

Shared Ownership Policy	
Document Owner: Director of Development	Document No: DR-PL-001
Date Approved: July 2023	Review Date: July 2026

Contents

Contents.....	1
1.0 Introduction	1
2.0 Policy objectives, key performance indicators (KPI) and reporting	1
3.0 Definitions.....	1
4.0 Legislative, regulatory and strategic alignment.....	2
5.0 Responsibilities	2
6.0 Policy delivery	3
7.0 Controls and reporting.....	4
8.0 Consultation.....	6
9.0 Approval.....	6

1.0 Introduction

- 1.1 Beyond Housing has a development and regeneration strategic plan which includes delivery of shared ownership homes.
- 1.2 This policy sets out Beyond Housing’s approach for the allocation, reservation, sale and management of shared ownership homes.
- 1.3 Where shared ownership homes are being developed with funding from Homes England (HE) the requirements and procedures of the capital funding guide (CFG) relevant at grant approval stage and any fundings conditions will be met. Where shared ownership is not being developed with funding from HE the capital funding guidance will be used as a framework for our approach to delivery. Specific requirements applied by the local authority and through planning obligations will also be considered.

2.0 Policy objectives, key performance indicators (KPI) and reporting

- 2.1 The objective of the shared ownership policy is to set out Beyond’s position for;
 - Assessment of customer eligibility for the shared ownership scheme
 - Assessment of existing customer eligibility applying for the right to shared ownership of an affordable rented home provided with HE funding under the 21-26 affordable housing programme
 - Assessment of customers applying to purchase further shares or wishing to sell their share
- 2.2 Performance of annual operational KPI’s will be reported to operational performance meetings, development committee and board.
- 2.3 Performance of annual management KPI’s will be reported to the departmental KPI review meeting.

Shared Ownership Policy	
Document Owner: Director of Development	Document No: DR-PL-001
Date Approved: July 2023	Review Date: July 2026

3.0 Definitions

3.1 For the purpose of this policy please refer to the following definitions:

Shared owner – a person who has purchased shares in a shared ownership home and been granted a shared ownership lease (leaseholder)

Landlord – Beyond Housing

Staircasing – the purchase of further shares

Memorandum of sale – written confirmation of an agreed sale

RICS – Royal Institute of Chartered Surveyors

4.0 Legislative, regulatory and strategic alignment

4.1 A strategic objective of Beyond Housing is to ‘build new homes and maintain our existing homes to a high standard which we deliver by building new homes of different tenures meeting a range of needs’.

4.2 This policy supports the delivery of the development and regeneration strategic plan to be a home provider of choice, to deliver new homes, offering customer choice endeavouring to include a percentage of shared ownership homes within any new development and by working closely with private developers to provide shared ownership homes under planning obligations.

4.3 As a registered provider with the regulator of social housing, Beyond Housing is able to own and manage shared ownership homes.

4.4 Prior to an eligible application from employees or board directors of Beyond Housing or those with a close connection being accepted, approval will be sought in accordance with relevant sections of the probity policy.

4.5 Legal advice confirms an increase in lease term does not impact on the fundamental clauses in the lease therefore consent from the Social Housing Regulator is not required to agreement of a lease extension.

5.0 Responsibilities

5.1 The Director of Development will be responsible for the delivery of this policy and that any related procedures are followed, with contributions from the director of customer services (tenancy management, rental collection and arrears) and the director of asset management (calculation of service charges and estate management) appropriate to relevant sections of the policy. The policy author is the development manager – sales and performance.

5.2 Beyond Housing will ensure that the development team are trained to understand the policy and procedures relating to shared ownership. Other employees of Beyond Housing

Shared Ownership Policy	
Document Owner: Director of Development	Document No: DR-PL-001
Date Approved: July 2023	Review Date: July 2026

have a responsibility to ensure that their work is carried out in line with this policy and related procedures.

- 5.3 Beyond Housing will make available to customers enquiring about shared ownership full and factual information, including a summary of the shared ownership lease, available in a number of formats and translation into other languages will be made available on request.
- 5.4 Shared ownership homes will be managed in line with the shared ownership lease, relevant policies and procedures.
- 5.5 Beyond Housing will engage with shared ownership customers to ensure that they are consulted on any change to policy that will affect the management of their home.
- 5.6 Shared ownership homes being purchased on the 21-26 shared ownership lease include;
- a 10-year period when the costs of essential repairs will be met by Beyond Housing, all other repairs, including gas safety checks, are the responsibility of the shared owner
 - Initial shares available from 10%
 - Staircasing shares available from 1%
 - 990-year term – earlier leases were granted a 99-year or 125-year term. A request for a lease extension will not be unreasonably withheld with the leaseholder paying all (including Beyond Housing’s) legal, valuation and reasonable administration costs.
 - Lease extensions up to a period of 990 years consistent with the current model lease will be considered
 - No premium charge will apply
 - Leases issued for unsold homes delivered under the 16-21 programme will be amended to include a 990-year term

Annual rent review – in line with revised Homes England policy guidance, unless by policy exemption, a change from the Retail Price Index (RPI) to the Consumer Price Index (CPI) as the basis of the annual rent review will take effect for new shared ownership leases for schemes receiving grant funding from 12 October 2023. Homes purchased through a Section 106 planning obligation will also be on the CPI lease where the planning approval is dated after 12 October 2023. The reforms will also apply to leases of new shared owners who purchase a leasehold interest through the Right to Shared Ownership or Rent to Buy schemes on or after 12 October 2023.

