



Sub-Letting and Lodger Policy

If you have difficulty with reading this policy, including any difficulties with sight or hearing, or if you require this document translated into another language, please contact us and we will be happy to provide this information in a format that suits your needs.

Our Vision, Our Values, Our Strategic Objectives

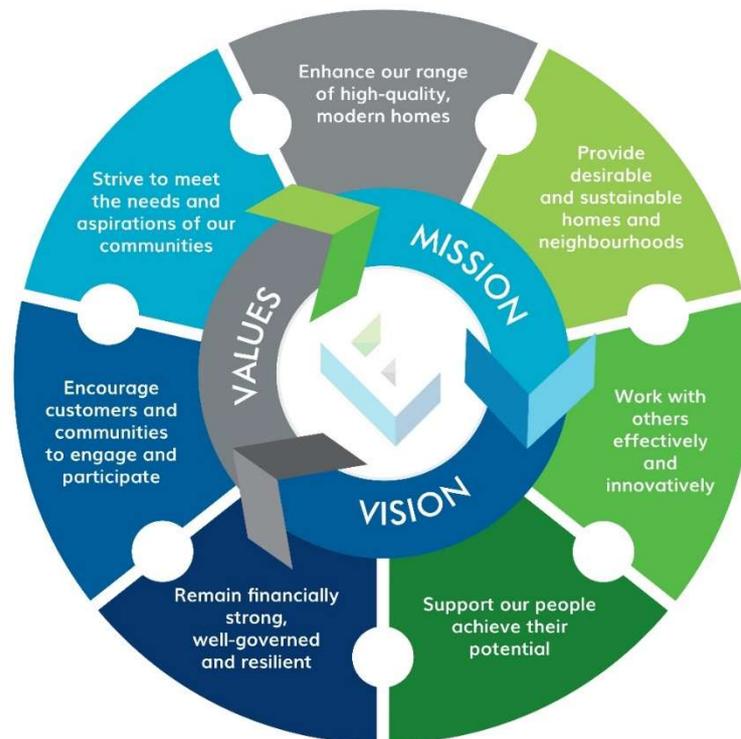
Our Vision

A vibrant neighbourhood where everyone can prosper.

Our Values

Caring, Reliable, Fair, Open and Adaptable

Our Strategic Objectives



Equality and Diversity Statement

Elderpark Housing are committed to ensuring people or communities do not face discrimination or social exclusion due to any of the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex or sexual orientation.

This document complies with our Equality and Diversity Policy.

We will regularly review this Policy and consider any equalities implications taking the necessary action to address any inequalities (either directly or indirectly) that result from the implementation of this Policy.

Executive Summary

Policy Author

This policy has been developed by the Housing Manager.

Purpose of the Policy

The sublet/taking in a lodger policy aims to ensure that we have an accountable process to identify, record and put in place procedures to deal with sublet and lodger requests, in accordance with legal provisions and contractual terms contained within the tenancy agreement.

Aims and Objectives of the Policy

The keys aims and objectives of this policy are:

- To ensure subletting and lodging arrangements are lawful, fair, and well-managed.
- To protect the Association's housing stock and ensure properties are used as a tenant's main residence.
- To provide clear guidance to tenants, staff, and stakeholders on permitted arrangements.
- Clearly define the conditions and timescales under which tenants may sublet or take in a lodger.
- Clarify the rights and responsibilities of tenants, sub-tenants, and lodgers.
- Prevent unlawful occupation, tenancy abuse, and inappropriate long-term subletting.
- Ensure compliance with tenancy agreements and relevant legislation.
- Support effective tenancy management and sustainment.
- Promote consistency and transparency in decision-making.

