



Trust Accommodation Policy



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Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 1	January 2021	New procedural document, please read in full	Kirsty Edmondson-Jones

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1 INTRODUCTION

The Facilities Services department within the Estate & Facilities Directorate hold the management responsibility for the Trust's onsite residential accommodation for employees.

All DBTH employees, students and doctors in training working at DBTH are eligible to apply for accommodation. It is recognised that there is insufficient accommodation to meet demand, this policy therefore aims to set out a fair and transparent assessment process for the allocation of this limited resource.

The accommodation agreements cover all aspects of rental from one-night guest stays, hotel agreements & assured short hold tenancy agreements.

2 PURPOSE & SCOPE

The purpose of this policy is to provide details of the types of accommodation, the application process, and costs associated with each type of property.

The scope is:

- To establish a consistent, auditable and transparent policy for how DBTH has selected and prioritised the staff allocated accommodation.
- To support the Trust's recruitment and retention priorities and initiatives by making DBTH a more attractive and employee-friendly place to work.
- To help address the issues around staffing shortages and support recruitment of 'hard-to-recruit' positions.
- To add value in providing a positive placement experience for students and trainee doctors.
- To provide the Trust's Director of Estates & Facilities with a system that will be objective, fair and easy to administer.
- To not exclude any group, but to provide clear priorities for certain staff groups for accommodation, according to accepted criteria. However, it explicitly recognises that the Trust will not be able to meet all requests for residential accommodation.
- To ensure that once tenants leave the Trusts employ they cease to be eligible for Trust residential accommodation so that tenancies can be available to assist other staff members.

3 DUTIES AND RESPONSIBILITIES

Roles	Responsibilities
Board Level	Responsible for ensuring that DBTH accommodation services are managed in line with this Policy.
Director of Estates & Facilities	Responsible for setting the strategic plan for accommodation. Setting of annual budget and rent increases, void targets and disposal of any surplus accommodation. Delegating the day to day running of the accommodation to the Head of Facilities.
Head of Facilities	Overall operational responsibility for the management of the DBTH accommodation, which is delegated to the Facilities Manager.
Facilities Manager/ Accommodation Officer	Responsible for the daily management of the properties including completing tenancy agreement forms, monitoring and maintaining records of tenants and rental payment. Monitoring and recording repairs and any improvements to the units.
Medical staffing/HR/ Education	Responsible for initial correspondence with prospective tenants, completion of initial application forms and liaison with Accommodation Officer, and informing the Accommodation Officer when staff cease working for the Trust in order that notice can be served.
Payroll	Payroll are responsible for processing new tenant salary deductions forms and providing the accommodation manager with details when employees are not able to pay via salary deduction, and informing the Accommodation Officer of any residents incurring debts in order that notice may be served.
Finance	Finance are responsible for collecting payments from non DBTH tenants via standing orders and over the phone payments. Also for the collection and processing of Bonds to a third party and informing the Accommodation Officer of any residents incurring debts in order that notice may be served.
Tenant (Employee)	Employees who access the accommodation for any length of time must adhere to the terms of the lease contract they sign up to including vacating accommodation if they cease working for the Trust.
Tenant (Non- employee)	Non Trust employees such as Medical Students, Locum Consultants must vacate accommodation within 24 hours of their last shift, or charges will be incurred.

4 PROCEDURE

4.1 Types of Accommodation

The Trust has the following types of accommodation on site:

DRI

Type	Included Services	Monthly Rental (£)	Quantity
1 Bed Flat	Water, Utilities	465	6
2 Bed Flat	None	394	0
3 Bed Flat	None	465	0
Ensuite Room in Accommodation block	Water, Utilities, Council Tax	399	20
Room with shared bathroom in Accommodation block	Water, Utilities, Council Tax	184	125
Room with lounge with shared bathroom/kitchen	Water, Utilities, Council Tax	243	4

Type	Quantity
On Call Rooms	11

BDGH

Type	Included Services	Monthly Rental (£)	Quantity
Single with ensuite	Water, Utilities, Council Tax	398	26
Single/Double with ensuite & lounge	Water, Utilities, Council Tax	388/470	4
3 bedroom Houses &/or shared house	Water, Utilities, Council Tax	542	4

