



Staff Accommodation Policy

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. INTRODUCTION

- 1.1 Askham Bryan College recognises that in certain limited cases it is beneficial for both the College and a member of staff for the member of staff to live on site in staff accommodation.
- 1.2 Where on site accommodation is provided to staff, it is for the sole purpose of enabling the member of staff to better perform their duties and their role for the College, and is not a perk or in lieu of payment. As such, the College reserves the right to review the efficacy of any arrangements.

2. PURPOSE

- 2.1 This Policy sets out the circumstances in which members of staff shall be permitted to live on site in staff accommodation and the standards of conduct to be expected of them and of any persons who may live with them on site, and the standards of conduct to be expected of any visitors to staff who live on site in staff accommodation.
- 2.2 The Policy applies to all staff and across all Askham Bryan College sites where there is staff accommodation available.

3. RESPONSIBILITIES

- 3.1 All staff living in on site accommodation provided by the College must adhere to the requirements of this Policy.
- 3.2 Centre Managers/Director of Stewart Park and SLT members are responsible for adherence to this Policy within their sites.
- 3.3 Where the member of staff being offered on site accommodation is to be a volunteer warden, then the Estates & Facilities Management Support Officer will be responsible for preparing the Service Occupancy Agreement and the Assistant Principal (Students) will be responsible for ensuring that the member of staff signs a Service Occupancy

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Agreement and that this is signed by both the College and the member of staff and that the member of staff also completes and returns a Standards on Conduct and Probity Form (as per Appendix C). HR will issue a Side Letter that makes it clear that such accommodation is provided strictly on the basis that it is for the better performance of their duties. HR should also carry out any DBS checks on any adults who come to live with a member of staff/wardens who live in staff accommodation. All completed paperwork will be scanned and sent to the Estates Team.

- 3.4 In all other cases, the Estates & Facilities Management Support Officer will be responsible for preparing the Service Occupancy Agreement and HR shall be responsible for issuing the Service Occupancy Agreement along with the contract of employment and ensuring that both are all signed by both the College and the member of staff.
- 3.5 HR shall also ensure that the member of staff being offered staff accommodation also completes and returns a Standards on Conduct and Probity Form (as per Appendix C).
- 3.6 HR shall also be responsible for carrying out any enhanced DBS checks. The DBS check will be at the member of staff's expense.
- 3.7 Signed Service Occupancy Agreements and completed Standards on Conduct and Probity Forms should be passed to the Estates & Facilities Management Support Officer to be stored securely and who will maintain a Register of Staff Accommodation entered into by the College.
- 3.8 The Estates team will also be responsible for carrying out an inventory (including photographing the condition of the property) before the member of staff/volunteer warden takes up accommodation.

4. ALLOCATION

- 4.1 The criteria determining the allocation of on site staff accommodation shall be:
- operational requirements;
 - need for the staff member to have on site accommodation to be able to fulfil their role;
 - availability of suitable on site accommodation.
- 4.2 The recruiting manager must first identify a business need for the use of staff accommodation and that staff accommodation must be necessary for the better performance of the member of staff's duties.
- 4.3 The recruiting manager will also liaise with the Estates team to confirm that suitable accommodation is available and then submit a Requisition.

