RESIDENTIAL ACCOMMODATION POLICY
for
DIANA, PRINCESS of WALES HOSPITAL
and
GOOLE AND DISTRICT HOSPITAL
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</tr>
</tbody>
</table>

“This Policy excludes the Residential Accommodation at Scunthorpe General Hospital, which is provided and managed by English Churches Housing Association under the Terms of a Contract between the two respective parties”.

20th May 2003 V6.2
POLICY OBJECTIVES

• Accommodation will be provided for Doctors in training and other key workers at the Diana, Princess of Wales Hospital and Goole and District Hospital where residential accommodation forms part of their terms and conditions.

• All accommodation will be subject to a Tenancy Agreement, Licence or Guest Agreement. Residents should continue to look to the local housing market for their accommodation.

• Occupancy levels will be monitored to ensure that surplus residential accommodation does not incur unnecessary costs to the Trust beyond previously agreed levels of voids.

• All accommodation will meet BMA and other D o H standards to ensure that the residents’ working and living environment is enhanced by acceptable standards of comfort and security.

• Charges for accommodation will be reasonable to both employer and employee; they will also reflect the type of accommodation provided based on the District Valuers assessment and service charges which reflect actual costs.

• The Trust will always seek to achieve a more favourable position by co-operating with outside agencies, developers and associations when reviewing the provision and management of new or existing residential accommodation.

• The Trust will endeavour to provide accommodation for key workers whose employment at the Trust would be jeopardised by the lack of suitable accommodation elsewhere.
RESPONSIBILITIES.

DIRECTOR OF FACILITIES MANAGEMENT

Overall responsibility and accountability for the standards of residential accommodation services provided by the Trust.

The delegation of managerial and supervisory duties in all aspects of residential accommodation as indicated in the positions that follow.

Associate Director of Facilities Management

Setting the strategic plan for residential accommodation and liaising with other Directors for determining their Directorate’s needs.

Setting the long term financial plan for accommodation.

Analysing the full cost of providing residential staff accommodation with due reference to income and expenditure.

Setting the targets for voids in accommodation based on long term supply and demand.

Setting the Open Market Valuation rents for residential units.

The disposal of any surplus residential accommodation.

Project Officer (FM)

Monitoring the utilisation performance of accommodation against set targets.

Co-operating with agencies, developers and associations in the provision and maintenance of existing or new residential accommodation and the possible transfer of risk to the private sector.

Establishing a service and maintenance plan for residential accommodation.

Setting the policy for who can be accommodated and any service charges that will be applied.

Liaising with other senior managers in the Facilities Directorate and the Trust for the acceptable quality of residential accommodation and the service provision.

Continued over.
Responsibilities continued.

**Accommodation Officer**

The general supervision of residential accommodation activities.

Ensuring residents are provided with a comfortable and secure living environment.

Inventory administration.

Monitoring and maintaining all records relevant to residents and staff.

The supervision of accommodation staff.

Liasing with other departments and Trusts regarding residents, accommodation and charges.

Work in conjunction with other Facilities officers to:

- Allocate accommodation to relevant and suitable applicants.
- Issue agreements and licences and Tenants Charter
- Administrate accommodation charges.
- Frequently review allocated accommodation with due reference to current requirements and revised conditions of occupancy and charges.
- Ensuring that all Maintenance Requests are achieved within the agreed timescale and reporting where these are not achieved.

**Home Warden**

Responsible for the day to day house keeping operation of residential accommodation.

Maintaining accommodation records.

Maintaining acceptable standards of service to the residents.

Observing all statutory and relevant requirements in terms of Health & Safety, security, fire prevention and training.
**Human Resource Department**

To be the central and initial point of contact for the processing of departmental or personal requests for accommodation.

Liasing with the Accommodation Officer and the Project Officer (FM) in operational aspects of accommodation.

Liasing with Associate Director of Facilities Management in strategic accommodation issues.

**Finance (Payroll, Debtors & Management Accounts)**

Liasing with the Accommodation Officer and Project Officer (FM) for the provision of accounting requirements in order that income and expenditure can be monitored accurately.

**Main Reception – duty staff**

Will be responsible for the issue of accommodation unit keys to new arrivals.

**Duty Site Manager / Porters / Security**

Will be responsible for the issue of spare or emergency keys in the event of accidents, emergencies or the resident losing their own keys outside of the normal working hours of the Accommodation Office.

**All Department Heads**

Liasing with Human Resources for all accommodation requests and establishing suitability and needs of applicants.

Liasing with the Project Officer (FM) to agree acceptable standards of accommodation and services.
TYPES OF ACCOMMODATION.

There are seven different types of accommodation available. The accommodation types are as below but see Appendix 1 for more detailed descriptions.

**Type A**  
For singles - having own bedroom/study but sharing a kitchen, bathroom & w.c. with 3 other residents. A communal area is available. Located in a block of flats on site at the Diana, Princess of Wales Hospital, Grimsby.

**Type B**  
For partners with no children - a self-contained flat with one double bedroom, located in Grimsby.

**Type C**  
For singles - having own bedroom and separate sitting room but sharing a kitchen, bathroom & w.c. with 1 other resident. A communal area is available. Located in a block of flats on site at the Diana, Princess of Wales Hospital, Grimsby.

**Type D**  
For partners with no children - a self-contained flat with one double bedroom, through lounge/dining room, kitchen, separate w.c. and bathroom. Located in a block of flats on site at the Diana, Princess of Wales Hospital, Grimsby.

**Type E**  
For families - a three bedroom house. Located adjacent to the hospital.

**Type F**  
For partners with no children - a self-contained flat - small sitting room, bedroom, w.c. and bathroom with either lounge or diner or bedroom. Located in a block of flats on site at the Diana, Princess of Wales Hospital, Grimsby.

**Type G**  
For singles - having own bedroom/study in a house but sharing kitchen, lounge/dining room, w.c. and bathroom with 2, 3 or 4 other residents. Located adjacent to the hospital.

In addition to accommodation there are single garages, not attached to a house, available for an extra charge at the following locations:-

- 28 garages at Juniper Way and Laurel Close, Grimsby.
- 6 garages near to Doctors Houses 1 to 6 at Diana, Princess of Wales Hospital.
- Garages at 88,140 and 144 Scartho Road, Grimsby.