Legislative and Regulatory Compliance

The provisions and implementation of the Subletting and Lodger Policy aims to comply with the following legislation:

- Housing (Scotland) Act 1987
- The Housing (Scotland) Act 2001
- The Housing (Scotland) Act 2014
- Equality Act 2010

Our policy also takes account of the Scottish Social Housing Charter. The SHR use the outcomes and standards in the Charter to assess the performance of social landlords. The key outcomes that have been considered in the development of this policy are:

Outcome 1: Equalities

Social landlords perform all aspects of their housing services so that:

- they support the right to adequate housing
- every tenant and other customer has their individual needs and rights recognised, is treated fairly and with respect, and receives fair access to housing and housing services

Outcome 2: Communication

Social landlords manage their businesses so that:

- tenants and other customers find it easy to communicate with their landlord and get the information they need about their landlord, how and why it makes decisions and the services it provides.

Outcome 5: Repairs, Maintenance and Improvement

Social landlords manage their businesses so that:

- tenants' homes are well maintained, with repairs and improvements carried out when required, and tenants are given reasonable choices about when work is done.

Outcomes 7, 8 and 9: Housing Options

Social Landlords work together to ensure that:

- People looking for housing get information that helps them make informed choices and decisions about the range of housing options available to them.
- Tenants and people on housing lists can review their housing options.
- People at risk of losing their homes get advice on preventing homelessness.

Outcome 11: Tenancy Sustainment

Social Landlords ensure that:

- Tenants get the information they need on how to obtain support to remain in their home; and ensure suitable support is available, including services provided directly by the landlord and by other organisations.

Standard 13: Value for Money

Social Landlords manage all aspects of their businesses so that:

- Tenants, owners and other customers receive services that provide continually improving value for the rent and other charges they pay.

Equalities

We promote equal opportunities throughout all our housing services, including our subletting and lodger policy and related procedures. We seek to ensure that our policies are fair and accessible to everyone applying for a home or living within our communities. Equality Impact Assessment (EIA) An EIA is a tool to help identify whether policies, practices, procedures and services have an adverse impact on a particular community or group of people. We completed an EIA for this allocation policy to identify any barriers that could detrimentally affect under-represented communities or groups who may be disadvantaged by the way we carry out our business. The EIA process focuses on the 'protected characteristics' as outlined in the Equality Act 2010.

These are:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

As a result of the EIA, we have put some positive actions in place and will continue to review these:

- publishing the allocation policy in other formats and other languages, as required
- auditing the allocation policy against equality standards (plain language, accessible formats and so on)
- publicising the allocation policy widely to promote access to our housing list
- Working with other organisations to promote equal objectives

Privacy

Any personal data collected will be in line with GDPR requirements and accessible only by those who require this information for specific purposes

Related Policies

Policy Title	Location
Allocations policy	Allocations Policy
Equality and Diversity Policy	Equality, Diversity and Inclusion Policy
Change of Tenancy Policy	Change of Tenancy Policy
Complaints Handling Policy and Procedure	Complaints Handling Policy and Procedure
Rental Income and Collection Policy	H4 Rental Income and Collection Policy

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1. Introduction

Elderpark Housing was established in 1975 and currently owns approximately 1,341 homes, primarily in Central Govan, with additional properties in Ibrox, Kinning Park, and Cessnock.

Our vision is to create vibrant, inclusive neighbourhoods where everyone can prosper. We are committed to improving the lives of our residents, creating opportunities, and building safe and secure communities.

2. Purpose of Policy

The purpose of this policy is to set out a clear and accountable process for managing requests to sublet a property or take in a lodger, ensuring all decisions comply with legal requirements, tenancy agreements, and the Association's standards, while treating tenants fairly and consistently.

3. Aims and Objectives

The keys aims and objectives of this policy are:

- To ensure subletting and lodging arrangements are lawful, fair, and well-managed.
- To protect the Association's housing stock and ensure properties are used as a tenant's main residence.
- To provide clear guidance to tenants, staff, and stakeholders on permitted arrangements.
- Clearly define the conditions and timescales under which tenants may sublet or take in a lodger.
- Clarify the rights and responsibilities of tenants, sub-tenants, and lodgers.
- Prevent unlawful occupation, tenancy abuse, and inappropriate long-term subletting.
- Ensure compliance with tenancy agreements and relevant legislation.
- Support effective tenancy management and sustainment.
- Promote consistency and transparency in decision-making.

