





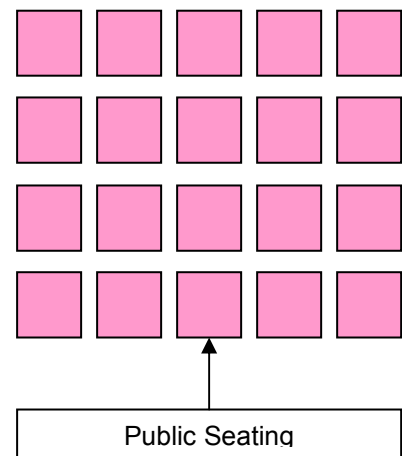
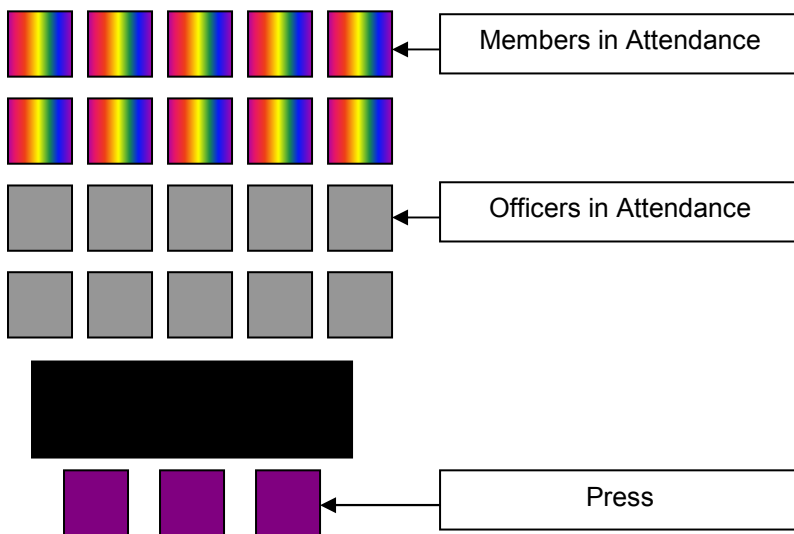
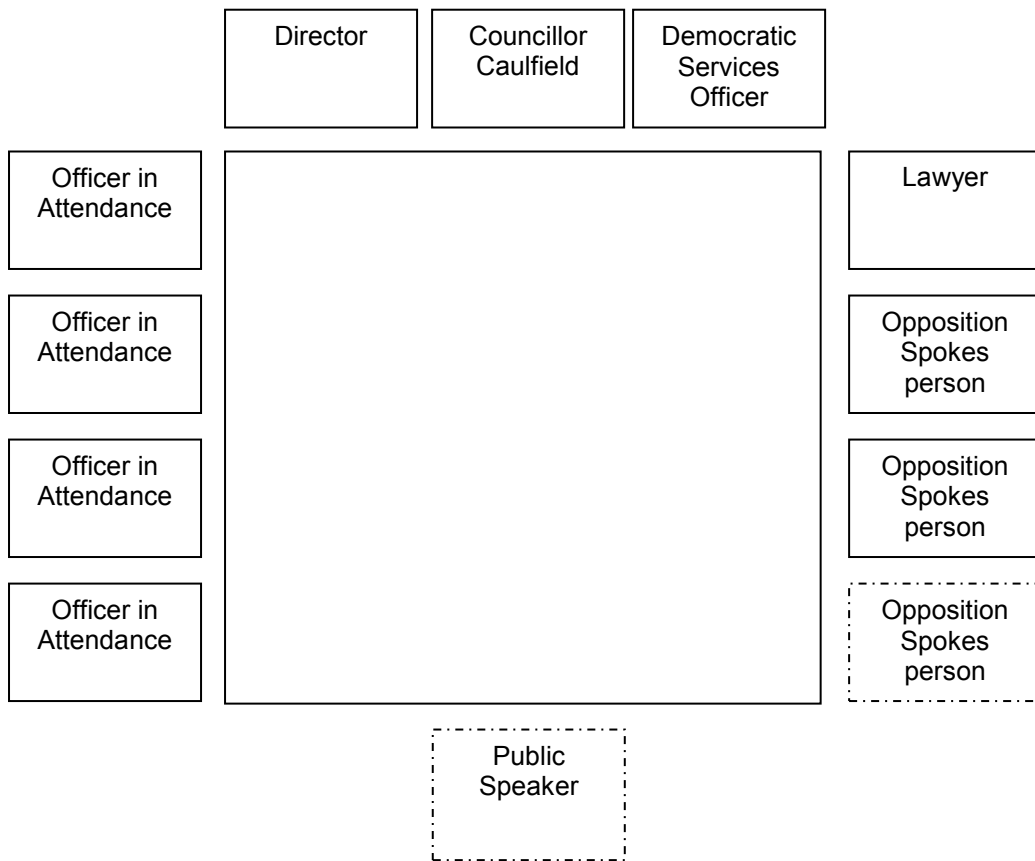
Brighton & Hove  
City Council