The following properties have garages (or carports) attached and included in the respective house rental agreement:-

- 18 to 25 Juniper Way, Grimsby (carports). 17 Beech Avenue, Grimsby
- 1A Charles Avenue, Grimsby 24 Cragston Avenue, Grimsby
- 139 Scartho Road, Grimsby
## GUIDE TO ALLOCATION OF ACCOMMODATION

<table>
<thead>
<tr>
<th>Status of Resident</th>
<th>Type of Accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Junior Doctors - single:</strong></td>
<td></td>
</tr>
<tr>
<td>Pre Registration H.O.</td>
<td>C</td>
</tr>
<tr>
<td>Associate Specialist</td>
<td>C</td>
</tr>
<tr>
<td>S.H.O</td>
<td>C</td>
</tr>
<tr>
<td>S.S.H.O</td>
<td>C</td>
</tr>
<tr>
<td>Clinical Assistant</td>
<td>C</td>
</tr>
<tr>
<td>Registrar</td>
<td>C</td>
</tr>
<tr>
<td>Staff Grade</td>
<td>C</td>
</tr>
<tr>
<td><strong>Junior Doctors – with partner:</strong></td>
<td></td>
</tr>
<tr>
<td>P.R.H.O.</td>
<td>D, E or F</td>
</tr>
<tr>
<td>Associate Specialist</td>
<td>D, E or F</td>
</tr>
<tr>
<td>S.H.O.</td>
<td>D, E or F</td>
</tr>
<tr>
<td>S.S.H.O.</td>
<td>D, E or F</td>
</tr>
<tr>
<td>Clinical Assistant</td>
<td>D, E or F</td>
</tr>
<tr>
<td>Registrar</td>
<td>D, E or F</td>
</tr>
<tr>
<td>Staff Grade</td>
<td>D, E or F</td>
</tr>
<tr>
<td><strong>Locums – single:</strong></td>
<td></td>
</tr>
<tr>
<td>Consultant</td>
<td>A, C or G</td>
</tr>
<tr>
<td>SHO</td>
<td>A, C or G</td>
</tr>
<tr>
<td>SSHO</td>
<td>A, C or G</td>
</tr>
<tr>
<td>Registrar</td>
<td>A, C or G</td>
</tr>
<tr>
<td>Non Clinical</td>
<td>A</td>
</tr>
<tr>
<td><strong>Locums – with partner:</strong></td>
<td></td>
</tr>
<tr>
<td>Consultant</td>
<td>D, E or F</td>
</tr>
<tr>
<td>SHO</td>
<td>D, E or F</td>
</tr>
<tr>
<td>SSHO</td>
<td>D, E or F</td>
</tr>
<tr>
<td>Registrar</td>
<td>B, D or E</td>
</tr>
<tr>
<td>Non Clinical</td>
<td>B or E</td>
</tr>
<tr>
<td>New Recruit – single</td>
<td>A or D</td>
</tr>
<tr>
<td>New Recruit – with partner</td>
<td>B, D, E or F</td>
</tr>
<tr>
<td>Students Non – Clinical / Medical</td>
<td>A</td>
</tr>
<tr>
<td>Staff – single</td>
<td>A, D or G</td>
</tr>
<tr>
<td>Staff – with partner</td>
<td>B, D, E or F</td>
</tr>
<tr>
<td>Consultant – single</td>
<td>A, D or G</td>
</tr>
<tr>
<td>Consultant – with partner</td>
<td>B, D, E or F</td>
</tr>
<tr>
<td>V.T.S. Doctor, hospital – single</td>
<td>C</td>
</tr>
<tr>
<td>V.T.S. Doctor, hospital – with partner</td>
<td>D, E or F</td>
</tr>
<tr>
<td>Clinical Attachment</td>
<td>A</td>
</tr>
</tbody>
</table>
**ALLOCATION OF ACCOMMODATION.**

Accommodation will be provided for all staff whose terms and conditions of employment stipulate that they are to be provided with residential accommodation at or near to the hospital. The period of their residency will run concurrent with, and be dependent on, their existing contract.

On-Call rooms are available for staff who participate in an on call rota and are required to reside at or near to the hospital.

Subject to the availability of accommodation, after the priority of the above paragraphs, accommodation will be offered to the following groups of applicants:-

- **V.T.S. Doctors** carrying out rotational duties in the hospital and or Primary Care Trusts
- **Locums** - clinical, clinical-support and staff grades.

Where the offer of accommodation is deemed vital to the retention or recruitment of staff whose employment with the Trust would be jeopardised by the lack of suitable local accommodation. Such accommodation would be offered on an assured shorthold tenancy agreement for a minimum period of six months; this is to give the members of staff time to arrange their own long-term accommodation.

Clinical Attachments.

Visiting medical, clinical and clinical-support students.

People attending interviews for key posts where distance and timing would otherwise make attendance impossible.

Visitors to departments where residence on site is crucial to the visit.

Short term guests of residents.

All requests for accommodation are to be from departmental heads, written in advance of the arrival date and passed to the Human Resources Directorate. Each request must include a minimum set of details as on the layout at Appendix 3.

Authorised applications will then be forwarded to the Accommodation Officer for processing. Successful applicants will be issued with a letter of confirmation in advance of their arrival. Upon arrival this letter must be produced in order to receive their accommodation unit keys and paperwork.
**Allocation of Accommodation – continued.**

**Issue of keys to new arrivals.**

Upon arrival at the hospital the resident is to report to Main Reception.

They are to identify themselves to the receptionist by means of a driving licence, credit card, bank card etc and to show their letter of offer of accommodation (if they have one).

The receptionist will ask for details of their Directorate / Speciality, department / base and their accommodation address. The receptionist will check these details against the information on a sealed envelope held at Main Reception. The Accommodation Officer, immediately prior to the residents expected date of arrival will have delivered this sealed envelope to Main Reception.

The envelope will contain the relevant Tenancy Agreement, Licence or Guest Agreement, a set of keys for the accommodation unit and additional useful information for the resident.

The resident is to acknowledge receipt of the envelope and its contents by signing the Accommodation Register held by Main Reception.

**Unexpected Arrivals**

Keys for rooms are held at Main Reception for the following:-

- Non-medical male room,
- Non-medical female room,
- Medical room with telephone.

The receptionist will record details of recipient name, address, department and the reason for issue of the room keys. This information will be passed to the Accommodation Officer at the next available opportunity.

**Emergency / spare keys.**

The duty receptionist will complete an Emergency Key Issue form, obtaining emergency key recipient’s name, address, department and signature. The recipient’s I.D badge will be checked and then a check will be made with the duty site manager for permission to issue the emergency key. The porters will then be instructed to issue one key only. The emergency key is to be returned within twenty minutes. All information will be passed to the Accommodation Officer at the next available opportunity.
CHARGES FOR ACCOMMODATION.

The monthly charges applied to the residential units of accommodation will vary according to the persons' terms and conditions of employment. The table below offers a guide to the different types of charges applicable but this has to be read in conjunction with the table at Appendix 4 which contains details of the current open market valuation (O.M.V.) rents, service charges and local council tax charges.

<table>
<thead>
<tr>
<th>Status of Resident</th>
<th>Rent</th>
<th>Council Tax</th>
<th>Utility Service Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Junior Doctors – single:-</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.R.H.O</td>
<td>None</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Associate Specialist</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>S.H.O</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>S.S.H.O</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Clinical Assistant</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Registrar</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Staff Grade</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Junior Doctors with Partner</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.R.H.O</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Associate Specialist</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>S.H.O</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>S.S.H.O</td>
<td>O.M.V.</td>
<td>Yes</td>
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</tr>
<tr>
<td>Clinical Assistant</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Registrar</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Staff Grade</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Locums - Single</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultant</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>S.H.O</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>S.S.H.O</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Registrar</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non Clinical</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Locums - with partner:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultant</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>S.H.O</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
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<td>O.M.V.</td>
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<tr>
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<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non Clinical</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>New Recruit – single or with partner</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Student – Non-Clinical / Medical</td>
<td>Yes*</td>
<td>No</td>
<td>Yes*</td>
</tr>
<tr>
<td>Staff – single or with partner</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Consultant – single or with partner</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>V.T.S. Doctor , hospital – single or with partner</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Clinical Attachment</td>
<td>O.M.V.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* Paid by University or Student
A deposit bond of £200.00, (with the exception of Family Accommodation where the Deposit Bond will be £300.00) will be required for all units of accommodation let under a Tenancy Agreement. This will be refunded after the residence has been vacated providing the unit has been left in an acceptable condition with all bills paid. (Bonds will be collected in one instalment unless agreed otherwise then a maximum of two instalment’s will be permitted.)

