



Dunbritton Housing Association Limited

Name of Policy	Lease – Commercial and Care/Support Units
Responsible Officer	Housing Services Manager
Date approved by Board	17 April 2024
Date of next Review	April 2027
Section	Housing Services
Reference	HS5

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1. INTRODUCTION

- 1.1 Dunbritton Housing Association is a registered social landlord established in 1992 to provide housing for social rent and services to owners through factoring.
- 1.2 We are governed by our Board, and our governance arrangements set out the roles and responsibilities of our Board members and our members of staff.
- 1.3 Operational services are delivered through our office based at 1 Hatter Lane, Dumbarton, G82 1AW.
- 1.4 Dunbritton Housing Association recognises the diversity of the communities we work in.
- 1.5 The Association welcomes the opportunity to work in partnership with agencies that deliver specialist and supported accommodation for individuals who live within our communities, who have support or care needs associated with homelessness, old age, physical or learning disability, mental health and domestic violence.
- 1.6 Dunbritton is committed to working with partners to progress the delivery of the health and social care integration agenda and contribute to joint working between housing and other health and social care providers helping people live healthy lives, safely within their communities.

2. PRINCIPLES AND OBJECTIVES

- 2.1 To outline the way in which the Association will operate its lease arrangements existing and future, with partner agencies and other stakeholders linked to care and supported accommodation provision.
- 2.2 To define the operation of the Association's commercial lease properties.
- 2.3 Provide a clear link to the Association's key business objectives and Risk Register in relation to lease arrangements existing and future.

3. LEGAL AND GOOD PRACTICE

- 3.1 Dunbritton Housing Association recognises its role as a housing provider in meeting the diverse needs of the communities we work in.
- 3.2 The Association is committed to working in partnership with local authorities and other statutory agencies in delivering the objectives of the integrated health and social care agenda.

- 3.3 Dunbritton Housing Association will liaise with their solicitor to offer lease arrangements to local authority and/or support agencies, and will negotiate the specific terms of each lease based on the client group, the term the lease is required for and in line with the Association's key business objectives, internal management plan and risk register status.
- 3.4 The Association will carry out regular reviews of all existing lease arrangements in consultation with stakeholders and customers in line with our key business objectives, internal management plan and risk management strategy.
- 3.5 Commercial lease management will be carried out in line with wider economic strategic planning objectives as detailed by the local authority in our areas of operation.

4. PURPOSE AND SCOPE OF LEASE ARRANGEMENTS

- 4.1 The Association currently has several care lease arrangements with a number of care and local authority partners.
- 4.2 The range of agreements for each service/customer is varied and will be reviewed on a regular basis. This review will be in line with the Association's key business objectives.
- 4.5 All proposed leases will be subject to financial risk assessment to ensure where possible the Association can mitigate against any major factors that may increase risk to the Association.
- 4.6 As part of our commitment to working in partnership with other providers and agencies, opportunities for new lease arrangements within our new build development programmes, will be considered with both local authorities in our areas of operation (Argyll and Bute and West Dunbartonshire). The objective is to deliver efficiencies in models of care and support with existing tenants and for other individuals who are currently housed out-with the local authority area.
- 4.7 Commercial unit lease arrangements will be subject to review as lease occupancy periods end. Commercial units will be promoted and advertised locally.
- 4.8 The Association will support local community initiatives and commercial partner opportunities with commercial unit vacancies.
- 4.9 All commercial leases will be reviewed by the Association's appointed solicitor.

5. FINANCIAL MATTERS

5.1 Rental Income – Support/Care Units

The Association has a number of different arrangements in place in respect of existing lease arrangements. These arrangements are subject to review following appropriate consultation with the providers and the local authority department responsible for funding arrangements including housing benefit.

5.2 Repairs – Support/Care Units

The Association has a number of different arrangements in place in respect of repairs, supply of white goods/furniture, HMO responsibility and capital programme works.

These arrangements will be maintained until any relevant service review following consultation takes place.

5.3. Repairs – Commercial Units

Commercial unit repairs will be maintained in line with the terms of existing lease agreements in place at present.

5.4 Management Fees

The Association where applicable charge management fees within current lease arrangements.

5.5 Investment and Improvement

Any planned investment and improvement works will be notified to lease holders and occupants/tenants in line with the Asset Management policy in relation to capital works.

5.6 Disposal of Assets

The Association will carry out regular review of the portfolio of properties subject to lease arrangements and where appropriate, consider financial viability and future use of all properties in line with our Asset Management strategy, key business objectives, internal management plan and risk management strategy.

6. EQUALITY & DIVERSITY

- 6.1 As a service provider and employer, we recognise the requirements of the Equality Act 2010, oppose any form of discrimination and will treat all customers, internal and external, with dignity and respect. We recognise diversity and will ensure that all of our actions ensure accessibility and reduce barriers to employment and the services we provide.

7. LINKS TO OTHER POLICIES & DOCUMENTS

- 7.1 This Policy has links to the following Policies and strategies.

- Allocations Policy
- Rent Policy
- Asset Management Maintenance Standards and Performance Policy
- Key Business Objectives
- Internal Management Plan
- Risk Register