- 5.7 Beyond Housing will be under no obligation to repurchase all or part of a shared owners share of their home.

6.0 Policy delivery

Initial sales and staircasing

Shared Ownership Policy	
Document Owner: Director of Development	Document No: DR-PL-001
Date Approved: July 2023	Review Date: July 2026

- 6.1 Applicants will be asked to complete a Beyond Housing application form. Applications will be assessed fairly and applications will not be refused without valid reason
- 6.2 Applicants will be assessed against eligibility and financial qualifying criteria.
- 6.3 Applicants will be financially assessed by an independent financial advisor.
- 6.4 Eligible applicants will be considered on a first come first served basis with the exception being where there are insufficient homes available to meet demand when priority will be given to serving military personnel and former members of the British Armed Forces discharged in the previous two years.
- 6.5 Beyond Housing will take a reservation fee which will be deducted from the price of the home when the applicant proceeds to purchase. Beyond reserve the right to refund the reservation fee in the event of the sale not progressing subject to costs incurred.
- 6.6 Beyond Housing will encourage sustainable home ownership by encouraging applicants to buy the maximum affordable share and encourage full staircasing to 100% ownership.
- 6.7 Shared owners will be managed in accordance with relevant sections of the income management and tenancy management policies.
- 6.8 Rents and service charges will be set in accordance with capital funding guidance.
- 6.9 Beyond Housing will charge a rent equal to 2.75% of unsold equity reserving the right to charge up to a maximum of 3%.
- 6.10 Beyond Housing will insure the home (building) and will collect premiums due through service charge until the shared ownership progresses to 100% ownership (with the exception of flats).

Re-sales

- 6.11 Beyond Housing will reserve the right to nominate a purchaser within four weeks of notification of share of sale.
- 6.12 Applicants will be advised to seek independent advice prior to participating in the shared ownership scheme.

Right to shared ownership

- 6.13 Beyond Housing will check that the property is eligible prior to confirming eligibility for the customer to participate in the shared ownership scheme.

7.0 Controls and reporting

First line control	Responsible (Job role)	Reported to:

Shared Ownership Policy	
Document Owner: Director of Development	Document No: DR-PL-001
Date Approved: July 2023	Review Date: July 2026

Gateway 1 approval – new business/concept opportunities	New business manager (with Development manager sign off)	Development appraisal group (DAG)
Gateway 2 approval – feasibility stage Includes; strategic and business plan compliance financial hurdle rates compliance policy compliance rent setting and property categorisation compliance	Project Managers (with Development manager sign off)	Development appraisal group and if over £5m (or outside delegated criteria) to development committee
Gateway 3 approval – land banking	Project Managers(with Development manager sign off)	Development appraisal group and if over £5m (or outside delegated criteria) to development committee
Gateway 4 - contract	Project Managers (with Development manager sign off)	Development appraisal group and if over £5m (or outside delegated criteria) to development committee
Gateway 5 – committed programme monitoring (KPI’s)	Development manager with development director sign off)	Development committee. KPI’s to senior leadership team operational meetings
Committed programme - Rent setting		
Rents sent to finance for checking and approval before being entered onto Housing Management System	Development Support Manager/Head of Finance	Proposed rents are checked and approved by Finance team

Shared Ownership Policy	
Document Owner: Director of Development	Document No: DR-PL-001
Date Approved: July 2023	Review Date: July 2026

Report from sequel to monitor valuation dates to ensure these are valid and updated promptly when required	Standard system report	Development Support Manager
Report from Sequel to validate rents entered into the system	Standard system report	Development Support Manager
Committed programme - Financial control		
Monthly income and expenditure monitored and reforecast from board approved level to actuals	Finance – capital accountant	Development Director
Gateway 6 – post scheme evaluation	Project Managers (with Development manager sign off)	Development appraisal group and customer voice annually to development committee.

8.0 Consultation

8.1 In reviewing this policy, consultation has taken place with the Director of Assets & Sustainability, Director of Property & Commercial and the Director of Customer Service.

9.0 Approval

Approval and revision Criteria	Information
Document written by:	Director of Development
Document approved by:	Development Committee
Version No.	3

Shared Ownership Policy	
Document Owner: Director of Development	Document No: DR-PL-001
Date Approved: July 2023	Review Date: July 2026

Version no.	Revision date	Reason for revision
3	July 2023	To reflect updated guidance issued by Homes England
3	February 2024	Partial review - to include policy detail for lease extensions and Homes England policy change to annual rent review, and addition of lines of control