4. Legal and Regulatory Framework

The provisions and implementation of the Subletting and Lodger Policy aims to comply with the following legislation:

- Housing (Scotland) Act 1987
- The Housing (Scotland) Act 2001
- The Housing (Scotland) Act 2014
- Equality Act 2010

Our policy also takes account of the Scottish Social Housing Charter. The SHR use the outcomes and standards in the Charter to assess the performance of social landlords. The key outcomes that have been considered in the development of this policy are:

Outcome 1: Equalities

Social landlords perform all aspects of their housing services so that:

- they support the right to adequate housing
- every tenant and other customer has their individual needs and rights recognised, is treated fairly and with respect, and receives fair access to housing and housing services

Outcome 2: Communication

Social landlords manage their businesses so that:

- tenants and other customers find it easy to communicate with their landlord and get the information they need about their landlord, how and why it makes decisions and the services it provides.

Outcome 5: Repairs, Maintenance and Improvement

Social landlords manage their businesses so that:

- tenants' homes are well maintained, with repairs and improvements carried out when required, and tenants are given reasonable choices about when work is done.

Outcomes 7, 8 and 9: Housing Options

Social Landlords work together to ensure that:

- People looking for housing get information that helps them make informed choices and decisions about the range of housing options available to them.
- Tenants and people on housing lists can review their housing options.
- People at risk of losing their homes get advice on preventing homelessness.

Outcome 11: Tenancy Sustainment

Social Landlords ensure that:

- Tenants get the information they need on how to obtain support to remain in their home; and ensure suitable support is available, including services provided directly by the landlord and by other organisations.

Standard 13: Value for Money

Social Landlords manage all aspects of their businesses so that:

- Tenants, owners and other customers receive services that provide continually improving value for the rent and other charges they pay.

5. Subletting/ Taking in a Lodger Requests

A Scottish Secure Tenant must obtain our written consent before subletting their tenancy or taking in a lodger. Consent will not be unreasonably withheld. Subletting can involve part of the property or the entire property, whereas taking in a lodger applies only to part of the property.

5.1 Eligibility for subletting

Tenants may sublet their home or take in a lodger if they meet certain conditions and eligibility criteria. Both the tenant's and the proposed sub-tenant's/lodger's circumstances will be considered, in line with Section 32 and Part 2 of Schedule 5 of the Housing (Scotland) Act 2001, as amended by the Housing (Scotland) Act 2014, Part 2, section 12(2)(a) and (b).

5.1.2 Subletting

To apply to sublet, the following conditions must be met:

12-month residency requirement

- You (the tenant) must have lived in the property as your only or principal home for at least 12 months before applying to sublet.

Principal home requirement

- As a Scottish Secure Tenant, you must continue to occupy the property as your only or principal home.
- Permission to sublet the entire property will normally only be granted where you are temporarily absent, for a specific reason and for a defined period.

There are no separate residency requirements for the person who will become the new sub-tenant, apart from the 12-month rule explained above where it applies.

5.1.3 Taking in a Lodger

You may take in a lodger with our prior written consent.

Eligibility criteria

- The tenant applying must occupy the property as your only or principal home.
- There is no 12-month residency requirement for a lodger.

5.2 Lodger

A lodger is defined as a person who is not related to the tenant, occupies a room or rooms within the property, and may receive services related to the accommodation, such as meals, laundry, or utilities.

5.3 Implications of Subletting/taking in a lodger

We will ensure tenants understand the implications of subletting or taking in a lodger. There is no legal relationship between us and the sub-tenant or lodger. The principal tenant remains responsible for:

- All tenancy conditions
- Payment of rent directly to the Association
- Any costs incurred by the Association in connection with the sublet or lodger

Sub-tenants or lodgers do not have rights of succession to the property.