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- 4.4 Once the Requisition is approved, HR will prepare the contract of employment, carry out pre-employment checks including DBS check, etc and will ask the Estates team to prepare a Service Occupancy Agreement so that the contract of employment and the Service Occupancy Agreement can be sent out together by HR. The recruiting manager, if they have not done so already, should confirm to HR and Estates the terms on which accommodation has been granted (the monthly rent, if any; the deposit, if there is one; whether the staff member is to pay for utilities and Council tax, etc).
- 4.5 The Service Occupancy Agreement and contract of employment will be signed by the new member of staff and sent back to HR along with a completed Standards on Conduct and Probity Form and their signed contract of employment.
- 4.6 HR will send both the original signed Service Occupancy Agreement and completed Standards on Conduct and Probity Form to the Estates team so this can be retained by the Estates & Facilities Management Support Officer and the Register of Staff Accommodation updated.
- 4.7 The Estates & Facilities Management Support Officer will also scan and save a copy of the signed Service Occupancy Agreement to a shared drive where the Register will sit, which only the Estates team, HR, Assistant Principal (Students) and Legal and Compliance Adviser will have access to. In the case of volunteer wardens, the Assistant Principal (Students) will ensure that the original signed Service Occupancy Agreement and completed Standards on Conduct and Probity Form are sent to the Estates team so this can be retained by the Estates & Facilities Management Support Officer and the Register of Staff Accommodation updated.
- 4.8 Only the Executive (via the requisitions process) will have authority to grant staff accommodation.**

Volunteer Wardens

- 4.9 The College utilises volunteer wardens to help discharge its safeguarding obligations. Volunteer wardens are required to be contactable at short notice, by a student(s) if required, and therefore it is in the College's interests and the best interests of the students that volunteer wardens are given on site accommodation to help them with that role.
- 4.10 **Wardens are volunteers, and their tenure as volunteer wardens is not linked to their employment at the College.** As such, a volunteer warden may cease as a volunteer warden, either because they no longer want to be a warden or the College no longer wants them to act as a warden, in which case they will be given no less than 28 days' notice to vacate their staff accommodation.
- 4.11 Even though a volunteer warden may cease as a volunteer warden, they may still be employed elsewhere at the College, in another capacity. **The provision of on site accommodation to volunteer wardens is not linked to their employment at the College, rather just to their volunteer role as a warden.**

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5. EXPECTED STANDARDS OF BEHAVIOUR

- 5.1 Staff living on site must ensure that they abide by agreed standards of conduct and probity at all times whilst on College premises, summarised as follows:
- to conduct themselves in a manner that would not bring the College into disrepute;
 - to supervise any visitors to College at all times and ensure their equal understanding of College protocols and to not allow visitors access to other accommodation on site; and
 - to notify the Designated Safeguarding Lead if they are charged with, or convicted of, any criminal offence.

6. SERVICE OCCUPANCY AGREEMENT

- 6.1 All staff living in on site accommodation will be required to sign a Service Occupancy Agreement (see Appendix A). Wardens will also be asked to sign a Service Occupancy Agreement and Side Letter (see Appendix B).
- 6.2 The Service Occupancy Agreement does not, and is not intended, to create a tenancy, nor does it give the member of staff living in on site accommodation the right to exclusive possession of the property, nor does it create the relationship of landlord and tenant between staff living in on site accommodation and the College. Staff living in on site accommodation occupy any property as a licensee only.
- 6.3 In some instances, and at the College's discretion, the College will permit persons other than the member of staff/warden to also reside with them in staff accommodation, for instance, a partner. **Any incoming additional residents should be added to the Service Occupancy Agreement** by notification to the Estates & Facilities Management Support Officer and HR. **This includes notification at a later date, should this occur after the member of staff/warden has taken up residency.** In the event that that person is aged over 18, they will need to be DBS checked and also named in the Service Occupancy Agreement. If that person moves out, the Estates & Facilities Management Support Officer and HR need to be notified. Failure to inform Estates & Facilities Management Support Officer and HR that someone has moved into the accommodation could see the member of staff/warden being asked to vacate the accommodation, along with anyone else who may be occupying it.

7. PROBITY FORM

- 7.1 In addition to entering into a Service Occupancy Agreement, all staff living in on site accommodation are also required to complete a Standards on Conduct and Probity Form (see Appendix C) confirming that whilst on site they agree to abide by the expected standards of conduct and behaviour, as set out at 5. above. Over 18 partners or children of the postholder will also be asked to complete a Standards on Conduct and Probity Form.

