April (?). Both BHP and ASC will use reasonable endeavours to agree any necessary amendments to this nomination agreement

To be signed by Operational Director of Adult Social Care and Operational Director of Housing

Signed on behalf of Housing by:

Signature: _____

Print Name: _____

Position in organisation: _____

Date: _____

Signed on behalf of Adult Social Care by:

Signature: _____

Print Name: _____

Position in organisation: _____

Date: _____