Allocation of Garages

Garages not attached to a house are allocated on a first-come-first-served basis irrespective of grade or contract of the applicant. Thereafter, applicants go on a waiting list for the next vacant garage. Each applicant for a garage not attached to a property will have to sign an agreement before being issued with the keys.

Calendar Monthly Rent for garage is £50.00p (Base date 1 August 2002)

Rent Review every three years based on a District Valuers Assessment

Day to Day Responsive Maintenance

All requests for maintenance should be reported to the Accommodation Officer on extension …….. where the repair is considered to be very urgent these may be reported direct to the Facilities Management help desk on extension ………..

The standard of maintenance provided to the residences will be in accordance with the Trust response policy. These priorities are based on the management of risk. Copies of this policy will be made available on request (due to be issued late 2002)
ON CALL STAFF CHARGES.

Medical and Dental staff as voluntary residents who participate in an on call rota partial rotation system which requires them to reside at or near the hospital will pay a percentage of the O.M.V. Rent as indicated in the table below.

<table>
<thead>
<tr>
<th>Required to Stay Overnight</th>
<th>% of O.M.V. Rent to Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 night in 3</td>
<td>0%</td>
</tr>
<tr>
<td>1 night in 4</td>
<td>35%</td>
</tr>
<tr>
<td>1 night in 5</td>
<td>55%</td>
</tr>
<tr>
<td>1 night in 6 or 7</td>
<td>75%</td>
</tr>
</tbody>
</table>

SPECIAL ALLOWANCES

Compulsorily resident practitioners for example pre-registration house officers shall be provided with free single accommodation, should the doctor occupy married accommodation rental will be payable at 25% of the OMV and where both are compulsorily resident the rent payable will be 50% of the OMV.

Certain residents will qualify for reduced charges or free accommodation; this may be as part of a re-location package agreed as a condition of their employment. Others may be granted similar allowances as part of their continuing commitments or due to the doctor electing to reside in a flat; in this case the rental will be reduced by the single room rental. Information and authorisation for any special allowance will come from the Director of Human Resources and Organisational Development and will be subject to the availability of the required accommodation.
COUNCIL TAX CHARGES

The amount payable for Council Tax charges will be set by the local authority, reviewed annually and effective from the 1st April each year. The table at Appendix 4 shows the current rate of charge applicable to each residence.

Residents occupying Type B or E accommodation will be invoiced by the local authority and must pay direct to the local authority.

Students (of any speciality) do not pay Council Tax charges.

Residents who pay Council Tax charges for their first home elsewhere in the U.K. will pay 50% of the current rate for the property at Northern Lincolnshire and Goole Hospitals N.H.S. Trust (their second home). They must provide evidence of the paid invoice for their first home.

A single occupant of a self-contained flat will be entitled to a 25% discount on the Council Tax charges.

SERVICE CHARGES.

The services to be paid for, according to Accommodation Type, and whether paid separately or included in the charges, are as set out in the table below.

Where the tenant pays utility charges, electricity and gas, this will be collected monthly as an additional sum. Such sum will be collected based on the average utility charge consumption for the properties.

This sum shall be known as Utility Charge Budget Plan; the property meter readings will be taken at the commencement of the tenancy and at the end of the tenancy when the total utility charges will be finally calculated based on actual usage. This sum will be set against the total credit of the Utility Charge Budget Plan. Credits in terms of overpayment will be repaid to the tenant within 28 days. Any Debits in terms of underpayment will be deducted from the bond.

The Utility Charge Budget Plan monthly payment (Base Date May 2002) will be:-

<table>
<thead>
<tr>
<th>D.P.o.W. Hospital properties:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electricity</strong> £ 17.70p</td>
<td><strong>Gas</strong> £ 36.14p</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goole Hospital properties:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electricity</strong> £ 20.74p</td>
<td><strong>Gas</strong> £ 33.01p</td>
<td></td>
</tr>
</tbody>
</table>

Utility charges, electricity and gas will be reviewed on an annual basis and adjusted to reflect percentage uplift or decrease in respective costs.
Telephone Charges:

Will be charged in accordance with the telephone call charge rates set by the Trust invoiced on a monthly basis from the Trust Call Logging System for payment within 28 days these will be invoiced by the Trust Finance Directorate. These rates were stated on the trust Intranet and updated from time to time.

<table>
<thead>
<tr>
<th>Type</th>
<th>Elec.</th>
<th>Gas</th>
<th>Water</th>
<th>Private Tel. Calls</th>
<th>Bed Linen &amp; Towels Laundry</th>
<th>Grounds Maintenance</th>
</tr>
</thead>
</table>

RECOVERY OF CHARGES.

Each resident will have signed an agreement (see section on Agreements & Licences for further details) and the relevant agreement will indicate how the charges are to be recovered by the Trust from the resident:-

- **Salaries & Wages**

  Deduction from the resident’s wages by the Payroll Department of the Northern Lincolnshire & Goole Hospitals NHS Trust.
  This method will apply to all residents who are on the payroll of Northern Lincolnshire & Goole Hospitals NHS Trust.

- **Invoice**

  An Invoice will be raised and passed direct to the resident who will pay direct to Trust Accounts of Northern Lincolnshire & Goole Hospitals NHS Trust.
  This method will be used for all residents who are paid by other Trusts, organisations, agencies or if subject to the Trust Relocation Policy for reimbursement of charges.
DEPOSIT/BOND CHARGES.

All residents occupying accommodation under a Tenancy Agreement will be charged, on entry, a security bond:-
Single Accommodation deposit of £200.00p
Family Houses deposit of £300.00p

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

The deposit/bond will be deducted in one lump sum from the salary of those residents whose salaries are paid by Northern Lincolnshire & Goole Hospitals NHS Trust Payroll Services Department. Where residents or third parties pay their charges direct an invoice will be raised to collect the deposit/bond through the Debtors Section of the Trusts’ Finance Department.

The deposit / bond will be refunded to the resident, less any agreed deductions, within 30 days of the resident’s departure from the accommodation unit.

When a resident occupies a unit of accommodation under a Guest Agreement or a Licence Agreement no deposit or bond will be required. However, any damage charges, excess cleaning costs, non-payment of charges etc. incurred during or after their stay will be recovered via an invoice direct to the person responsible for the payment.

RENT REVIEWS.

