

Request – 11087 Assignment Statistics

In this request only information on voluntary assignments of council tenancies to those residing with the living tenant is requested (not court ordered transfers of tenancy, not succession following death and not mutual exchanges).

1. a. Please provide a typical Tenancy Agreement used by the council.
- b. Please provide your policy, decision making guides, procedures, forms, instructions related to the tenancy assignment procedure.
2. For each of the last 4 years please provide the number of assignment requests received broken down into categories based on the proposed recipient and on whether the original tenant proposes to stay in the property after the assignment:
 - a. to spouse/partner, original tenant staying
 - b. to spouse/partner, original tenant leaving
 - c. to other relatives, original tenant staying
 - d. to other relatives, original tenant leaving
3. How many requests have been approved by the council broken down by year and categories as in 2 above.
4. How many requests have been rejected by the council broken down by year and categories as in 2 above.
5. How many days it took on average from receiving the request to applicants being notified of the decision broken down by year and category as in 2 above.
6. For the requests refused can you provide brief grounds for refusal grouped by year and categories as in 2 above.

If it would significantly improve efficiency feel free to align years to calendar/accounting/reporting/tax years that you use.

If responding to the request in full would take you over the applicable cost limit, then please narrow down the above request by reducing the number of years covered by the request to a number of years that would bring it within the limits. If even after reducing the time-frame just to one year the request is still outside the cost limit, please narrow it down to just one year and narrow down further by removing 6, then 5, then 4 from the above until the request is within the cost limits.

If breaking down information into categories specified in 2. would be prohibitively

expensive/impossible please combine some of the categories to make the request possible.

Response

Thank you for your request for information above, which we have dealt with under the terms of the Freedom of Information Act 2000.

I hope the following will answer your query:

1.a&b . See following links to our website that you may find helpful:

<https://www.scams.gov.uk/housing/housing-advice/renting-privately/tenancy-agreements/>

<https://www.scams.gov.uk/housing/council-tenants/about-your-tenancy/tenant-handbook/>

2. We are unable to provide the information that you have requested as we do not categorise where we have ended a joint tenancy and started a sole tenancy with one of the original tenants

3.4.5 & 6. As above we are unable to provide the information that you have requested, however we are able to confirm that we do not usually refuse, although some can be delayed if there are outstanding rent arrears. If the request is made, there are no objections, the remaining party meets the eligibility for the property occupied and there are no arrears, then the process would be completed within the 28 days. All parties have the full 28 days to take legal advice if they wish to do so.

We aim to provide a quality service to you and hope that you are satisfied with this response, however if you have any questions, please contact us.