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8. VISITORS

- 8.1 Askham Bryan College recognises that staff living on site will want to have visitors. Visitors are permitted; but it will be the responsibility of the member of staff living on site to ensure that they behave and conduct themselves in an acceptable manner and that they are aware of College protocols.

9. ENHANCED DBS CHECKS

- 9.1 Over 18 postholders living in staff accommodation will be asked to complete an enhanced DBS check, at their expense.
- 9.2 Over 18 partners or children of the postholder will also be asked to complete an enhanced DBS check, at the expense of the postholder.
- 9.3 Frequent visitors to staff living on site, ie more than 2 nights per week, may also be asked to complete an enhanced DBS, at their expense.

10. REVIEW

- 10.1 This Policy will be reviewed annually by Director of Estates and Facilities.

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Appendix A

Service Occupancy Agreement



THIS AGREEMENT is dated

2021

PARTIES

- (1) ASKHAM BRYAN COLLEGE CORPORATION of Askham Bryan College, Askham Bryan, York, YO23 3FR (**Employer**);
- (2) **[INDIVIDUAL NAME]** of **[INDIVIDUAL ADDRESS]** (**Employee**).

AGREED TERMS

1. Interpretation

The following definitions and rules of interpretation apply in this Agreement.

1.1 Definitions:

Contents	the furniture, furnishings and any other items set out in the inventory attached to this Agreement.
Employment Contract	the employment contract dated [DATE] made between [PARTIES] [a copy of which is annexed to this Agreement and initialled by the parties].
[Lawful Occupiers]	those persons listed in the Schedule other than the Employee who with the permission of the Employer may also occupy the Property for the duration of this Agreement.]
Property	the land and building at [DESCRIPTION OR ADDRESS OF THE PROPERTY] [shown edged red on the plan attached to this Agreement].

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Schedule of Responsibility The Schedule attached to this Agreement setting out the respective responsibilities of the Employer and the Employee in respect of maintenance and repair

- 1.2 Clause headings shall not affect the interpretation of this Agreement.
- 1.3 References to clauses are to the clauses of this Agreement.
- 1.4 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person's personal representatives, successors and permitted assigns.
- 1.5 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.6 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.7 A reference to **writing** or **written** excludes fax and e-mail.
- 1.8 Any obligation on a party not to do something includes an obligation not to allow that thing to be done.

2. Employment

- 2.1 The Employee is employed by the Employer as **[SPECIFY JOB TITLE]** under the Employment Contract.
- 2.2 [The parties to this Agreement acknowledge that it is essential for the performance of the Employee's duties that the Employee resides in the Property.

OR

The parties to this Agreement acknowledge that it is a condition of the Employment Contract that the Employee resides in the Property for the better performance of the Employee's duties].

3. Licence to occupy

- 3.1 The Employer permits the Employee to occupy the Property and to use the Contents while the Employee is employed under the Employment Contract.
- 3.2 The Employee acknowledges that:

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- 3.2.1 the Employee shall occupy the Property as a licensee and that no relationship of landlord and tenant is created between the Employer and the Employee by this Agreement;
- 3.2.2 the Employer retains control, possession and management of the Property and the Employee has no right to exclude the Employer from the Property; and
- 3.2.3 the licence to occupy granted by this Agreement is personal to the Employee and is not assignable.

4. Employee's obligations

4.1 The Employee agrees with the Employer:

- 4.1.1 to reside at the Property while the Employee is employed under the Employment Contract;
- 4.1.2 to use the Property only as a private residence for occupation by the Employee [and the Lawful Occupiers who may only occupy the Property for so long as the Employee is so entitled];
- 4.1.3 immediately to notify the Employer if the immigration status of the Employee [or any of the Lawful Occupiers] changes.
- 4.1.4 to keep the Property and the Contents clean and in good condition;
- 4.1.5 to make good any damage caused to the Property and the Contents;
- 4.1.6 not to remove any Contents from the Property;
- 4.1.7 [to keep the garden tidy;]
- 4.1.8 not to make any alteration or addition to the Property;
- 4.1.9 to pay for all utilities including any gas, oil, water and electricity consumed on the Property and all charges (including rental charges) for the use of the telephone at the Property or the appropriate proportion thereof if living in a shared residence;
- 4.1.10 to pay to the relevant local authority [the appropriate proportion of] the Council Tax for the Property; and
- 4.1.11 to notify the Employer as soon as possible in the event that any damage or want of repair has arisen which is the responsibility of the Employer under the Schedule of Responsibility.

