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**LSBU**

# LSBU Policy on Accommodation Provision for Staff

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**This Procedure is available in accessible formats on request from the Accommodation team. Please contact: [accommodation@lsbu.ac.uk](mailto:accommodation@lsbu.ac.uk)**

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# LSBU Policy on Accommodation Provision for Staff

## 1. Introduction – Purpose and Principles

London South Bank University (LSBU) recognises that there is occasional demand from staff to make use of university accommodation. The Halls, when originally designed and built, had the provision for staff accommodation for Wardens and Hall Managers. Changes in how Halls operate, however, resulted in need for this type of accommodation provision to cease. As it is not practical for these flats to be rented out to students, they have remained largely unoccupied over recent years. This provides the opportunity, in some very specific circumstances, for staff accommodation to be offered to key staff to enable them to better balance their work commitments. This would also be financially beneficial to the university.

Due to the very limited number of rooms and flats that may be used for staff purposes, these cannot be offered to all staff, but the university needs to use its discretion in regard of allocation. In deciding how to allocate staff accommodation, and particularly longer terms lets in self-contained accommodation, the university will consider the role of staff, the importance of them being closer to campus outside their normal working hours, as well as the distance of their main residence and commuter time to the campus. The administration of letting out the rooms/flats to staff will be managed by the Accommodation Office, but the decision on who occupies them will be at the discretion of the Chief Operating Officer (COO), as Halls of Residence are a part of the Student Journey Directorate.

## 2. Which LSBU accommodation does the Policy apply to?

The Policy applies to flats originally designed to be staff flats and to rooms in flats that are not suitable for student occupancy and are separated from the rest of student accommodation.

The Policy applies to specific flats and/or rooms in McLaren House (Flat 1 and rooms in Flat 2 with shared facilities) and in Dante Road (Flat DR10/A, and Flat DR10/B). In David Bomberg House a Flat of 4 rooms will be made available for short stays on a room only basis. This flat is situated on Floor 6 Flat E rooms 1,2,3,4 or which all are ensuite.

## 3. Who does this Policy apply to?

The Policy applies to key staff and visiting lecturers, as approved by the Chief Operating Officer on a case-by-case base.

## 4. Allocation process

## Self-Contained Flats

There is no open application process for these flats/rooms. Instead, Executive members may approach the COO with a request for staff accommodation in regard of a key staff member. With regard to this policy, key staff members are defined as university senior leaders (Deans, Directors, Group Executive Directors, APVs, PVCs). In some cases, the CCO may consider applications from senior leaders who fall outside of this group, providing that the post holder fulfils a significant role within the university and meets the other criteria set out in this policy.

The COO will use his/her discretion and, providing there is vacant accommodation suitable for that staff member, and will inform both the staff member and the Accommodation Office of the application decision. If the staff member applying for accommodation is a member of the Group Executive, the Chief Operating Officer will consult with the Vice Chancellor prior to making the decision.

The Accommodation Office will make an accommodation offer to the staff member, which will include the terms and conditions.

## Single Rooms – Short Term Occupancy

Applications for short-term occupancy of shared accommodation can be made directly to the Halls Manager. Typically, these rooms are expected to be used for short term stays of between one and seven nights and may be booked in relation to work or leisure purposes. The Halls Manager will use his / her discretion with regards to applications for longer stays.

## **5. Terms and conditions**

Only LSBU staff and LSBU Visiting Lecturers can enter into a rental agreement in the said accommodation. If a staff member, who occupies university accommodation leaves LSBU, they will vacate the university accommodation before their final working day.

The rent of these flats and rooms will be determined by the university and will be based on the existing market conditions and the quality of the property at the time of the decision. The Head of Accommodation will be responsible for conducting the annual review and proposed changes to the rent which will be approved by the Group Executive as part of the annual Halls rent review.

Current rental prices are set out in **Schedule 1** below.

Where there is a taxable benefit as a result of renting accommodation from LSBU, this will be reported to HMRC and the employee will be liable for any resulting tax.

The flats are offered on an Assured Short-hold Tenancy (an 'Assured short-hold tenancy agreement' allows a landlord to let out a property to a tenant while retaining the right to repossess the property at the end of the term of the tenancy) for 6 months or 12 months. See **FAQs for longer lease** below.

