## **RISK ASSESSMENT**

## **TENANCY POLICY SEPTEMBER 2012**

Risk	Consequence	Controls Required
Failure to approve	The Council will fail in its statutory duty	Approve the Tenancy Policy
the Tenancy Policy	and could be challenged.	
Creating New	The failure to create tenancies in	The Council will need to
Tenancies	accordance with legislation and policy	ensure that the procedures
	will result in delays in securing	it operates ensure that
	possession where court action is	tenancies are created in the
	initiated by the Council. This will	most efficient and cost
	increase delays in reletting accommodation, increase legal costs	effective manner possible.
	and cause damage to the Council's	
	reputation.	
	The Council must be mindful of the	
	need to ensure that its staffing levels	
	are sufficient to implement the Council's	
	policy effectively.	
Fixed Term	The introduction of another form of	Staff will require training
Tenancies	tenure could lead to confusion; staff will	Staff will require training and the administration of
I Ellancies	need to be very careful when	fixed term tenancies will
	considering each case and will need to	have to be monitored
	check the contractual position in all	closely in order to minimise
	instances to ensure that they implement	errors.
	the correct procedures.	
High Coot of monoping		
High Cost of managing fixed term tenancies	It is estimated that the fundamental	Fixed Term tenancies will
	increase in administration in assessing	only be offered on family & adapted properties
	whether tenancy should be extended and the information technology	adapted properties
	development costs to support this	
	process will be between £30 – 50k	
	Letting properties more often may	This will be mitigated by
	prove to be more costly.	monthly monitoring of voids,
		should a steady increase be
		identified a review of the
		use of fixed term tenancies will be undertaken.

No alternative accommodation for tenant's to move including those with care and support needs	No alternative accommodation for tenants to move to.	<ul> <li>Exceptions in the Tenancy Policy criteria for ending a fixed term tenancy are;</li> <li>The tenant has made reasonable attempts to secure alternative accommodation and there are no reasonable alternatives for the tenant to accept or pursue;</li> <li>Care &amp; support needs of the household can only be met if the tenant remained in the property</li> </ul>
	We could potentially spend a considerable amount of staff time reviewing all fixed term tenancies and in the end we simply don't have available properties to move tenants to which means we end up renewing all fixed term tenancies. Making the introduction of fixed term tenancies pointless.	This will be mitigated by monitoring of fixed term tenancies & should this situation be identified a review of the use of fixed term tenancies will be undertaken.
Succession	The failure to assign tenancies to successors in accordance with legislation and policy will result in delays in securing possession where court action is initiated by the Council and cause confusion where the tenant has applied for the right to buy. It could also potentially lead to complaints of maladministration. This could increase delays in securing accommodation, increase legal costs, create an entitlement to compensation and cause damage to the Council's reputation. Failure to administer succession requests properly could result in expensive legal challenges.	The Council will need to ensure that the procedures it operates ensure that succession is determined and tenancies are assigned in the most efficient and cost effective manner possible. The Council must be mindful of the need to ensure that its staffing levels are sufficient to implement the Council's policy effectively. Staff will require training.

Ending of	The failure to end tenancies in	The Council must be
Tenancies	accordance with legislation and policy could potentially result in delays in securing possession, in those cases where court action is initiated by the Council and result in possible claims for illegal eviction. This could potentially increase delays in securing accommodation, increase legal costs, create an entitlement to compensation and cause damage to the Council's reputation.	mindful of the need to ensure that its staffing levels are sufficient to implement the Council's policy effectively. The Council will need to ensure that the procedures it operates ensure that tenancies are ended in the most efficient and cost effective manner possible.
		Staff will require training.
Rent Levels & other charges	Tamworth Borough Council's Business Plan depends significantly upon generating revenue from the properties that it rents. Wider affordability issues at a times when people are facing economic hardship.	We seeks to mitigate against business risk through setting rent levels and service charges that are affordable, equitable, transparent and consistent, while ensuring that at all times that the Council is financially viable and sustainable.
Mutual Exchange	The failure to assign tenancies in accordance with legislation and policy could potentially result in delays in securing possession where court action is initiated by the Council, grant rights to those who do not have an entitlement to assign to the tenancy and could also potentially lead to complaints of maladministration. This could potentially increase delays in securing accommodation, increase legal costs, create an entitlement to compensation and cause damage to the Council's reputation.	The Council must be mindful of the need to ensure that its staffing levels are sufficient to implement the Council's policy effectively. The Council will need to ensure that the procedures it operates ensure that tenancies are assigned in the most efficient and cost effective manner possible.
Taking in a Lodger	The failure to enable a secure tenant to exercise their right to take in lodgers, in accordance with legislation and policy, could potentially result in complaints of maladministration against the Council. This could potentially increase legal costs, create an entitlement to compensation and cause damage to the Council's reputation.	The Council must be mindful of the need to ensure that its staffing levels are sufficient to implement the Council's policy effectively. The Council will need to ensure that the procedures

		it operates ensure that tenants requests to take in lodgers are responded to in the most efficient and cost effective manner.
Tenancy Fraud	The impact of fixed term tenancies on the provision of social housing could be great, particularly in view of the current financial climate and tenants wanting to remain in their family homes, it is recognised by Tamworth Borough Council that effective benefit fraud investigation is of high importance.	The Council must be mindful of the need to ensure that its staffing levels are sufficient to implement the Council's policy effectively. The Council will need to ensure that the procedures it operates ensure that tenancies are ended in the most efficient and cost effective manner possible.
Appeals & Reviews	The failure to create process reviews and appeals in accordance with legislation and policy will result in delays in securing possession where court action is initiated by the Council. This will increase delays in reletting accommodation, increase legal costs and cause damage to the Council's reputation.	The Council must be mindful of the need to ensure that its staffing levels are sufficient to implement the Council's policy effectively. The Council will need to ensure that the procedures it operates ensure that tenancies are created in the most efficient and cost effective manner possible.
Judicial Review	The failure to create a tenancy policy in accordance with legislation could result in judicial review, legal costs and cause damage to the Council's reputation, similar to the Barnet case.	The Council will seek endorsement of the Policy from Legal Solicitors.

COMMUNITY IMPACT INTRODUCING FIXED TERM TENANCIES		
Risk	Community Impact	Controls required
Introducing Fixed Term Tenancies	Tenants feeling less of a commitment to the area they are living in.	This will be mitigated by offering 5 year tenancies in most cases, and providing clear guidelines in the tenancy policy on the circumstances in which we will extend these.
	Tenants subject to flexible tenancies will curtail their aspirations in order to keep their home.	This will be mitigated by ensuring that tenants will have access to a range of alternative accommodation including; council accommodation, mutual exchange, low cost home ownership and privately rented homes.
	Curtail tenants aspirations to go out to work and increase their earning if they know they have to pay more rent `Pay to Stay1 - increasing areas of social deprivation.	This will be mitigated by ensuring that tenants provided with information on the benefits of working and advice on how to maximise their income.