Rent reviews will take place from 1 August each year and will be uplifted in line with the following:

Rents referred to in Appendix 4 may, on the completion of the first year of the term be increased for all tenants nominated by the Trust by either a multiplier calculated by reference to the pay percentage increase awarded by Doctors & Dentist Review Body (“DDRB”) (or any successor body dealing with such matters) and incorporated into the Medical & Dental Whitley Council terms and conditions of service for Doctors in training (or any successor to such terms and conditions) or by multiplier calculated by reference to the RPI plus ½ %, whichever shall be the lower multiplier. Any further increase only being after negotiation through the Trust’s bargaining procedures all as per the rental policy described in Annex H of the Prospectus and paragraphs 172 to 174 inclusive of the Medical & Dental Whitley Council and subsequent amendments (or any successor bargaining procedures) and for the next 4 years thereafter until the expiry of the fifth year of the term whereupon the Housing Provider and the Trust’s duly appointed valuer shall re-assess the value of the rents then prevailing with a view to determining a comparable open market rent (“the new rent”) which, after such representations as the Trust may wish to make, he shall certify as the new rent for the Property after which negotiations will be held with the Medical & Dental Bargaining Group in accordance with the rental policy described in Annex H of the prospectus (or any successor body or any successor policy) regarding any increase in the rental levels.
if greater than the DDRB award for that year provided that the new rent shall never be less than the previous rent.

The application of any new rent or lodging charges will be communicated to residents giving one month’s notice of the date of the increase (this does not apply to council tax charges, which will come into effect as of the 1st August each year).
Appendix 1.

Type A – Single, hostel accommodation, on site at D.P.o.W.H.

Type A:

Consists of a lockable furnished bed/study room with hand basin. It is within a centrally heated 4 bedroom flat. Each flat has a separate fitted kitchen with electric cooker, electric kettle and fridge. Pots, crockery, cutlery and pans are included. Weekly domestic service to room twice weekly to communal areas of flat. Residents are expected to wash their own pots and pans, empty bins and keep the flat tidy and safe at all times. Bed linen and towels are supplied on a weekly exchange basis. Those residents wishing to provide their own duvet and linen will be responsible for the laundering of such items.

Communal areas are in Blocks 2:3:5 & 6. Within each area there is a Common Room with television, laundry room providing washing, drying and ironing facilities to those living in the blocks. Residents are expected to show consideration to others at all times. Responsibility for personal belongings rests with the resident.

Residents are expected to observe all health & Safety Regulations regarding fire prevention and safe practice. Special attention is drawn to the locking of doors and windows. Residents are responsible for ensuring rooms and flat doors are kept locked at all times and the outer block door locked during the hours of darkness. Opened ground floor windows must not be left unattended. Upper floor windows should be closed when residents are absent or during high winds. Report immediately to the residences staff id any damage to property or the need for repairs.

Representatives of the Trust reserve the right of entry at all reasonable times.

Detailed inventories of equipment supplied, number issued, cost per item and present standard of repair will be provided at entry. Residents are advised to check this inventory thoroughly, make comments if in disagreement. Sign and return it to the Home wardens. Failure to do so, may lead to unnecessary charges being made at date of departure.
Type B – with partner, no children, off site at Grimsby.

Type B:

Self contained, 1 bedroom flat. Fitted kitchen with gas cooker, electric kettle, fridge freezer, automatic washing machine, vacuum cleaner and cleaning equipment. Iron, ironing board, set of pans, crockery and cutlery for eight. Separate dining room and lounge. Double bedroom Bathroom and w.c. Gardens – which are maintained by hospital approved contractors. B.T. Telephone Bed linen, towels and curtains supplied by hospital and may be sent to the hospital laundry on a weekly basis. Residents are expected to bag, list, deliver and collect these items from designated collection points. A domestic service is not supplied for this accommodation. Residents are expected to maintain the standard of cleanliness as found on entry to the property.

Residents are expected to observe all Health and safety Regulations

Residents are expected to observe all Health & Safety Regulations regarding fire prevention and safe practice. Special attention is drawn to the locking of doors and windows. Residents are responsible for ensuring rooms and flat doors are kept locked at all times and the outer block door locked during the hours of darkness. Opened ground floor windows must not be left unattended. Upper floor windows should be closed when residents are absent or during high winds. Report immediately to the residences staff if any damage to property or the need for repairs.

Representatives of the Trust reserve the right of entry at all reasonable times.

Detailed inventories of equipment supplied, number issued, cost per item and present standard of repair will be provided at entry. Residents are advised to check this inventory thoroughly, make comments if in disagreement. Sign and return it to the Home wardens. Failure to do so, may lead to unnecessary charges being made at date of departure.
Type C – Single accommodation, on site at D.P.o.W.H.

Type C:

Two people centrally heated flat, each person having own lockable, furnished, separate bedroom and sitting room and telephone linked to switchboard. There is a handbasin in the bedroom, a bathroom with shower and separate w.c. A fitted kitchen with electric cooker, kettle and fridge, iron and ironing board, pots, cutlery and pans. Bed linen and towels are changed weekly by the domestic who provides a 5 days a week check with a weekly full clean of all areas and a weekly bed change. Residents are expected to wash their own pots and pans and keep the accommodation safe at all times. Laundry rooms are to be found within the communal areas of block 2,3,5, & 6. Residents are expected to show consideration to others at all times. Responsibility for personal belongings rests with the resident.

Residents are expected to observe all Health & Safety Regulations regarding fire prevention and safe practice. Special attention is drawn to the locking of doors and windows. Residents are responsible for ensuring room and flat doors are kept locked at all times and the outer doors locked during the hours of darkness. Opened ground floor windows must not be left unattended. Upper floor windows should be closed when residents are absent or during high winds. Report immediately to the Residences staff if any damage to property or the need for repairs. Representatives of the Trust reserve the right of entry at all reasonable times.

Detailed inventories of equipment supplied, number issued, cost per items and present standard of repair will be provided at entry. Residents are advised to check this inventory thoroughly, make comments if in disagreement. Sign and return it to the Home Warden. Failure to do so may lead to unnecessary charges being made at date of departure.
Type D – with partner, no children, on site at D.P.o.W.H.

Type D:

Self contained centrally heated flat, telephone linked to switchboard. Consisting of through lounge/dining area and fitted kitchen with electric cooker, kettle, fridge, freezer and vacuum cleaner with other cleaning equipment. Bathroom with shower and separate w.c.

Staff are expected to clean for themselves and on termination would be charged accordingly if the accommodation was found not to be cleaned to the standard required.

The domestic staff will maintain communal entrance, stairs and landings. Laundry rooms are to be found within the communal areas of blocks 2,3,5, & 6. All linen issued to the flat may be sent to the hospital laundry.

Residents are expected to observe all Health and Safety regulations regarding fire prevention and safe practice. Special attention is drawn to the locking of doors and windows. Residents are responsible for ensuring room and flat doors are kept locked at all times and the outer block doors locked during the hours of darkness. Opened ground floor windows should not be left unattended. Upper floor windows should be closed when residents are absent or during high winds.

Report immediately to the Residences staff, all damage to property or the need for repairs.

Representatives of the Trust reserve the right of entry at all reasonable times.

Detailed inventories of equipment supplied, number issued, cost per item and present standard of repair, will be provided at entry. Residents are advised to check this inventory thoroughly, make comments if in disagreement. Sign and return it to the Home Warden. Failure to do so, may lead to unnecessary charges being made at date of departure.
Type E –Family Accommodation, adjacent to the hospital.

