



ABERDEEN
CITY COUNCIL

KEY WORKER HOUSING

GUIDANCE FOR APPLICANTS

JULY 2015

Key Worker Housing

Guidance for Applicants

Location and description of flats



The accommodation for Key Workers is located in Smithfield Court in Middlefield.

All flats are furnished and equipped with a cooker, washing machine, fridge freezer and a selection of crockery, cutlery and cooking utensils. Bedding and towels are not provided. A secure entry system is in place.

The flats are well placed for access to public transport, with several bus routes passing close by.

Rent

- Education and Children's Services - Rents range from £68.66 (One single bedroom) to £130.00 per week (Two double bedrooms) excluding Council Tax and Utilities
- All other directorates – £100.00 per week (One double bedroom) excluding Council Tax and Utilities.

Heating

- Approximately £11.85 per week for a 1 bedroom and £13.15 a week for a 2 bedroom

Council Tax

- All properties are Band A. (£82.00 for a single occupant and £110 for a couple per calendar month as at 2015/16).

Surcharge

- A surcharge of £6.50 per week will apply in respect of the furnishings for the property.

Tenancy Agreement

Flats will be let on a Short Scottish Secure Tenancy agreement for an initial period of six months. If, at the end of that period you have not managed to secure alternative accommodation, then a further 6 month lease period may be arranged by agreement. The maximum period of tenancy in one of these flats is however 1 year.

End of the Tenancy

The tenancy will end when the tenancy agreement expires which will normally be after 6 months (or 1 year where an extension has been allowed). We hope however that you will find alternative more permanent housing within that period. When you manage to find alternative accommodation, the tenancy agreement can be terminated by you, giving 28 days' notice in writing. You will then have flexibility to move out of the flat into your new home.

Relocation Expenses

The current [relocation expenses](#) package offered by the Council allows reimbursement of relocation expenses up to a maximum of £7,500. Full details of the relocation expenses package can be obtained by calling the HR Service Centre on 01224 523939 or email AskHR@aberdeencity.gov.uk.

Key Workers who are tenants in the flats can immediately access the Settling in Allowance which forms part of the relocation expenses package (current value £500 inclusive of vat). That money is available to buy essential items to allow you to settle in to the flat and those items can then be taken with you when you move out and into your new home. Payment will be made where authorised invoices or receipts detailing the purchases are presented. That money might be used, for example to allow you to buy bedding or other such items. Purchase of luxury items would not normally be permitted. If you have any doubt about whether the purchase of a particular item will be allowed under the scheme then speak first to your line manager.

Any balance remaining of the original £500 can be used later when you move out of the flat, again in line with the guidance provided. At that time you will also be able to access the other parts of the relocation expenses package to cover, for example legal fees.

Assistance with removal expenses can be claimed both at the point of moving into the flats and when moving out if necessary. The total relocation allowance claimed cannot however exceed £7,500.

If you were to leave our employment before completing 3 years' service you would be required to repay a portion of the relocation expenses which had been paid to you.

Process

- If you meet the qualifying criteria and are the Preferred Candidate for a Key Worker post, where there is available accommodation, the recruiting manager will contact you to find out if you would like access to Key Worker Housing.
- When a formal job offer is made, and if you accept that offer, you will have to arrange to view the flat. Call the Senior Housing Officer on 01224 788541 to arrange an appointment.
- The full details of the costs and your responsibilities as a tenant will be explained to you at that meeting and if you decide to take it you will be able to sign all of the necessary documents.
- The accommodation provided is temporary only. You should therefore make contact, as soon as possible, with the Housing Options Service who can offer advice and guidance on obtaining more permanent housing. An on-line self-assessment tool is available to help you start this process.
www.aberdeencity.gov.uk/housing/find_a_home/SelfAssessmentNotes.asp