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4.1.12 To seek permission from the Employer before bringing any pets into the Property. Once permission has been granted, continuation of permission is subject to the Employee and any Lawful Occupiers ensuring that all aspects of the welfare of the pet are maintained and that, where relevant, e.g. for dogs, normal protocols for hygiene are maintained both in the Property and around the campus.

5. Termination

5.1 The licence to occupy granted by this Agreement shall end:

5.1.1 if the Employment Contract ends;

5.1.2 if the Employee ceases to reside at the Property; or

5.1.3 on the expiry of not less than **[four]** weeks' written notice given by the Employer to the Employee at any time.

5.2 The Employee agrees to vacate the Property immediately when the licence to occupy granted by this Agreement ends.

6. Governing law

This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

7. Jurisdiction

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).

This Agreement has been entered into on the date stated at the beginning of it.

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SCHEDULE

Lawful Occupiers

Name	Date of birth	Relationship to Employee eg spouse, partner, etc

Signed on behalf of
ASKHAM BRYAN
COLLEGE
CORPORATION
(Employer)

Name:
Position:
Authorised Signatory

Signed by **[NAME
OF EMPLOYEE]**
(Employee)

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RESPONSIBILITY OF OCCUPANTS AND COLLEGE OF ASKHAM BRYAN COLLEGE OWNED

DWELLINGS

EXTERNAL	COLLEGE	OCCUPANT
Boundary walls, fences & gates	Repair & Maintain	Report defects
Main Pathways	Repair & Maintain	Report defects
Garden, hedges & lawns		Maintain
Outbuildings	Repair & Maintain	Report defects
Building structure & Roof	Repair & Maintain	Report defects
Drainage System	Repair & Maintain	Report defects
Timberwork	Repair & Maintain	Report defects
External Decoration	Maintain	Report defects
TV Aerials		Install, repair & maintain
INTERNAL		
Electrical fixed wiring & socket outlets	Repair & Maintain	Report defects
Electrical flexible cables & connections		Maintain, repair & replace
Fuse/mcb distribution boards	Repair & Maintain	Replace fuses
Cooker	Repair & Maintain	Report defects
Light fittings	Kitchen & Bathroom	All Others
Lamps		Replacement
Cold Water Services	Repair & Maintain	Tap Washers
Hot Water Services	Repair & Maintain	Tap Washers
Drainage system	Repair & Maintain	Clear Blockages
Sanitary fittings	Repair & Maintain	Clear Blockages
Decoration		ABC approved finishes
GENERAL		
Damage other than fair wear & tear	Owners Liability	Occupier's neglect or accident
Insurance		Household & public liability

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Service Occupancy Agreement (Volunteer Warden)

THIS AGREEMENT is dated 2021

PARTIES

- (1) ASKHAM BRYAN COLLEGE CORPORATION of Askham Bryan College, Askham Bryan, York, YO23 3FR (the College);
- (2) [INDIVIDUAL NAME] of [INDIVIDUAL ADDRESS] (Volunteer Warden).

AGREED TERMS

1. Interpretation

The following definitions and rules of interpretation apply in this Agreement.

1.1 Definitions:

Contents the furniture, furnishings and any other items set out in the inventory attached to this Agreement.

Lawful Occupiers those persons listed in the Schedule other than the Volunteer Warden who with the permission of the College may also occupy the Property for the duration of this Agreement.

Property the land and building at [DESCRIPTION OR ADDRESS OF THE PROPERTY] [shown edged red on the plan attached to this Agreement].