Type E:

3 bedroom fully furnished gas centrally heated houses. Facilities available are fitted kitchen with gas cooker, electric kettle, fridge freezer, automatic washing machine, vacuum cleaner and cleaning equipment. Iron, ironing board, a set of pans, crockery and cutlery for eight. Separate dining room and lounge. Master bedroom with double bed. Two single bedrooms, 1 with twin single beds. Most properties have separate bathroom and w.c., a few have separate shower facilities and garages. All have gardens which are maintained by approved hospital contractors. Houses on or close to the site have telephones linked to the hospital switchboard. 3 properties at Purbeck Road have external B.T. telephones. Bed linen, towels and curtains supplied by the hospital may be sent to the hospital laundry on a weekly basis. Residents are expected to bag list, deliver and collect these items from the designated collection points. A domestic service is not provided to this accommodation. Residents are expected to maintain the standard of cleanliness as found at entry to the property.

Residents are expected to observe all health and Safety regulations regarding fire prevention and safe practice. Special attention is drawn to the locking of doors and windows. Residents are responsible for the securing and locking windows and doors in these properties and opened ground floor windows must not be left unattended. Upper floor windows should be closed when residents are absent of during high winds. Report immediately to the residence staff, all damage to property or the need for repairs. Representatives of the Trust reserve the right of entry at all reasonable times.

Detailed inventories of equipment supplied stating numbers issued, cost per item and standard of repair at time of issue will be provided at entry. Residents are advised to check this inventory thoroughly, make comments if in disagreements. Sign and return to the Warden. Failure to do so may lead to unnecessary charges being made at date of departure.
Type F – with partner, no children, on site at D.P.o.W.H.

Type F:

Self contained centrally heated flats on site. Telephones in bedroom and sitting room are linked to switchboard. Consisting of 2/3 bedrooms, small sitting room, fitted kitchen/diner with electric cooker, fridge/freezer, pans, crockery and cutlery, vacuum cleaner and other cleaning equipment. Bathroom with shower and separate w.c. Staff are expected to clean for themselves and on termination would be charged accordingly, if the accommodation was not cleaned to the standard required. The domestic staff will maintain communal entrance/stairs and landing. Laundry rooms are available within the communal areas of blocks 2,3,5, and 6. All linen issued to the flat may be sent the Trust laundry. Residents are expected to observe all Health and Safety regulations regarding fire prevention and safe practice. Special attention is drawn to the locking of doors and windows. Residents are responsible for ensuring room and flat doors are kept locked at all times and the outer block doors locked during the hours of darkness. Opened ground floor windows must not be left unattended. Upper floor windows should be closed when residents are absent or during high winds. Report immediately to the residence staff, all damaged property or the need for repairs. Representatives of the Trust reserve the right of entry at all reasonable times.

Detailed inventories of equipment supplied, number issued, cost per item and present standard of repair, will be provided at entry. Residents are advised to check this inventory thoroughly, make comments if in disagreement, to sign and return the inventory to the Home Wardens. Failure to do so, may lead to unnecessary charges being made at date of departure.
Type G – Single room in shared house, adjacent to the hospital.

Type G:

These are centrally heated houses providing lockable bedsit rooms with telephone linked to switchboard. Shared facilities include fully fitted kitchen, sitting room, bathroom and w.c. and in three houses, separate shower rooms. These properties are reserved for “On call” staff, short term medical locums or those medical staff not expected to be called to emergency cases. A 5 day domestic check service is provided with a full weekly clean and bed change. Bed linen and towels are changed weekly.

Residents are expected to observe all Health & Safety Regulations regarding fire prevention and safe practice. Special attention is drawn to the locking of doors and windows. Residents are responsible for ensuring room and doors are kept locked at all times. Opened ground floor windows must not be left unattended. Upper floor windows should be closed when residents are absent or during high winds. Report immediately to the Residence staff, all damage to property or the need for repairs.

Representatives of the Trust reserve the right of entry at all reasonable times.

Detailed inventories of equipment supplied, number issued, cost per item and present standard of repair, will be provided on entry. Residents are advised to check this inventory thoroughly, make comments if in disagreement. Sign and return it to the Home Wardens. Failure to do so may lead to unnecessary charges being made at date of departure.
AGREEMENTS & LICENCES.

An Assured Shorthold Tenancy Agreement will be issued to all residents whose period of stay will be equal to or in excess of six months.

A Licence Agreement will be issued to residents who are staying less than six months but more than one week.

A Guest Agreement will be issued to residents staying for less than one week.

Examples of the Assured Shorthold Tenancy Agreement, Licence Agreement and Guest Agreement are contained in the pages that follow.

All residents occupying accommodation under an Agreement will be charged, on entry, a security bond / deposit of £200.00/£300.00. This is to allow the Trust to recoup any monies lost should the resident be responsible for any damages, excess cleaning costs, non-payment of charges etc. during their stay.

When a resident occupies a unit of accommodation under a Guest Agreement or a Licence Agreement no deposit or bond will be required. However, any damage charges, excess cleaning costs, non-payment of charges etc. incurred during or after their stay will be recovered via an invoice direct to the person responsible for the payment.
NORTHERN LINCOLNSHIRE & GOOLE HOSPITALS NHS TRUST

ASSURED SHORHOLD TENANCY.

FIXED TERM TENANCY AGREEMENT.

- For use in respect of exclusive occupation of:
  house, or flat OR rooms WITH SHARED FACILITIES:

TENANCY AGREEMENT made at the date stated in the attached Schedule.

BETWEEN

Dr, Mr, Mrs, Miss, Ms ________________________________

1. Parties

1.1 The Landlord:

Northern Lincolnshire & Goole Hospitals NHS Trust
Diana, Princess of Wales Hospital
Scartho Road,
Grimsby
DN33 2BA.

1.2 The Tenant: will be the person named in the attached Schedule.

2. Recitals:

[2.1 The Landlord has given to the Tenant Notice in the prescribed form and it is intended that the tenancy hereby created shall be an assured shorthold tenancy within the meaning of Section 20 of the Housing Act 1988 and the provisions for the recovery of possession by the Landlord in Section 21 thereof apply accordingly.

[2.2 This Tenancy is granted in consequence of the employment of the Tenant by the Landlord.

[2.3 This Tenancy is granted in consequence of the Tenant pursuing a course of study or training as required by the Landlord.

[2.4 By a Tenancy agreement dated as in the attached schedule premises were let by the Landlord to the Tenant on an assured shorthold tenancy for a term certain of (6) months commencing, as stated on the attached Schedule.
3. **Definitions.**

The following terms shall have the following meanings:-

3.1 "the premises" means the property described in the attached Schedule.

3.2 "the contents" means any furniture, linen, bedding, utensils, equipment and other chattels belonging to the Landlord listed on the inventory signed on behalf of the parties and annexed hereto.

3.3 "the Landlord" includes the persons or bodies for the time being entitled in reversion expectant on the tenancy hereby created.

3.4 "the Tenant" includes the persons deriving title under the Tenant.

3.5 "consent" means written consent, before the act or event in question.

3.6 "premises" includes any part of the premises.

3.7 "The Schedule" referred to in this agreement is the schedule attached.

4. **Agreement to Let.**

**Fixed Term Tenancy**

The Landlord agrees to let and the Tenant agrees to take the premises with the contents from the commencement date of the Agreement stated in the attached Schedule and (if the Landlord shall not previously have served notice on the Tenant of intention to take proceedings for recovery of possession of the premises at the expiry of such terms) then from month to month [but determinable nevertheless as herein provided].