6. Timescale for Responding to Requests

We will respond to any request to sublet or take in a lodger in writing within one calendar month from the date we receive the application. If we do not respond within this one-month period, our consent will be deemed to have been granted. This requirement reflects the statutory timescale set out in Schedule 5 of the Housing (Scotland) Act 2001, which applies to Scottish Secure Tenancies.

7. Period of Sub-let/Taking in a lodger

Where permission is granted, tenants may sublet their home or take in a lodger for a defined period of up to 12 months. This reflects common social landlord practice while ensuring tenants intend to return to the property.

Permission will normally be given for an initial six-month period. Before the end of that period, we will review the arrangement and may grant a further period of up to six months, subject to ongoing eligibility and a confirmed intention by the tenant to return.

At the end of the approved subletting period, the tenant must resume occupancy of the property. If the tenant does not intend to return, we will provide guidance on how to properly end the tenancy, and the sub-tenant will not be permitted to remain in the property.

At the end of the approved lodging period, the lodger must vacate the property and has no ongoing right to remain.

8. Grounds for Approving Requests

Permission to sublet a property or take in a lodger may be granted by the Association for the following reasons:

- Temporary Absence – The tenant requires a short-term absence from the property (e.g., work, health, family circumstances) and intends to return.
- Financial Support – The tenant wishes to take in a lodger to provide additional income, helping sustain rent payments or household costs.
- Household Support – The tenant wishes to accommodate a lodger to provide care, companionship, or support for themselves or a household member.
- Compliance with Eligibility Criteria – The tenant and proposed sub-tenant/lodger meet the conditions set out in the policy, including tenancy status, residency requirements, and statutory provisions under the Housing (Scotland) Act 2001 and amendments.
- No Adverse Impact – Approval will not negatively affect the property, other residents, or the wider community, and all safety, health, and legal requirements can be met.

All approvals are subject to review, and tenants must adhere to the terms of the tenancy agreement throughout the subletting or lodging period. Permission may be revoked if the terms of the policy are not followed.

9. Grounds for Refusing Requests

Reasonableness is not defined legally, and each case must be considered on its merits. Specific reasons mentioned in the above Acts where it may be reasonable to refuse consent are:

- A Notice of Proceedings has been served specifying any of grounds 1 to 7 in Schedule 2 of the Housing (Scotland) Act 2001.
- An Order for Recovery of Possession has been made against the tenant.
- The proposed rent for the sublet or lodger is deemed unreasonable by the Association.
- The proposed deposit is deemed unreasonable.
- The subletting would result in statutory overcrowding.
- Proposed works by the Association would affect the accommodation intended for the subtenant or lodger.
- The proposed subtenant or lodger has been suspended from the housing list under Section 20B(6)(a) or (b) of the Housing (Scotland) Act 2014.

- The proposed subtenant or lodger is under 16 years of age.
- The proposed subtenant or lodger has a history of anti-social behaviour or other conduct that is likely to cause problems in the property if they are permitted to sublet or reside as a lodger.
- Consent may be withheld if the proposed subtenant or lodger is unable to understand or comply with the terms of the tenancy or sublet agreement, and no reasonable support or adjustments can be provided to enable compliance.

All other requests will be considered individually, ensuring decisions are fair, transparent, and compliant with legal obligations.

9.1 Notice of Proceedings

Although it is generally reasonable to refuse a request to sublet or take in a lodger when a Notice of Proceedings is in force, each case will be considered on its individual merits. For example, where a Notice has been served due to rent arrears but the tenant has a repayment arrangement in place and is adhering to it, we may consider withdrawing the Notice (under Housing (Scotland) Act 2001, section 14(5)) and progressing the application. Granting a sublet or lodger in such cases may also help the tenant repay arrears more effectively, for example if temporary employment is undertaken during the sublet period.

Subtenants or lodgers are deemed qualifying occupiers under section 14(6) of the Housing (Scotland) Act 2001 and, where relevant, are legally entitled to be party to court proceedings raised against the tenant (section 15).