Staff are required to pay for short term lets on confirmation of booking. If staff cancel the booking within 48 hours of arrival, the fee will not be refunded.

All general conditions of university accommodation that apply to students, also apply to staff residing in university residences.

## **6. Appeal**

Due to the very limited number of staff accommodation that can be offered to staff, there is no appeal possible on the decision of the COO.

## **7. Monitoring and review**

The application of the Policy will be monitored by the Accommodation Office and an annual report about the use of the staff accommodation will be submitted to the COO after the end of the academic year.

The Policy will be reviewed every two years.

## **8. Schedule 1. Rent for staff accommodation in 2023/24 academic year**

### **David Bomberg House**

Short term - Room rate per night £80, includes taxes and charges

Flat E6 situated on floor 6, with 4 single occupancy rooms available.

### **Dante Road**

Two-bedroom Flat DR10A – rent per calendar month, £1,632, includes taxes and charges

Two-bedroom Flat DR10B – rent per calendar month, £1,632, includes taxes and charges

### **McLaren House**

Flat 1 – rent per calendar month, £1,235, includes taxes and charges

Flat 2 Room A – Rent per calendar month £871, includes taxes and charges

Flat 2 Room B – Rent per calendar month £871, includes taxes and charges

## **9. FAQs for longer lease stay**

**If I take a property how much notice must I give before I can leave?**

You will be liable for the rent until the end of the fixed term, or the last day of your stay.

If you need to move out before the end of the fixed term, please give us as much notice as possible.

### **When can I get my keys and where do I collect them?**

Your keys will be available on the arrival date from 12 pm at the Hall's reception. They are open 24 hours a day. You will need to take ID with you such as a passport or driving licence.

### **What is included in the rent, do I have to pay council tax?**

- All our rents are inclusive of all bills this includes:
- Electricity
- Water
- Sewage
- Council Tax
- TV Licence (at Dante House only)

### **Is this classed as a taxable benefit?**

- This is a taxable benefit and VAT will be charged at 20%
- LSBU accommodation staff who work on site are exempt from the above

### **What must I pay before I arrive?**

You will need to pay your first month's rent before your arrival date in order that we can secure the property for you.

Payment can be made online or at the Halls reception and instructions will be sent to you.

### **What if I change my mind and no longer wish to rent?**

You can cancel the agreement within seven days of signing your tenancy, unless you have already moved in, you will have any payments refunded less an administration fee of £65.00.

### **On Arrival**

You will be asked to complete an inventory and return to the Halls reception within 72 hours. Please identify all issues as soon as possible so they can be rectified.

The Flats are fully furnished, and we cannot accept large items of your own furnishings into the flats.

No Pets are allowed.

## **During your stay**

You will be given full details of contacts within the Halls should you need anything. The Halls Team will advise you on:

- Post
- Security
- Maintenance
- WiFi
- How to report any issues

## **I have decided I want to leave and know when I will need to move out, what do I do?**

You should notify the Halls or Accommodation Office as soon as possible.

## **What happens to my post when I leave?**

Please make sure that you arrange for your mail to be redirected by Royal Mail with effect from your moving out date. We regret that we are unable to forward on any mail after this date.

## **What do I need to do when I leave?**

As part of our inspections, we ask that the property be cleaned to a reasonable standard, especially the bathroom and kitchen areas (including cleaning and defrosting the fridge/freezer, and ensuring the oven is cleaned).

We also ask that all carpets be vacuumed, and the house be dusted as much as possible.

All University equipment (microwave, kettle, crockery etc.) should be clear from any grease or lime-scale and all furniture should be relocated back to its original position within the house.

All personal items should be removed, including any rubbish and food waste and this should be disposed of using the appropriate recycling or rubbish facilities.

## **We may charge the tenant for:**

- Any damage to the property or its contents apart from normal wear and tear.
- Any costs incurred in removing a tenant's rubbish or possessions.
- Any costs for extra cleaning.
- Any replacement items including keys.

## **What do I do with my Keys?**

Your keys should be returned to the Halls reception on the day you leave.