5. **CONSIDERATIONS.**

The Tenant agrees to pay the Landlord:-

5.1 Monthly rent, which may be abated, as stated in the attached Schedule.

5.2 All charges for the supply of gas: electricity: water: telephone: relating to the period of occupancy of the premises, when not included in the attached Schedule. In advance, or in arrears [subject to any review in accordance with clause 11] in the normal course of pay, by deduction from salary, At the end of that month OR by debtors account. Payment for which in the 1st month or part thereof must be paid within 7 days of receipt of invoice.

5.3 As a bond, the monthly sum as stated in the attached Schedule. After the termination of this agreement to deduct from the amounts so paid and retained, any expenses incurred by the Landlord in making good any want of cleanliness, repair or decoration or any loss or damage for which the Tenant is responsible hereunder.

5.4 Residents in Communal Blocks pay all charges for Council Tax(subject to amendment by the Local Authority Council Tax Officer) to the Landlord as collecting officer, as stated in the attached Schedule. OR Tenants occupying houses to liase with and pay direct to the Council Tax Officer.

6. **TENANTS OBLIGATIONS.**
6.1 The tenant must:

6.1.1 pay the rent and all other such charges in the manner aforesaid, clear of all deductions.

6.1.2 Observe and perform any obligation arising under the Local Government Finance Act 1988 or regulations made thereunder and pay such contributions to the Council Tax as may be notified by the Local Authority/Landlord.

6.1.3 Report any damage or malfunction to the Landlord or his representatives immediately.

6.1.4 Keep the doors, windows and skylights (including the glass in the doors, windows and skylights) in good condition and duly safeguarded against the consequences of extremes of weather as herein provided.

6.1.5 Clean all internal windows and keep the internal decor in good condition and at least to the standard when the Tenant took possession, except that any redecoration shall be undertaken by and at the Landlord’s discretion.

6.1.6 Keep any gardens occupied with the premises in a neat and tidy condition, subject to any contract let by the Landlord for landscape maintenance.

6.1.7 Pay to the Landlord, such monies demanded by the Landlord to make good any damage to the premises if such damage is caused by the Tenants or Tenants known guests, which is not due solely to wear and tear.

6.1.8 Where the premises comprise a separate flat or house, then if the premises are likely to be unoccupied for more than seven days - Turn off the water supply at the main stop cock and the electricity/and or gas supply at the main switch or valve. Then notify the Landlord or his representative.

6.1.9 Permit the Landlord and its representatives or servants with or without workmen to enter the premises at any reasonable time or reasonable prior notice for the purpose of inspecting the same or doing repairs or making alterations, either to the premises or any adjoining premises or to the contents or any apparatus on the premises which belongs to the Landlord.

6.1.10 Permit the Landlord and its representatives or servants to enter the premises for the purposes of cleaning those rooms if detailed in the attached Schedule.

6.1.11 Place all refuse in the receptacles provided and as required by the Landlord for regular collection by the local authority.

6.1.12 Abide by any fire or other regulations applicable to the building of which the premises form part.

6.1.13 At the end of the tenancy, leave the premises in the appropriate state of repair and free of all items [other than the contents as here in before defined] and remove all rubbish and then hand over the keys to all locks.

6.2 The Tenant must not:-

6.2.1 Assign, sub-let, share or part with possessions take in lodgers, or paying guests or permit use or occupation by anyone else.
6:2.2 Except with and subject to the terms of the Landlord’s written consent.

6:2.2.1 carry out decorations, alterations or make any additions to the premises.
Nails etc. must not be put into walls.

6:2.2.2 move the contents out of the premises or bring into the premises, any
furniture which is the property of the Tenant or others.

6:2.2.3 Change the locks or install additional locks;

6:2.2.4 Install or use additional heaters or electrical equipment. Extension leads.
Adaptors must not be used.

6:2.2.5 Cover or block any air vents or air bricks

6:2.2.6 Erect any television or other aerial;

6:2.2.7 keep any animals, birds or creatures of any description on the premises;

6:2.3 Use the premises for any purpose other than as a private residence in the occupation of the Tenant and
his family and not carry on from the premises any trade, profession or business.

6:2.4 Create any nuisance in the premises or anywhere else in the building of which the premises form part,
or permit the Tenants’ visitors to do so.

6:2.5 Cause any damage to any part of the building of which the premises form part

6:2.6 Play radios, television sets, tape machinery, record players or musical instruments to cause annoyance
and (where the premises form part of a building) in any event after 11.00 p.m.

6:2.7 Use or permit or suffer the use of the premises for any improper, immoral or illegal purpose.

7. **LANDLORD’S OBLIGATIONS.**

The Landlord agrees with the Tenant as follows:-

7:1 To be liable for any repairs which are the responsibility of a lessor by virtue of Section 11 of the

7:2 To provide for the Tenant on an exchange basis supplies of clean bed linen and towels weekly.

7:3 To provide basic cleaning services in the premises and related communal areas, as detailed in the
attached Schedule.

7:4 That the Tenant paying the rent and performing and observing all the agreements on the part of the
Tenant contained in this Agreement, may quietly possess and enjoy the premises during the tenancy
hereby created, without any lawful interruption from or by the Landlord or by any person claiming
through or under or in trust for it.

8. **LANDLORD’S POWERS.**
The Landlord may:

8.1 Enter the premises giving reasonable notice for inspection or to carry out work to it and to inspect and make inventories of the contents and show the premises to prospective occupiers.

8.2 If after the Tenant has vacated the premises at the end of the Tenancy, any property of the Tenant remains, in or on the premises and the Tenant fails to remove it within 7 days, after being requested in writing by the Landlord to do so, if after using its best endeavours the Landlord is unable to make such a request to the Tenant within 14 days from the first attempt so made by the Landlord:-

8.2.1 The Landlord may, as the agent of the Tenant, sell such property and the Tenant will indemnify the Landlord against any liability by it to any third party, whose property shall have been sold by the Landlord in the mistaken belief held in good faith (which shall be presumed unless the contrary be proved) that such property belonged to the Tenant.

8.2.2 If the Landlord having made reasonable efforts is unable to locate the Tenant the Landlord shall be entitled to retain such proceeds of sale, absolutely unless the Tenant shall claim them within 6 months of the date, upon which the Tenant vacated the premises and

8.2.3 the Tenant shall indemnify the Landlord against any damage occasioned to the premises and any actions, claims, proceedings, costs, expenses and demands made against the Landlord cause by, or related to the presence of the property in or on the premises.

8.3 Deduct the rent, bond and any other charges hereby reserved from any wages or payments that may, from time to time be due from the Landlord to the Tenant.

9. PROVISOS.
If at any time:-

9:1 any part of the rent shall be in arrears for 15 days (whether formally demanded or not) and/or

9:2 there shall be any breach, non-performance or non-observance of the Tenant's obligations and/or

9:3 any of the grounds set out in grounds 8 to 10 to 15 inclusive) of Schedule 2 to the Housing Act 1988 shall apply (which relate to a breach of an obligation by the Tenant), the Landlord may re-enter the premises or any part of them and resume possession of the contents and upon such re-entry, the Tenancy shall absolutely determine but without prejudice, to any claim which the Landlord may make against the Tenant in respect of any antecedent breach of the Tenant's agreement.

The Tenant may terminate this agreement, by one month's written notice at any time after the end of the initial fixed period.