Type	Quantity
On Call Rooms	6

MMH

Type	Included Services	Monthly Rental (£)	Quantity
Single Room with shared facilities	Water, utilities, council tax	184	4

Type	Quantity
On Call Rooms	0

ALL SITES – NIGHTLY ROOM RATE

Type	One of Requests	Cost per Night (£)
Single Room	Subject to availability	20

4.2 Allocation of Accommodation

A series of criteria with an agreed weighting has been established by the Trust. Staff requesting accommodation will be assessed for accommodation in line with these criteria. Allocation of accommodation is made using the assessment criteria detailed in the tables below using the form at appendix 1. Once an applicant has been successful in gaining accommodation the tenancy agreements will be directly between the staff member and the Trust and all financial elements will remain between these two parties.

Appeals against any decisions made regarding the allocation of accommodation can be made in writing to the Director of Estates and Facilities. If a member of staff leaves the employment of the Trust they will be served the agreed notice period under their tenancy agreement to find alternative accommodation.

Any disputes in relation to the agreement between the staff member and the Trust must be put in writing to the Accommodation Officer. All residents will be made aware of this when they sign their tenancy agreements.

4.3 Weighting Matrix for Accommodation Allocation

Criteria	Description	Weighting	Points		
			0	1	2
UK Resident	Points allocated if you currently reside outside the UK and are joining DBTH from overseas.	X 10	UK		Overseas
Staff Scarcity	Points allocated based on Staff Surplus/shortage	X10	Ready supply easy to recruit (easy)	Unfilled posts > 4 months (medium)	Unfilled posts >6 months (difficult)
Travelling distance	Points allocated based on travelling distance from home to DBTH (one way)	X5	<1.5 hours	>1.5 and <2 hours	>2hours
Salary	Points allocated based on pay band (or equivalent)	X5	Band 7 and above	Bands 4-6	Bands 1-3
Category of staff	Points allocated for new, existing staff, students & trainee doctors	X5	Qualified existing staff	Unqualified staff in training	Qualified new recruit/medical student
Staff with Disability	Points allocated if you have trouble finding suitable accommodation	X5	Not Disabled		Disabled

4.4 Eligibility Rating

Eligibility Rating	Scoring Value
Low priority – will be given advice on alternative housing options. Can join a reserved list in date order and where a tenancy is not needed for a priority group will be assisted	Score up to 30
Medium priority – Accommodation potentially offered for a maximum period of 6 months, and then priority reviewed. Any renewal on 6 monthly basis	Between 31-59
High priority – Accommodation provide for 6 months where available. Priority reviewed and accommodation offered depending on re-valuation	Between 60 - 80
Compulsory – accommodation provided, potentially off-site via Private landlord	Staff, locums, students, trainee Doctors who are required to be resident by the Trust. Staff whose contract of employment has included accommodation – ie. overseas recruited staff

Evaluation of Accommodation Request Form – See Appendix 1

4.5 Length of Stay

All staff eligible for accommodation will be granted an Assured Short-hold tenancy for a period of 6 months with the option of 1 further 6 month extension. Eligible staff will be expected to have sourced alternative accommodation within twelve months.

4.6 Booking Accommodation

An Accommodation Request form must be completed and emailed to dbth.accommodation@nhs.net

On receipt of the completed Accommodation Request form the Accommodation Officer will evaluate the request against the Eligibility Rating.

Confirmation of the outcome will be emailed back to the requester by the Accommodation Officer.

Prior to arrival new residents will be emailed the details of their allocated accommodation and provided information on how to request the option of an Accommodation Starter Packs on arrival.

General Office Montagu processes any requests for Accommodation on the Montagu Site.

4.7 Issues of Keys

4.7.1 New Arrivals

Keys are available for new arrivals from the Accommodation Office between the hours of 8.30-16.00, Monday to Friday. Outside office hours keys are available for collection from Switchboard Services at Bassetlaw and Doncaster Royal Infirmary.

4.7.2 Out of Hours – Unexpected Arrivals/Emergency Rooms

Keys for available rooms are held at Bassetlaw and Doncaster Switchboard.