Schedule of Responsibility The Schedule attached to this Agreement setting out the respective responsibilities of the College and the Volunteer Warden in respect of maintenance and repair.

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- 1.2 Clause headings shall not affect the interpretation of this Agreement.
- 1.3 References to clauses are to the clauses of this Agreement.
- 1.4 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person's personal representatives, successors and permitted assigns.
- 1.5 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.6 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.7 A reference to **writing** or **written** excludes fax and e-mail.
- 1.8 Any obligation on a party not to do something includes an obligation not to allow that thing to be done.
- 2. Volunteering as a warden**
 - 2.1 The Volunteer Warden is employed by the College as **[SPECIFY JOB TITLE]**.
 - 2.2 The Volunteer Warden has in addition to their duties as **[SPECIFY JOB TITLE]** also agreed to be a volunteer warden for the College.
 - 2.3 The parties to this Agreement acknowledge that it is essential for the performance of the Volunteer Warden's duties as a volunteer warden that the Volunteer Warden resides in the Property.
- 3. Licence to occupy**
 - 3.1 Subject to clause 5, the College permits the Volunteer Warden to occupy the Property and to use the Contents for such time as they are a volunteer warden.
 - 3.2 The Volunteer Warden acknowledges that:
 - 3.2.1 the Volunteer Warden shall occupy the Property as a licensee and that no relationship of landlord and tenant is created between the College and the Volunteer Warden by this Agreement;
 - 3.2.2 the College retains control, possession and management of the Property and the Volunteer Warden has no right to exclude the College from the Property; and

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3.2.3 the licence to occupy granted by this Agreement is personal to the Volunteer Warden and is not assignable.

4. Volunteer Warden's obligations

4.1 The Volunteer Warden agrees with the College:

4.1.1 to reside at the Property while the Volunteer Warden is employed as a volunteer warden;

4.1.2 to use the Property only as a private residence for occupation by the Employee and the Lawful Occupiers who may only occupy the Property for so long as the Employee is so entitled and to seek permission from the College for any additional Lawful Occupiers not listed in the Schedule to this Agreement;

4.1.3 to keep the Property and the Contents clean and in good condition;

4.1.4 to make good any damage caused to the Property and the Contents;

4.1.5 not to remove any Contents from the Property;

4.1.6 **[to keep the garden tidy;]**

4.1.7 not to make any alteration or addition to the Property;

4.1.8 to pay for all utilities including any gas, oil, water and electricity consumed on the Property and all charges (including rental charges) for the use of the telephone at the Property or the appropriate proportion thereof if living in a shared residence;

4.1.9 to pay to the relevant local authority [the appropriate proportion of] the Council Tax for the Property; and

4.1.10 to notify the College as soon as possible in the event that any damage or want of repair has arisen which is the responsibility of the College under the Schedule of Responsibility.

4.1.11 to seek permission from the College before bringing any pets into the Property. Once permission has been granted, continuation of permission is subject to the Volunteer Warden and any Lawful Occupiers ensuring that all aspects of the welfare of the pet are maintained and that, where relevant, e.g. for dogs, normal protocols for hygiene are maintained both in the Property and around the campus.

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5. Termination

5.1 The licence to occupy granted by this Agreement shall end:

5.1.1 if the Volunteer Warden advises the College that they no longer wish to be a volunteer warden;

5.1.2 if the Volunteer Warden ceases to reside at the Property; or

5.1.3 on the expiry of not less than **[four]** weeks' written notice given by the College to the Volunteer Warden at any time.

5.2 The Volunteer Warden agrees to vacate the Property immediately when the licence to occupy granted by this Agreement ends.

6. Governing law

This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

7. Jurisdiction

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).

This Agreement has been entered into on the date stated at the beginning of it.

