



GARAGE LETTINGS POLICY

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Policy	Garage letting policy							
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Approved by	Board of Management							
Date of Approval	May 2024							
Review Period	5 years							
Review Due	June 2029							
Policy Review	Director of Housing Management							
Who this policy affects	Board	X	Customers	X	Contractors		Members of the Public	
Where this policy affects	General needs				Supported			Office / staff base

1. Introduction

1.1 This policy describes how Almond Housing Association (AHA Ltd.) will let the garages we own.

1.2 AHA Ltd. will aim to let garages in a reasonable and fair manner by following the principles of this policy.

2. Eligibility

2.1 The following will be eligible to apply for a garage:

- Anyone who lives in Livingston
- A local community organisation whose values and goals do no conflict with Almonds
- In areas where there is no active waiting list, anyone not included in the above categories

2.2 Any current tenant with rent arrears will not be allocated a garage.

2.3 Any garage let to an organisation is only on the condition that they ensure they notify any bodies such as business rates, insurance etc. AHA will not cover any of these costs or be responsible for notifying any other organisations of the lease.

3 Waiting List

3.1 Applicants will be listed by the date of their application and may be listed for more than one street.

3.2 Once an offer has been made and accepted the applicant will normally be removed from the waiting list, except that, where an applicant has accepted an offer in a 2nd or 3rd choice area, they will remain on the waiting list for their 1st choice area.

4. Allocations and Terminations

4.1 If an applicant does not respond to an offer they will be advised in writing that they will be removed from the list, unless they confirm in writing that they wish to stay on.

4.2. If an applicant refuses two offers they will be advised in writing that they will be removed from the list, unless they subsequently confirm in writing that they wish to stay on.

4.3. Normally only one garage will be offered per household, though this may be varied depending upon the demand in a particular area. Where an applicant is allowed to rent more than 1 garage, the maximum they may have is 3 garages. However, if someone with 1 or 2 garages applies for another one, they will only be considered if there is no-one on the waiting list for that area who does not already have a garage, i.e. preference will be given to an applicant with no garage, irrespective of their application date. The principle goal is to avoid void rent loss.

4.4 No exchanges or transfers of garages between tenants will take place without AHA Ltd.'s prior approval. No assignation or sub-letting will be permitted.

4.5 All offers will be subject to payment by Direct Debit.

4.6 Either party may end the lease by giving 28 days' written notice. AHA Ltd. may also terminate a lease with only 7 days' notice where the lessee is in arrears of rent (including rent for their home where the lessee is an AHA Ltd. tenant) or has breached any other terms of the lease.

5. Equality, Diversity & Inclusion

5.1 Almond aims to ensure that equality, fairness, dignity and respect are central to the way we work and how we treat our customers. We support diversity and uphold equal opportunities in all areas of our work as an employer and service provider.

5.2 Almond will not discriminate against tenants, staff, visitors, suppliers or others based on their age, sex, sexual orientation, race, disability, religion or belief, marital status, pregnancy and maternity or gender reassignment (collectively referred to as 'protected characteristics' in the Equality Act 2010).

6. Data Protection

6.1 Our policies and procedures foster an approach of 'data protection by design and by default'. What this means in practice is that:

- Policies and procedures consider data protection issues, ie how to protect the data subject served by the policy or procedure;
- New systems, services, products and business practices involving personal data are designed and implemented to ensure personal data is protected by default;

- That the Data protection principles and safeguarding of individuals' rights (such as data minimisation, pseudo anonymisation, and purpose limitation) are clear in the policy or procedure;
- And that if the policy or procedure aims to provide service to vulnerable groups (e.g. children) that the personal data is treated with extra protection.

What this requires users of this policy to do is:

- Make sure that staff understand why data protection is important for the implementation of this policy, for instance via training or by reading the data protection policies;
- If we are undertaking a review of the policy, change to process or change to system, that we must consider doing a Data Protection Impact assessment, if the change is likely to result in a high risk to individuals.
- It is also good practice to do a DPIA for any other major project which requires the processing of personal data.