4.8 Charges for Accommodation

Charges for units vary depending on size and will change annually in line with either CPI or RPI.

4.9 Council Tax Charges

The amount payable for council tax charges will be set by the local authority, reviewed annually and effective from 1 April each year.

Council Tax for single rooms and multiple house occupancy is included within the rent.

Flats & Houses will be expected to pay a council tax and utilities and will be identified as a service charge in addition to the rent.

4.10 Recovery of Charges

Each Trust employee will have signed an agreement to have a deduction from their monthly salary by the payroll department.

Residents not directly paid by the Trust will sign an agreement to pay by invoice or credit/debit card prior to occupying the accommodation.

4.11 Deposits/Bonds

All tenants staying 1 month or longer will be required to pay a security bond to the equivalent of 1 month's rent. Tenants entitled to free accommodation for the duration of their stay will still be required to pay a bond to the value of 1 month's rent, with the exception of Medical Students.

This is to allow the Trust to recoup any monies lost should the tenant be responsible for any damages, excess cleaning costs, non-payment of charges during their stay.

The bond will be taken in one lump payment separate to any monthly rental monies via invoice or card payment.

The bond will be held by the Trust and will be refunded to the tenant on confirmation from the Accommodation Officer of the following:-

1. The room has been vacated with all personal possessions removed
2. The keys have been returned
3. There is no damage and /or missing furniture and /or equipment
4. There is no requirement for additional cleaning
5. There are no outstanding payments

Provided the above is met, Bonds will be refunded within 28 working days

The Accommodation Officer will notify the Resident on occasions when the Bond will be held

4.12 Bad Debtors

Previous Tenants will not be eligible to book accommodation until all outstanding debts have been paid.

The Trust will actively try to reclaim any outstanding debt.

4.13 Rent Reviews

Rent reviews will take place and be applicable from 1 April each year, they will be based either on CPI or RPI and will be notified to the tenants as per their agreement details.

Valuations of the units will take place every 3 Years to demonstrate value for money against open market rents. Any rent increases from this type of review will be applied to the following annual Trusts review of rental costs.

4.14 Additional Charges/Recharges

Other Charges/Exemptions	£ Charge/Monthly Rental
Key Replacement	20
Guest Room	20
Medical Student	Free of Charge
Student	160
Clinical Attachment	202
Medical Locum	Free of Charge for 31 non consecutive nights
Adverse weather emergency room	Free of charge
Medical Compensatory rest room	Free of charge

Directorates requesting free accommodation for staff working for the Trust at short notice and for short periods of time or as part of a recruitment incentive package will be required to pay the appropriate accommodation charges.

4.15 Vacating Accommodation/Terminating Agreement

Tenants who leave at the end of their agreed term, must liaise with the Accommodation Officer on the inspection and return of the keys.

One month notice should always been given, even if they are leaving at the end of the six month. If tenants leave before the six month, unless it is due to medical issues, a penalty will be enforced or the full amount outstanding of the months remaining.

4.16 Other Chargeable Costs

Below is a list of other costs chargeable

Item	Cost £
Rent statement proof of payments received	10.00
Administration fee for changes in tenancy	10.00
Cleaning service (houses)	100.00
Replacement of damaged goods	Bond

4.17 Access

The Trust holds the right to enter Accommodation premises, Tenants will be given prior notice by email.

5 TRAINING/SUPPORT

Please note: The training requirements of staff will be identified through a learning needs analysis (LNA). Role specific education will be co-ordinated/delivered by the topic lead. Alternatively, training may be accessed via an approved e-learning platform where available.

6 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

Audit/ Monitoring Criteria	Process for monitoring eg. audit, survey	Audit/ Monitoring performed by	Audit/ Monitoring frequency	Audit/ Monitoring reports distributed to	Action plans approved and monitored by
Roles & Responsibilities	Annual review	Head of Facilities	Annual	Facilities management	Facilities management
Local Procedures	No of complaints	Facilities Manager	Monthly	Head of Facilities	Facilities management
Training attendance	None required	None required	None required	None required	None required
Staff Awareness	Via communications	None required	None required	Non required	None required

7 DEFINITIONS

Abbreviations

CPR – Consumer Price Index

DBTH – Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust

RPI – Retail Price Index

8 EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality and diversity are outlined within our equality schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment For All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. (See Appendix 2)

9 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

CORP/EMP 36 v.4 - Recruitment & Selection

CORP/ICT 7 v.6 - Data Protection Policy

CORP/HSFS 1 - Health & Safety at Work Act

10 DATA PROTECTION

Any personal data processing associated with this policy will be carried out under 'Current data protection legislation' as in the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) 2021.

