



Supported Housing –Allocations Policy

- **Background**

The waiting list enables all clergy, deaconesses and licensed church and lay workers who have qualifying pensionable service under the Clergy Pension Measures to register their interest in the Board's supported housing and nursing schemes. Eligibility is also extended to spouses/civil partners/widows & widowers of the above. A general information pack and a DVD are available with a waiting list application form enclosed. The form enables the applicant to specify whether they envisage needing accommodation and can indicate if it's an immediate request for or whether this is a merely a provision for the future.

- **The waiting lists**

1. The Board operates two separate lists. One is an Active waiting list for applicants who have specified wanting immediate accommodation, once it becomes available. The other is a Reserve list for those applicants who do not want to move in immediately.

- **Date of application - Active & Reserve lists**

2. All applicants will be entered onto the waiting lists from the date their application form is received. Applicants on the Reserve list can contact the Supported Housing Department at any time if they wish to move to the Active Waiting List or change any of their details. Each year we will write to you to confirm that your name remains on the Reserve Waiting List. You may be contacted from time to time by the Scheme Managers who may ask you if you wish to review your current situation and offer you an opportunity to visit the scheme.

- **Refusals**

3. Applicants are asked to specify no more than two schemes when applying to go onto the waiting lists. We will do our best to offer you accommodation at your first choice scheme but if demand is particularly great or vacancies are few, it is advisable to state a second choice, providing the second choice is a viable alternative.

Certain penalties will be imposed for applicants on the Active list who refuse an offer on unreasonable grounds and the Board reserves the right to remove an applicant from the Active waiting list if a second refusal is considered unreasonable.

If you are already on the Active waiting list and you refuse an offer of accommodation simply because you are not ready to move, your name will automatically shift to the Reserve Waiting List. This is because the Criteria to be on the Active Waiting List is that you must be ready to move once an offer has been made.

- **The Panel - Discretionary and Priority need**

4. Applicants who are placed lower down the Active list or who are on the Reserve list, and consider their circumstances to be priority need, can apply in writing for their circumstances to be considered by a panel of managers at our Head Office. If they are given priority status, they will normally move to the top of the waiting list. Grounds for priority status are specific, and include medical and/or support needs.

- **Further Information**

5. Should you require more detailed information of the Board's allocation and lettings policy, a copy of the Allocations Procedure is available from:

The Supported Housing Section
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