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SCHEDULE

Lawful Occupiers

Name	Date of birth	Relationship to Volunteer Warden eg. spouse, partner, etc

Signed on
 behalf of
 ASKHAM
 BRYAN
 COLLEGE
 CORPORATION
 (College)

Name:

Position:

Authorised Signatory

Signed by
 [NAME OF
 VOLUNTEER
 WARDEN]
 (Volunteer
 Warden)

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OWNED DWELLINGS

EXTERNAL	COLLEGE	OCCUPANT
Boundary walls, fences & gates	Repair & Maintain	Report defects
Main Pathways	Repair & Maintain	Report defects
Garden, hedges & lawns		Maintain
Outbuildings	Repair & Maintain	Report defects
Building structure & Roof	Repair & Maintain	Report defects
Drainage System	Repair & Maintain	Report defects
Timberwork	Repair & Maintain	Report defects
External Decoration	Maintain	Report defects
TV Aerials		Install, repair & maintain
INTERNAL		
Electrical fixed wiring & socket outlets	Repair & Maintain	Report defects
Electrical flexible cables & connections		Maintain, repair & replace
Fuse/mcb distribution boards	Repair & Maintain	Replace fuses
Cooker	Repair & Maintain	Report defects
Light fittings	Kitchen & Bathroom	All Others
Lamps		Replacement
Cold Water Services	Repair & Maintain	Tap Washers
Hot Water Services	Repair & Maintain	Tap Washers
Drainage system	Repair & Maintain	Clear Blockages
Sanitary fittings	Repair & Maintain	Clear Blockages
Decoration		ABC approved finishes
GENERAL		
Damage other than fair wear & tear	Owners Liability	Occupier's neglect or accident
Insurance		Household & public liability

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<NAME>
<ADDRESS LINE 1>
<ADDRESS LINE 2>
<TOWN>
<POST CODE>

<DATE>

Dear <FIRST NAME>

RE: SERVICE OCCUPANCY OF ACCOMMODATION

I refer to the offer of employment as <ROLE TITLE>

You will be provided with accommodation associated with your employment. This letter makes clear that such accommodation is provided strictly on the basis that it is for the better performance of your duties.

Please indicate your acknowledgement and assent to this arrangement by completing and signing the declaration in the spaces provided below.

Once completed, please keep one copy of the signed letter for your records, and return the signed original to the HR Department.

Yours sincerely

<HR NAME>
<HR TITLE>

(Please PRINT your full name below)

I,

hereby acknowledge and agree that any accommodation provided to me by Askham Bryan College, is done so strictly on the basis that it is for the better performance of my duties.

Signed

Dated

Askham Bryan, York YO23 3FR
t: 01904 772277 e: york@askham-bryan.ac.uk
www.askham-bryan.ac.uk

Learning is in our Nature.
Charitable Trust.

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Appendix C

Standards of Conduct and Probity Form



Standards on Conduct and Probity for Adults Residing in Askham Bryan College Accommodation (Declaration)

All adults residing in Askham Bryan College accommodation (including those not employed by the College; but who are residing with staff members who have a licence for College accommodation) should ensure that they abide by agreed standards of conduct and probity at all times whilst on College premises, ie:

1. that adults residing in Askham Bryan College accommodation must conduct themselves in a manner that would not bring the College into disrepute;
2. that adults residing in Askham Bryan College accommodation must notify the Designated Safeguarding Lead if they are charged with, or convicted of, any criminal offence;
3. that each adult must supervise any visitors to College at all times and ensure their equal understanding of College policies and protocols.
4. That each adult residing in Askham Bryan College accommodation must undertake an enhanced DBS check at their own expense before they take up residence and provide College with the details of that check when available

Askham Bryan College also reserves the right to withdraw accommodation if there is evidence that adults residing in Askham Bryan College accommodation are unsuitable to have regular contact with resident students under 18.

Privacy Statement

Askham Bryan College is required under data protection legislation, for instance, the Data Protection Act 2018, to provide you with details of why we collect your Personal Data, what we do with it, who we share it with and how long we intend to keep it. The Personal Data you provide will be stored and processed by the College to support your residence in accommodation here at the College.