For further information on data processing carried out by the trust, please refer to our Privacy Notices and other information which you can find on the trust website:

<https://www.dbth.nhs.uk/about-us/our-publications/information-governance/>

11 REFERENCES

Decent Homes Act 2006

Fire Regulations The Housing Act 1988

Living and Working Conditions for Hospital Doctors in Training

Tenants Fees Act 2019

12 DISSEMINATION AND COMMUNICATION PLAN

To be disseminated to	Disseminated by	How	When	Comments
Document Ratification Group via policies email	Author	Email	Within 1 week of ratification	Remove watermark from ratified document and inform Document Ratification Group if a revision and which document it replaces and where it should be located on the intranet. Ensure all documents templates are uploaded as word documents.
Communication Team (documents ratified by the document ratification group)	Document Ratification Group	Email	Within 1 week of ratification	Communication team to inform all email users of the location of the document.
All email users	Communication Team	Email	Within 1 week of ratification	Communication team will inform all email users of the policy and provide a link to the policy.
Key individuals Staff with a role/responsibility within the document Heads of Departments/ Matrons	Author	Meeting/ Email as appropriate	When final version completed	The author must inform staff of their duties in relation to the document.
All staff within area of management	Heads of Departments/ Matrons	Meeting/ Email as appropriate	As soon as received from the author	Ensure evidence of dissemination to staff is maintained. Request removal of paper copies Instruct them to inform all staff of the policy including those without access to emails

13 CONSULTATION AND COMMUNICATION WITH STAKEHOLDERS

This document was developed in consultation with:

Head of Facilities
Accommodation Officer
Facilities Management Team
Estates and Facilities Committee
People Board

APPENDIX 1 – EVALUATION OR REQUEST FOR RESIDENTIAL ACCOMMODATION

EVALUATION OF REQUEST FOR RESIDENTIAL ACCOMMODATION

To be completed by Accommodation Coordinator

NAME OF APPLICANT:

DEPARTMENT:

NAME OF MANAGER:

CONTACT NUMBER:

CRITERIA	POINTS SCORED	WEIGHTING	TOTAL
UK Resident		X10	
Staff Scarcity		X10	
Travelling distance		X5	
Salary		X5	
Category of staff		X5	
Staff with Disability		X5	
TOTAL			

ELIGIBILITY RATING	SCORING VALUES
Low priority	0 - 30 inclusive
Medium priority	31 - 59 inclusive
High priority	60 - 80 inclusive

APPENDIX 2 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/Project/ Strategy	Division	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Accommodation Policy	Estates & Facilities	Ros Newton	New	March 2021
1) Who is responsible for this policy? Estates & Facilities				
2) Describe the purpose of the service / function / policy / project/ strategy? Process/guidance for the allocation and management of Accommodation				
3) Are there any associated objectives? Legislation, targets national expectation, standards:				
4) What factors contribute or detract from achieving intended outcomes? – None				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? Details: No				
<ul style="list-style-type: none"> If yes, please describe current or planned activities to address the impact [e.g. N/A– 				
6) Is there any scope for new measures which would promote equality? NO				
7) Are any of the following groups adversely affected by the policy?				
Protected Characteristics	Affected?	Impact		
a) Age	NO			
b) Disability	NO			
c) Gender	NO			
d) Gender Reassignment	NO			
e) Marriage/Civil Partnership	NO			
f) Maternity/Pregnancy	NO			
g) Race	NO			
h) Religion/Belief	NO			
i) Sexual Orientation	NO			
8) Provide the Equality Rating of the service / function / policy / project / strategy – tick (✓) outcome box				
Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4	
<i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form – see CORP/EMP 27.</i>				
Date for next review:		December 2023		
Checked by:		Kirsty Edmondson Jones		Date: December 2021