



RADLEY

Housing allocation approach

September 2024

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Introduction

It is Radley College's policy to provide accommodation for all full-time teachers (as well as certain other members of staff) where being housed in College accommodation supports them in the better performance of their duties.

Allocation of housing is intended to be a fair and transparent process. However, there are inevitably periods of time where not all information is public, e.g. in relation to houses becoming available as a result of career changes. Experience shows that uncertainty can breed misconceptions about what is available and how housing is allocated, and the purpose of this policy is to provide a clear framework for the process. House moves are expensive (for both the individual and the College) and so a reduction in house moves as a result of a fair and consistent housing allocation process is desirable.

Therefore, the purpose of this document is to set out:

1. the approach to housing allocation;
2. criteria against which housing allocation decisions are made; and
3. the timetable for housing allocation.

Upon employment at Radley, a member of staff qualifying for accommodation will be allocated the most appropriate house for their needs. This will be done by considering their relative seniority and family size and needs, against the available housing stock. Ideally this property will then serve them well. However, there are occasions where a move can be justified based on a change in family size or circumstances or the nature and seniority of their role. Requests for a move will be considered by the Housing Committee, albeit requests are unlikely to be considered unless the individual has been in their current property for at least five years, or there are material justifying reasons for an earlier move.

Housing Committee

The Housing Committee comprises:

1. Warden (Chair) – JSM
2. Sub Warden - NM
3. Bursar - AA
4. Estates Bursar – DYA
5. HR Director - SMB

Individuals seeking a house move should complete the [Request for change of housing form](#), outlining the reasons for a request to move which will be received by the HR Director. The committee will meet on a number of occasions, taking into account each request set against the type and nature of accommodation available and the planning necessary to effect the house moves under consideration.

Timetable

The Housing Committee will seek to ensure that house allocation decisions are made as soon as possible. However, given the fact that staffing decisions are not necessarily complete until Summer term Leave Away, the Committee can only ensure that allocation decisions are made no later than the first week of June. So far as possible, these will then be communicated shortly thereafter. The majority of house moves will then take place over July and August – according to a timetable set by the Estates Bursar, in consultation with those moving. Due to the complex nature of scheduling each move, and in order for all the moves to be completed on time, there is no room for negotiation on moving out/in dates. Summer breaks will need to be planned accordingly, there is very little flexibility in the house move schedule.

There will inevitably be some intra year moves from time to time where decisions will be made by the Housing Committee on a pragmatic basis.

While some houses becoming available may be known well in advance, the final list is usually only clear by the end of the Lent Term. Therefore, while individuals are free to request a house move at any time, the consideration for potential house moves takes place in the first half of the Summer term. Those members of staff known to be moving (or likely to move) are expected to make their houses available for viewing by those considering a move. **Any viewings should be arranged by the Estates Bursar who would be available to join a viewing in order to discuss the work likely to be done in advance of the new tenancy. House viewing should not take place without the Estates Bursar present.**

The Warden makes the final allocation decisions informed by the Housing Committee.

Basis for considering a request to move house

The Committee will consider requests, against the following considerations:

1. Size and circumstances of family that will be living in the house.
2. Relative seniority of position.
3. Length of tenure at Radley College.
4. (In consultation with the Deputy Head (Academic) and Deputy Head (Co-Curricular)) overall contribution to Radley College (and the extent to which a different house may benefit this).
5. The length of time the employee has lived in their existing College-provided house and its general state of upkeep.

Other

Once a member of staff has been allocated a house, it is hoped that they will have many years enjoyment from the property, while continuing to be in the employment of the College, and subject to the terms of the Service Occupancy Agreement.

While it is not the College's intention to impose a house move on an employee (unless a specific length of tenure had been agreed at the outset) the College necessarily reserves the right to do this, applying the same criteria as for house moves requested by employees. In particular, if an employee's circumstances change, so that the property they occupy is no longer in accordance with, or exceeds, their needs, the College reserves the right to request that employee move into more suitable accommodation.

HMRC has exempted housing for certain Radley College roles, including teachers, from being a benefit in kind. This is subject to review from time to time by HMRC – and anything deemed by HMRC to be a benefit in kind will be the responsibility of the employee.