10. NOTICES.

Any notice to be given in connection with the Tenancy shall be deemed to be properly given, if sent by registered post or recorded delivery addressed to the tenancy address or "poste restante" address notified by the Tenant to the Landlord in the event of vacation of the premises.
10:1 if given by the Landlord to him by name, at the address stated to be his address at the commencement of this agreement, or to such agent of the Landlord, whose appointment shall be confirmed to the Tenant, by notice in writing or [The Accommodation Officer, Northern Lincolnshire & Goole Hospitals NHS Trust, Diana Princess of Wales Hospital, Scartho Road, Grimsby DN33 2BA].

10:2 if given to the Tenant to him by name at the address of the premises and if so sent, shall be deemed to have been served later than the first working day following the day on which it was posted.

11. INCREASE IN RENT.

The Landlord reserves the right to increase the rent in accordance with the Trust policy during any periodic form of the tenancy after the initial six months term of the tenancy either as stated in the attached Schedule, or by separate notice.

The Tenant has the right to apply to a rent assessment committee for a determination of the rent, which the committee considers might be reasonably obtained under the tenancy.

If the committee considers:-

i. that there is sufficient number of similar properties in the locality let on assured tenancies and that

ii. the rent set by the Landlord is significantly higher than the rent which might reasonably be obtained having regard to the level of rents for other assured tenancies in the locality, it will determine a rent for the tenancy. That rent will be the legal maximum the Tenant can be required to pay from the date which the committee directs.

12. RESIDENCY DECLARATION:-

The Tenant declares that the Tenant's principal home is at the tenancy address stated in the attached Schedule during the terms of the tenancy, unless stated by express notice to the Landlord prior to commencement of the tenancy.

13. INTERPRETATION.

In this Agreement:-

13:1 where the Tenant consists of two or more persons, obligations expressed or implied to be made by the Tenant are deemed to be made by such persons jointly and severally and words importing one gender include all other genders and words importing the singular include the plural and vice versa.
Northern Lincolnshire & Goole Hospitals NHS Trust

Licence Agreement

For use where employee is required to be resident for the better performance of duties. Accommodation may comprise a house, flat, room(s) and shared facilities, or shared occupation.

SERVICE OCCUPANCY

THIS AGREEMENT made at the date stated in the attached schedule

BETWEEN

1. PARTIES

1.1 The EMPLOYER:- Northern Lincolnshire & Goole Hospitals NHS Trust

1.2 The EMPLOYEE:- The person named in the attached schedule.

2. RECITALS

The Employee is in the employment of the Employer and in accordance with his/her conditions of service and/or for the proper performance of his/her duties in such employment it is necessary that he/she should occupy the premises.

3. DEFINITIONS

In this agreement the following terms have the following meanings:-

3.1 “the premises” means the property described in the Schedule attached and every part thereof.

3.2 “the contents” means any furniture, furnishings, linen, bedding, utensils, equipment and other chattels belonging to the Employer listed on the inventory signed on behalf of the parties and annexed hereto.

4. LICENCE

The Employee whilst in said employment and in accordance with his/her conditions of employment and/or for the proper and efficient discharge of his/her duties in the said employment is required and is hereby permitted during the term of the said employment:

4.1 to occupy the premises for the Employee’s own private occupation only

4.2 to use the contents

5. EMPLOYEE’S OBLIGATIONS

20th May 2003

V6.2

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The Employee shall:

5.1 pay to the Employer on the first day of each and every month, the amount as specified in the attached schedule the amount to be adjusted pro rata if the occupation under this agreement begins other than on the first day of the month. The Employer shall have the power to vary the monthly charge in accordance with the Trust policy by giving four week’s notice of the variation in writing.

5.2 To permit the Employer during or after the termination of this agreement to recover any expenses incurred repair or decoration or any loss or damage for which the Employee is responsible.

5.3 Take good care of the contents

5.4 Not to remove the contents from the premises

5.5 Not to bring on to the premises any furniture, the property of the Employee or others, without the prior consent of the Employer.

5.6 Comply with any fire or other regulations notified by the Employer

5.7 Refrain from keeping dogs, cats, birds or other pets in the premises, without prior written consent of the Employer.

5.8 Dispose regularly of all rubbish in the bins provided.

5.9 Pay all gas electricity council tax and telephone bills, where specified in the attached schedule, relating to the period of the Employee’s occupation of the premises and where that the occupation is shared, pay an appropriate proportion of those bills.

5.10 Cause no damage to the premises occupied or any part of the building of which those premises form part.

5.11 Not do anything that may cause nuisance or annoyance to the Employer or the occupiers of any adjoining premises and any building of which the premises form part.

5.12 keep any garden occupied with the premises in a neat and tidy condition subject to any contract let by the Employer for landscape maintenance.

5.13 Not erect any television or other aerial on the premises without prior written permission.

5.14 Keep the interior of the premises in a good and clean condition (fair wear and tear expected).

5.15 Make good any damage to the premises or the contents (fair wear and tear expected).

5.16 Occupy the premises personally and not assign sub-licence share or part with possession not permit use or occupation by anyone else.

5.17 Not make any alteration to the premises.

5.18 Not use or suffer or permit the use of the premises for any business or improper immoral or illegal purpose.
5.19 On leaving the premises at the end of this agreement ensure that the premises and the contents are in good and clean condition and remove all furniture and effects other than the contents and hand over the keys to any locks.

5.20 Not to install or use additional heaters or electrical equipment without prior written consent of the Employer. All electrical equipment to be checked by the Employer will be a pre-requisite of such consent.

6. CONDITIONS

6.1 The occupation of the premises by the Employee is a condition of his employment with the Employer and the right of the Employee to occupy the premises shall cease.

6.1.1 Upon termination of the Employee’s said employment or:

6.1.2 Upon the Employee being transferred to employment by the Employer wholly elsewhere than at premises managed by the Employer within the area of the Trust.

6.2 Upon happening of any of the events referred to in Clause 6.1 the Employee shall vacate the premises.

6.3 This agreement may also be ended:-

6.3.1 By the Employer without notice if at any time the monthly charge is not paid on the day when it becomes due or if at any time the Employee is in breach of any terms of this Agreement.

6.3.2 By either the Employer or the Employee giving one month’s notice in writing.

6.4 The Employer may deduct the monthly charge from any wages or payment that may from time to time be due from the Employer to the Employee and if the Employer does so shall be entitled (notwithstanding any other provision of this Agreement) to deduct payments of the monthly charge during the calendar month preceding the dates upon which the payment became due.

6.5 If after the Employee has vacated the premises at the end of the agreement, any property of the Employee is found on or on the premises and the Employee fails to remove it within 7 days after being requested in writing by the Employer to do so or if after using its best endeavours the Employer is unable to make such a request to the Employee within 14 days from the first attempt so made by the Employer:-

6.5.1 The Employer may as the agent of the Employee sell such property and the Employee will indemnify the Employer against any liability incurred by it to any third party whose property shall have been sold by the Employer in the mistaken belief held in good faith (which shall be presumed unless the contrary by proved) that such property belonged to the Employee.

6.5.2 If the Employer having made reasonable efforts is unable to locate the Employee the Employer shall be entitled to retain such proceeds of sale absolutely unless the Employee shall claim them within 6 months of the date upon which the Employee vacated the premises and
6.5.3 The Employee shall indemnify the Employer against any damage occasioned to the premises and any actions claims proceedings, cost expenses and demands made against the Employer caused by or related to the presence of the property in or so on the premises.