9.2 Order of Recovery for Possession

Where an Order for Recovery of Possession has been obtained, requests to sublet or take in a lodger will generally be refused, as the tenancy is at serious risk of termination, for example due to significant rent arrears or serious anti-social behaviour. Each case will still be considered individually, considering any changes in circumstances that may affect the tenant's ability to comply with their tenancy obligations.

9.3 Rent Payments

Tenants must ensure that any rent charged to a subtenant or lodger is reasonable. Where the entire property is sublet, tenants may charge an amount above their current rent to cover legitimate additional costs, such as furniture, insurance, or utilities. Tenants remain responsible for paying rent to the Association and complying with all terms of their tenancy agreement.

9.4 Deposits

Tenants may charge a subtenant or lodger rent to cover the use of the property and any additional costs, such as furniture, insurance, or utilities. Any rent must be reasonable, and the tenant remains responsible for paying rent to the Association and complying with all tenancy obligations. Tenants may also request a deposit, which should be proportionate and reasonable; in most cases, the Association considers a deposit of up to two months' rent appropriate. These measures help ensure arrangements are fair, lawful, and protective of all parties.

9.5 Statutory Overcrowding

Consent to sublet or take in a lodger will not be granted if it would result in statutory overcrowding. Statutory overcrowding is defined under sections 135–137 of the Housing (Scotland) Act 1987, which sets limits on the number of occupants per property based on room size, number of bedrooms, and the age and relationships of household members. All applications will be assessed to ensure compliance with these legal limits.

9.6 Works Proposed by Landlord

Consent to sublet or take in a lodger may be refused if the Association is planning major improvement works that would affect the accommodation, such as changes to the size or layout of the property. This ensures that the subletting or lodging arrangement does not interfere with planned works or the tenant's and Association's legal and contractual responsibilities.

9.7 Suspension from the Housing List

Consent to sublet or take in a lodger may be refused if the proposed subtenant or lodger has been suspended from the Association's housing list under Section 20B(6)(a) or (b) of the Housing (Scotland) Act 2014. This may include suspensions due to anti-social behaviour or previous convictions. Details of suspensions under Section 20B(6)(a) and (b) are contained within the Association's Allocations Policy.

9.8 Anti-social Behaviour

Consent to sublet or take in a lodger may be refused where there is a risk that the arrangement could lead to problems, including:

- Previous anti-social behaviour by the proposed subtenant or lodger that is likely to continue in the property.
- Eviction from a previous tenancy.
- Conviction for using a tenancy for illegal or immoral purposes.
- An Anti-Social Behaviour Order (ASBO) issued within the past three years.

- Where there has been substantial damage or disrepair to the property caused by the proposed subtenant, lodger, or any member of their household.
Each application will be assessed on its merits, taking into account the seriousness and recency of any issues, and whether reasonable safeguards can be put in place.

9.9 Other Grounds for Refusal

This list is not exhaustive, and each subletting or lodger request will be assessed individually on its merits. Other reasons permission may be refused include, but are not limited to:

- The tenant is leaving the property for an indefinite period and cannot specify a return date.
- Granting permission would likely adversely affect another person's occupancy rights.
- The terms or conditions of the proposed subletting or lodger arrangement are deemed unreasonable.
- The prospective subtenant or lodger has deliberately omitted, distorted, or provided false information on their application.

10. Rent Increases

Tenants who have received permission to sublet or take in a lodger must notify the Association in writing of any proposed rent increase from the level initially agreed. Any increase must remain reasonable and proportionate, taking into account the accommodation provided and any associated costs. The tenant remains responsible for ensuring that the subletting or lodging arrangement complies with their tenancy agreement and all legal obligations.

11. Implementation

11.1 Roles and Responsibilities

To ensure the Subletting and Lodger Policy is effectively applied, the Association will implement the following measures:

- **Director of Housing and Customer Service** – in consultation with the Housing Manager and the wider team, will ensure that subletting and lodger arrangements are monitored, resources are allocated efficiently, and policy objectives are aligned with other relevant policies and strategies.
- **Housing Manager** – responsible for ensuring the policy is fully implemented, monitoring adherence, reviewing applications, and

providing staff training on assessing and managing subletting/lodger requests.