We will consult our data protection officer, if there is doubt over these requirements.

7. Policy Review

7.1 This policy will be reviewed every 5 years or as required due to legislative or regulatory change. The review will be completed by the Director of Housing and circulated to the Senior Management Team for approval.

8. Associated Policies & Guidance

8.1 This Policy takes account of the following documents:

- Rules of Almond Housing Association
- Equality & Diversity Policy
- Openness & Confidentiality Policy
- Scottish Federation of Housing Association's Code of Conduct for Governing Body Members
- Garage letting procedures

8. Responsibilities Chart

8.1 The chart below illustrates the responsibilities of all staff in relation to this policy.

	Board	Director of Finance and Business support	Director of Housing Management	Housing Team
Approve Policy	✓			
Policy Review			✓	
Maintain waiting list				✓
To Implement the policy				✓
Appeals process	✓			
Set proposed rent levels		✓		

Policy Assessment Checklist

Health & Safety Assessment

Does this policy have the potential to affect:

	Yes	No
Lone Working	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Safety and/or wellbeing of customers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Safety and/or wellbeing of staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equality Impact Assessment

Does this policy have the potential to affect:

	Yes	No
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you have answered 'Yes' to any of these points, please complete a full Equality Impact Assessment. If you have answered 'No', you need take no further action in completing an Equality Impact Assessment.

Data Protection Impact Assessment

Carrying out a Data Protection Impact Assessment [DPIA] will be useful to any project – large or small – that:

- Involves personal or sensitive data about individuals
- May affect our customers' reasonable expectations relating to privacy
- Involves information that may be used to identify or target individuals

A Data Protection Impact Assessment [DPIA] must be completed if the policy involves one or more of the following (please tick each that apply to this policy):

Evaluation or scoring	<input checked="" type="checkbox"/>
Automated decision-making with significant effects;	<input type="checkbox"/>
<i>Systematic monitoring</i>	<input type="checkbox"/>
<i>Processing of sensitive data or data of a highly personal nature</i>	<input type="checkbox"/>
<i>Processing on a large scale</i>	<input type="checkbox"/>
<i>Processing of data concerning vulnerable data subjects</i>	<input type="checkbox"/>
<i>Innovative technological or organisational solutions</i>	<input type="checkbox"/>
<i>Processing that involves preventing data subjects from exercising a right or using a service or contract</i>	<input type="checkbox"/>

<i>Use systematic and extensive profiling or automated decision-making to make significant decisions about people</i>	<input type="checkbox"/>
<i>Process special-category data or criminal-offence data on a large scale</i>	<input type="checkbox"/>
<i>Systematically monitor a publicly accessible place on a large scale</i>	<input type="checkbox"/>
<i>Use of new technologies involving significant innovation</i>	<input type="checkbox"/>
<i>Use profiling, automated decision-making or special category data to help Make decisions on someone's access to a service, opportunity or benefit</i>	<input type="checkbox"/>
<i>Carry out profiling on a large scale</i>	<input type="checkbox"/>
<i>Process biometric or genetic data</i>	<input type="checkbox"/>
<i>Combine, compare or match data from multiple sources</i>	<input type="checkbox"/>
<i>Process personal data without providing a privacy notice directly to the individual</i>	<input type="checkbox"/>
<i>Process personal data in a way that involves tracking individuals' online or offline location or behaviour</i>	<input type="checkbox"/>
<i>Process children's personal data for profiling or automated decision-making or for marketing purposes, or offer online services directly to them</i>	<input type="checkbox"/>
<i>Process personal data that could result in a risk of physical harm in the event of a security breach</i>	<input type="checkbox"/>
<i>There is a change to the nature, scope, context or purposes of our processing</i>	<input type="checkbox"/>

If a DPIA is not carried out, please summarise the reasons below