

**INTRODUCTION**

This, our fifth Lettings plan sets out our aims for letting vacancies that arise in 2023-24. It will be reviewed each year by 31 March and an updated plan agreed for the coming year. Lister’s Lettings Plan is part of our Allocations Policy approach and helps our aim to create a balanced community with a mix of different households and to assist with tenancy sustainment for individual households. The lettings decision made by Lister will be made when a property comes vacant and will take into account factors including: the property type, its floor level, accessibility, features, and the composition of other flats nearby.

The three sources for lets are: EdIndex list / Lister transfers / Exceptional Circumstances (EC). By its very nature we are not planning any EC lets, but one could arise.

EdIndex registers people seeking housing in Edinburgh, and bids are made through the keytochoice.co.uk website. Properties are advertised weekly with a closing date of bids by Friday afternoon. Lister holds a list of those tenants seeking transfers who have completed a Lister in-house transfer application form.

**LISTER’S HOUSING STOCK**

Lister has a very small housing stock of 185 flats - all in traditional-style tenements:

- Bedsit - 7 flats
- 1 bed - 22 flats
- 2 bed - 89 flats
- 3 bed - 52 flats
- 4 bed - 12 flats
- 5-6 bed - 3 flats.

Most are for mainstream general needs use but 5 are shared flats for single people, 2 are wheelchair standard and 13 are amenity flats.

Our vacancy rate is generally very low:

<b>Year</b>	<b>Number of Vacant Flats</b>	<b>Total</b>
2017-18	3 x 2-bed	3 (of which 0 transfers)
2018-19	1 x 3-bed	1 (of which 1 transfer)
2019-20	1 x bedsit, 5 x 2-bed, 1 x 3-bed	7 (of which 3 transfers)
2020-21	4 x 2-bed, 3 x 3-bed, 1x4-bed	8 (of which 2 transfers)
2021-22	1x bedsit, 9x 2-bed, 4x 3-bed (two to sign in March)	14 (of which 7 transfers)
2022-23	3 x 2-bed, 2 x 3-bed	5 (of which 1 transfer)

**LISTER’S HOUSEHOLD SIZE CRITERIA**

Lister’s household size criteria is as follows (and differs slightly from EdIndex’s system):

Single person	- bedsit or 1 bedroom flat (or room in shared flat)
Couple	- 1 bedroom flat
Lone parent or couple with one child	- 2 bedroom flat
Lone parent or couple with two children of the same gender	- 2 bedroom flat*
Lone parent or couple with 2 children of the opposite gender	- 3 bedroom flat
Lone parent or couple with 3-4 children	- 3 bedroom flat*
Lone parent or couple with 4 or more children	- 4 bedroom flat

\*The size of the smallest bedroom will affect this, i.e. if small with just room for one child.  
*Children of the opposite gender will be considered for separate bedrooms only.*  
 No account will be taken of pregnancy in assessing bedroom size criteria.

## LISTER'S GENERAL TARGET AND PROPERTY TYPE GUIDANCE

The general target is 75% EdIndex Lets and 25% Transfers, though the very low number of vacancies affect any outcome measured over a 1-year period. For vacancies advertised, we shall use the general proportion of 50% Starter; 25% Mover; 25% Starter or Mover. Results will be measured over 3- and 5-year periods due to our very low turnover.

Any ground floor (and suitable basement and first floor properties) will be considered first for a Lister transfer for medical reasons, partly to assist medical need and partly to release a vacancy elsewhere at Lister. Amenity flats will be targeted at those with a need for such housing or older persons, due to the flat having good accessibility (i.e. BF, GF, 1F). Wheelchair housing will only be allocated to those with needs specific to that housing type.

All two bed flats and larger will be let to families with children, unless the flat is suitable for a medical rehousing, where households with a medical need needing the bedroom size will be targeted. Lister's most frequent vacancy is a 2-bed flat.

The shared housing for single people is allocated by Lister, not using EdIndex - please ask at the Lister office for more information and an application form. Such housing cannot be seen as a short-cut to self-contained accommodation.

## SENSITIVE LETTINGS

There may be circumstances where a sensitive letting needs to be arranged, by considering the social well-being of the applicant, tenancy sustainment issues and/or the cohesiveness of the local community and neighbourhood. Allocation decisions should aim to have a stabilising influence in the stair and street, and to avoid an over-concentration of vulnerable or inexperienced households.

Any sensitive lettings needed will be carried out with justification and accountability, with the decision being reviewed by another Lister staff member and appropriate records kept.

## CHILD DENSITIES IN TENEMENT STAIRS

Lister shall give consideration to the existing child density in a given stair when a vacancy in that stair arises. It may be that the property could accommodate two children per bedroom but for reasons of child density, Lister may just seek a household with only one child, for example. Such decisions shall be made in advance of the advertising of the flat.

## EQUALITIES

Lister's policy is to allocate on the basis of housing and medical needs. We will not discriminate against any individual, household or group on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation.

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