- **Housing Officers** – will assess requests to sublet or take in a lodger, provide guidance to tenants on the implications of subletting/lodging, and ensure compliance with legal and tenancy obligations.
- **Housing Maintenance Sub-Committee** – will oversee performance data relating to subletting and lodger arrangements, review outcomes, and ensure continuous improvement in the management and monitoring of the policy.

11.2 Performance Monitoring

To monitor the effectiveness of the Subletting and Lodger Policy, a range of measures will be used to assess outcomes, ensure compliance, and inform continuous improvement. This will include reviewing:

- The number of subletting and lodger applications received, approved, refused, or withdrawn, including reasons for refusal.
- Compliance with tenancy obligations by tenants with approved sublets or lodgers.
- The number of tenancy breaches or complaints arising from subletting or lodger arrangements, including rent arrears, anti-social behaviour, or property damage.
- Duration of sublet/lodger arrangements and whether tenants return to the property at the end of the approved period.
- Financial monitoring, including rent payments received from tenants and deposits held, ensuring arrangements are reasonable and lawful.

12. Appeals

Tenants will be advised of their right to appeal if a request to sublet or take in a lodger is refused. Where consent is withheld, tenants may apply to the sheriff court under Schedule 5, Part 2 of the Housing (Scotland) Act 2001 to have the decision reviewed.

13. Complaints

We aim to provide a high-quality service in relation to subletting and taking in a lodger, including advice, guidance, and timely decisions on applications. However, we recognise that from time-to-time things may not go as expected, and we welcome feedback from tenants and applicants.

The Association has a Complaints Procedure which is separate to the appeals process, which is available online or in leaflet format. Staff can assist tenants or applicants in making a formal complaint if required.

Tenants or applicants can use the Complaints Procedure to address issues such as:

- Delays in responding to subletting or lodger applications
- Failure to provide a service or follow agreed procedures
- Our standard of service in managing subletting or lodger arrangements
- Attitude or behaviour of a member of staff
- Information or guidance provided in relation to the Subletting and Lodger Policy

14. Review

This policy will be reviewed within 5 years of its approval by the Management Committee, in accordance with EHA's policy review framework and approval process, unless changes are required sooner to comply with legislative or regulatory requirements.

GDPR Impact Assessment

Name of Policy to be assessed	Subletting and Lodger Policy	New policy or revision of existing?	Existing
Person(s) responsible for assessment		Rachel Cooper	
Briefly describe the aims, objectives and purpose of the policy.	<p>The keys aims and objectives of this policy are:</p> <ul style="list-style-type: none"> • To ensure subletting and lodging arrangements are lawful, fair, and well-managed. • To protect the Association’s housing stock and ensure properties are used as a tenant’s main residence. • To provide clear guidance to tenants, staff, and stakeholders on permitted arrangements. • Clearly define the conditions and timescales under which tenants may sublet or take in a lodger. • Clarify the rights and responsibilities of tenants, sub-tenants, and lodgers. • Prevent unlawful occupation, tenancy abuse, and inappropriate long-term subletting. • Ensure compliance with tenancy agreements and relevant legislation. • Support effective tenancy management and sustainment. • Promote consistency and transparency in decision-making. 		
Which type of data will be used by implementation of this policy? (e.g. personal, sensitive or special category)	The policy uses personal data (tenant and subtenant details), financial data (rent, deposits, arrears), and sensitive or special category data (health, protected characteristics, history of anti-social behaviour) to assess applications fairly, manage risks, ensure compliance with legislation, and monitor equality impacts.		
What outcomes are wanted from this policy? (e.g. necessary to meet legal obligations)	The policy aims to ensure compliance with Scottish housing legislation (Housing (Scotland) Acts 2001 and 2014) and regulatory requirements, while providing a fair, transparent, and consistent process for subletting and lodger requests. It seeks to protect tenancies and properties, promote tenant understanding of rights and responsibilities, manage risks such as overcrowding or anti-social behaviour, and support tenancy sustainment. Additionally, it ensures staff have clear guidance and monitoring processes to deliver decisions lawfully and equitably.		
Which groups could be affected by the policy? (note all that apply)			
Tenants	X	Committee	
Employees	X	Contractors	