7. **RESIDENCY DECLARATION**

The Employee declares that the Employee’s principal home is at the premises to which the licence relates for the licence term, unless expressly notified to the Employer in writing prior to the commencement of the licence term.

8. **INTERPRETATION**

In the agreement words importing one gender include the other gender and words importing the singular include the plural and vice versa.

**(Definition of the Premises)**

Either The house known as stated in the attached schedule

Or The flat known as stated in the attached schedule

Or The room(s) as stated in the attached schedule

TOGETHER with the shared use of the bathroom and lavatory and the kitchen and access over or within the same premises, as stated in the attached schedule, the entrance hall, corridors, stair cases, forecourts, footpaths and driveways thereof, together with the use in common with others of the communal areas in the building.

The Employee shall not have exclusive use or occupation of any room or rooms nor will he have the right to occupy any particular room.

Signed on the attached schedule on behalf of the Employer

Signed on the attached schedule on behalf of the Employee

---

**NORTHERN LINCOLNSHIRE & GOOLE HOSPITALS NHS TRUST**

**GUEST AGREEMENT**

**To:**

The Northern Lincolnshire & Goole Hospitals NHS Trust has made available temporary accommodation at:

………………………………………………………………………………………

20th May 2003 V6.2 35
For your arrival on …………………………… and departure on ……………………………

There is a nightly charge of £ ……………………

This is not a tenancy, and the Trust or any of its employees may enter the room at any time. It will retain a key for this purpose. The Trust may also change the room allocated for your use at any time, although it will endeavour to give you as much advance warning as possible if a change of room is necessary.

A deposit of £…………………… will be required and this will be returned to you after your stay, less any deductions for damage to the room or its furniture and effects or outstanding charges.

During your stay you will:
(a) not be a nuisance to other users of the building
(b) use the room only for the purpose it was allocated
(c) take reasonable care not to damage the room or furniture or effects.
(d) Observe any rules brought to your attention which have been made by the Trust for the good management of the building or the common interests of other users.

Please sign where indicated below giving your full name and address.
Your signature is required as a receipt for the room keys and as confirmation that you agree to abide by the terms set out above.
On departure please return the room keys to the Main Reception desk from where you originally collected them.

Signature:  Print Name:

…………………………………………… ………………………………..

Address

………………………………………………………………………………………
………………………………………………………………………………………

Date ……………………………………………

Appendix 3

MINIMUM DETAILS REQUIRED FROM APPLICANTS

TITLE:  Mr., Mrs., Miss., Ms., Dr., Prof.
other

SURNAME:

FORENAMES:

SEX:  Male / Female

20th May 2003  V6.2 36
ACCOMMODATION REQUIRED: Single / With Partner / Family

HOME ADDRESS: .................................................................

.................................................................

.................................................................

POST CODE: .................................................................

TELEPHONE No. .................................................................

ARRIVAL DATE: .................................................................

DEPARTURE DATE: .................................................................

CLASS:
Student, P.R.H.O., H.O., S.H.O., S.S.H.O., Clinical assistant, Registrar, Staff Grade, V.T.S.,
Locum, Consultant, Guest, Visitor, Interview,
other: .................................................................

DIRECTORATE / SPECIALITY: .................................................................

DEPARTMENT / BASE: .................................................................

TYPE of ACCOMMODATION: A, B, C, D, E, F or G

PAYMENT METHOD: Payroll of Trust.
Invoice. None.
## Monthly Charges from 1st April 2003

<table>
<thead>
<tr>
<th>Unit</th>
<th>Type</th>
<th>Total charge (OMV Rent + Inclusive Service Charges + Budget Plan)</th>
<th>O.M.V. Rent</th>
<th>Inclusive Service Charges (Water rates + Laundry + Cleaning + Grounds Maint.)</th>
<th>Inclusive Utility Charge Budget Plan (Gas &amp; Electricity)</th>
<th>Calendar Month Council Tax (until 31/3/2004)</th>
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<tr>
<td>2</td>
<td>Antrim Way, Grimsby</td>
<td>£404.07</td>
<td>£301.32</td>
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<td>£324.49</td>
<td>£57.39</td>
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<td>£64.75</td>
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<tr>
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<td>£382.44</td>
<td>£48.62</td>
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<td>£75.54</td>
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<tr>
<td>16</td>
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<td>£435.73</td>
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<td>£64.75</td>
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<td>1 to 6</td>
<td>Doctors houses, DPoWH</td>
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<td>£64.75</td>
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<td>£238.81</td>
<td>£185.43</td>
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<td>£201.72</td>
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<td>£16.19</td>
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<tr>
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<td>13</td>
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<td>£401.70</td>
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<td>£48.06</td>
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<td>£75.54</td>
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<td>58</td>
<td>Woodlands Avenue, Goole</td>
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<td>£325.00</td>
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<tr>
<td>68</td>
<td>Woodlands Avenue, Goole</td>
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<td>£325.00</td>
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<td>Room</td>
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<td>£145.39</td>
<td>£108.34</td>
<td>£19.13</td>
<td>£17.92</td>
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</table>

### Residential Blocks, Grimsby

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Type A - per person</th>
<th>£185.36</th>
<th>£162.25</th>
<th>£23.11</th>
<th>£17.91</th>
<th>£16.19</th>
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<tbody>
<tr>
<td>2 Rooms</td>
<td>Type C - per person</td>
<td>£269.36</td>
<td>£208.61</td>
<td>£24.93</td>
<td>£35.82</td>
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<td>S/C Flat</td>
<td>Type D - per flat</td>
<td>£355.18</td>
<td>£254.97</td>
<td>£28.56</td>
<td>£71.65</td>
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<tr>
<td>4 rooms</td>
<td>Type F - per flat</td>
<td>£355.18</td>
<td>£254.97</td>
<td>£28.56</td>
<td>£71.65</td>
<td>£64.75</td>
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</tbody>
</table>

Any garage let separately £50.00

### Guests

Charged at daily rate of unit x by number of occupied days.
GUIDANCE NOTES & INVENTORIES.

There are individual booklets available from the Accommodation Officer and these contain inventories and helpful information relevant to each type of accommodation. The helpful information will have been correct at the time of publication of this document but there may be occasions where details have been changed without the knowledge of the Accommodation Officer; please contact the Facilities Manager if any detail is found to be incorrect.

See 7 booklets - Guidance Notes for Accommodation Types A to G.
RESIDENTIAL ACCOMMODATION POLICY

BIBLIOGRAPHY.

Documents to be read in conjunction with this policy

AL [MD]1/92.
April 1996 Nurses and Midwifery Scale B.
Audit Consortium Report on Trust Accommodation.
Hospital Accommodation Charter (B.M.A.).
Housing Act 1996.
Management of N.H.S. Staff Accommodation [EPL (97)8].
N.H.S. Estates Guidance Notes.
N.H.S. Management Executive Memorandum Guidance.
National and Regional Accommodation Survey Results.
Trust Car Parking Policy.
Trust Energy Management policy.
Trust Fire Safety policy.
Trust Health and Safety Policy.
Trust Pest Control Policy.
Trust Relocation Policy.
Trust Security Policy.
Trust Waste Management policy.

The above list is neither definitive nor exhaustive.