Unless otherwise advised, your Personal Data will not be subject to any automated decision making and all Personal Data will remain within the European Economic Area (“EEA”) at all times. We hold Personal Data on paper and digitally on computer in accordance with the College Data Retention Policy. This will be necessary for the purpose(s) for which we have

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collected it, and after that time the data will either be deleted or anonymised. All signed declarations will be held for the full term of your residence, plus one year.

You have the right to withdraw this consent to this processing at any time; but please note, that in the event you do, this could have consequences in terms of the College being able to support your residence in accommodation here at the College.

If you have any concerns about how your data is to be used, you understand that you can contact the College's Data Protection Officer at judith.clapham@askham-bryan.ac.uk or if necessary complain to the ICO at <https://ico.org.uk/concerns/>.

Name: _____

Address: _____

I understand the expected standard of conduct and probity whilst residing in accommodation at Askham Bryan College, York. I have read the privacy statement and consent to the College processing my Personal Data in this way.

Signed: _____ Date: _____

Please keep a copy of this document for the duration of your residence and return a signed copy to Human Resources.

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STAFF ACCOMMODATION POLICY

Appendix D

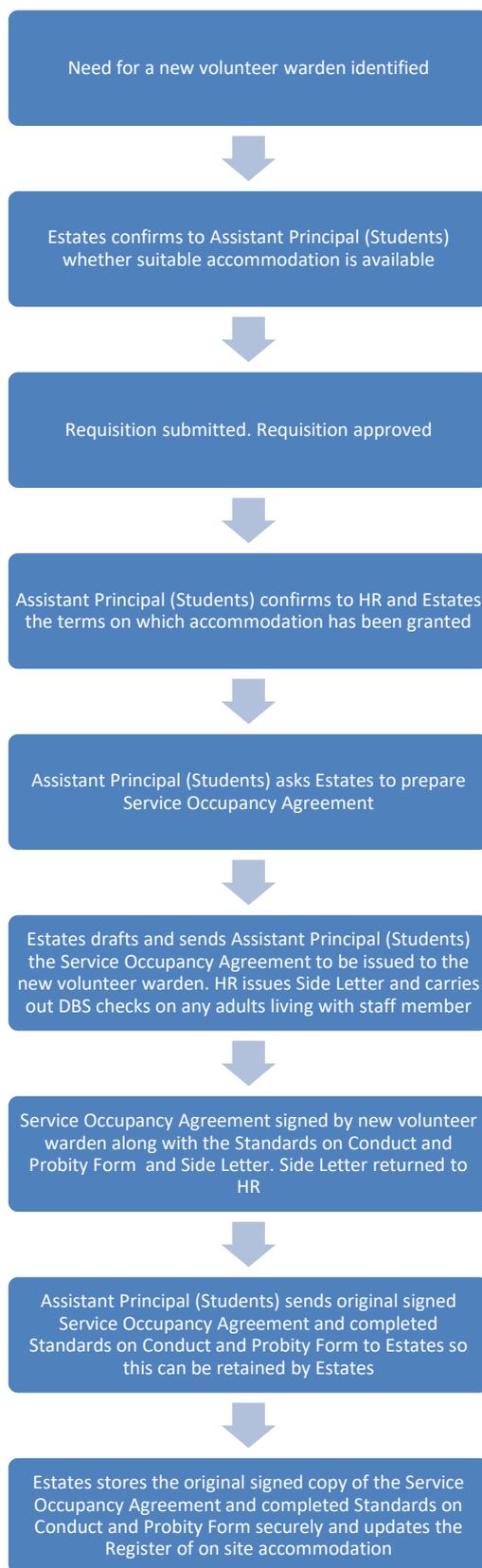
Summary of process for allocating staff accommodation



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STAFF ACCOMMODATION POLICY

Summary of process for allocating staff accommodation (volunteer wardens)



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