If the policy is not relevant to any of the data groups listed above, state why and end the process here.		
Have those affected by the policy / decision been involved? NO		
There has been no formal consultation with tenants or other stakeholders on this policy. This is because the Subletting and Lodger Policy primarily outlines internal procedures, roles, and governance for delivering and monitoring tenancy support. It does not introduce new services, alter tenant rights, or make changes that directly affect tenants' day-to-day experience. Additionally, there is no legal requirement to consult on this policy.		
Describe the likely positive or negative impact(s) that the policy could have on the groups identified above.	Positive Impact(s)	Negative Impact(s)
	X	
What actions are required to address the impacts arising from this assessment? (This might include additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impacts)	Monitor applications, approvals, and refusals to identify any disproportionate impact on tenants with protected characteristics. Collect feedback from tenants and staff, provide training to ensure consistent and non-discriminatory decision-making, and adjust procedures if barriers or unintended bias are identified. Communicate rights clearly to all tenants, mitigate risks such as overcrowding or anti-social behaviour, and review the policy regularly to promote fairness, inclusion, and compliance with equality legislation.	
Signed:	<i>Rachel Cooper</i>	
Dated:	04.02.2026	

Equality Impact Assessment

Name of Policy to be assessed	Subletting/Lodger Policy	New policy or revision of existing?	Existing
Person(s) responsible for assessment	Rachel Cooper		
Briefly describe the aims, objectives and purpose of the policy.	<p>The keys aims and objectives of this policy are:</p> <ul style="list-style-type: none"> • To ensure subletting and lodging arrangements are lawful, fair, and well-managed. • To protect the Association’s housing stock and ensure properties are used as a tenant’s main residence. • To provide clear guidance to tenants, staff, and stakeholders on permitted arrangements. • Clearly define the conditions and timescales under which tenants may sublet or take in a lodger. • Clarify the rights and responsibilities of tenants, sub-tenants, and lodgers. • Prevent unlawful occupation, tenancy abuse, and inappropriate long-term subletting. • Ensure compliance with tenancy agreements and relevant legislation. • Support effective tenancy management and sustainment. • Promote consistency and transparency in decision-making. 		
Who is intended to benefit from the policy? (e.g. applicants, tenants, staff, contractors)	Tenants/Sub-tenants/Lodgers		
What outcomes are wanted from this policy? (e.g. the measurable changes or benefits to members/ tenants / staff)	The policy aims to ensure fair, consistent, and legally compliant decision-making on subletting and lodger requests, protect tenancies and properties, and promote tenant understanding of their rights and responsibilities. It supports tenancy sustainment, reduces risk of disputes or breaches, and provides staff with clear procedures and training. Monitoring and oversight of applications, refusals, and appeals enable continuous improvement and better service delivery.		
Which groups could be affected by the policy? (note all that apply)			
Age	X	Disability	X
Gender reassignment	X	Marriage and Civil Partnership	X
Pregnancy and Maternity	X	Race	X

Religion or Belief	X	Sex	X
Sexual Orientation	X		
If the policy is not relevant to any of the equality groups listed above, state why and end the process here.			
Have those affected by the policy / decision been involved? NO			
There has been no formal consultation with tenants or other stakeholders on this policy. This is because the Sub-Letting and Lodger Policy primarily outlines internal procedures, roles, and governance for delivering and monitoring tenancy support. It does not introduce new services, alter tenant rights, or make changes that directly affect tenants' day-to-day experience. Additionally, there is no legal requirement to consult on this policy.			
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Signed:	<i>Rachel Cooper</i>		
Dated:	04.02.2026		