# Cabinet Member Meeting

Title:	<b>Housing Cabinet Member Meeting</b>
Date:	<b>11 March 2009</b>
Time:	<b>4.00pm</b>
Venue	<b>Committee Room 1, Hove Town Hall</b>
Members:	<b>Councillor:</b> Caulfield (Cabinet Member)
Contact:	<b>Martin Warren</b> Senior Democratic Services Officer 01273 291058 martin.warren@brighton-hove.gov.uk

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	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and infra red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the receptionist on arrival.
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# Democratic Services: Meeting Layout



**AGENDA**

**100. PROCEDURAL BUSINESS**

**101. MINUTES OF THE PREVIOUS MEETING**

1 - 4

Minutes of the meeting held on 11 February 2009 (copy attached)

**102. CABINET MEMBER'S COMMUNICATIONS**

**103. ITEMS RESERVED FOR DISCUSSION**

(a) Items reserved by the Cabinet Member

(b) Items reserved by the Opposition Spokesperson

(c) Items reserved by Members, with the agreement of the Cabinet Member.

*NOTE: Public Questions, Written Questions from Councillors, Petitions, Deputations, Letters from Councillors and Notices of Motion will be reserved automatically.*

**104. PETITIONS**

No petitions have been received.

**105. PUBLIC QUESTIONS**

(The closing date for receipt of public questions is 12 noon on 4 March)

**106. DEPUTATIONS**

(The closing date for receipt of deputations is 12 noon on 4 March)

**107. LETTERS FROM COUNCILLORS**

(The deadline for letters from Councillors was 10.00am 27 February)

**108. WRITTEN QUESTIONS FROM COUNCILLORS**

(The deadline for written questions from Councillors was 10.00am 27 February)

**109. NOTICES OF MOTIONS**

No Notices of Motion have been received.

## HOUSING CABINET MEMBER MEETING

- 110. REPORTS FROM OVERVIEW & SCRUTINY COMMITTEES** **5 - 12**
- A) Minutes of the meeting of the Adult Social Care & Housing 8 January 2009 (copy attached)
- Contact Officer: Kath Vlcek* *Tel: 01273 290450*
- 111. LEARNING DISABILITIES PARTNERSHIP BOARD - ANNUAL REPORT** **13 - 30**
- Report of the Director of Adult Social Care & Housing (copy attached)
- Contact Officer: Naomi Cox* *Tel: 29-5813*  
*Ward Affected: All Wards*
- 112. ALLOCATIONS AND ADAPTATIONS POLICY REVIEW** **31 - 62**
- Report of the Director of Adult Social Care & Housing (copy attached)
- Contact Officer: Sylvia Peckham* *Tel: 293318*  
*Ward Affected: All Wards*
- 113. HOMELESSNESS GRANT** **63 - 84**
- Report of the Director of Adult Social Care & Housing (copy attached)
- Contact Officer: Steve Bulbeck* *Tel: 29-3120*  
*Ward Affected: All Wards*

**PART TWO**

**114. HOMELESSNESS GRANT**

**85 - 86**

Appendix to Report (copy circulated to Members Only)

[Exempt Category 3]

*Contact Officer: Steve Bulbeck*

*Tel: 29-3120*

*Ward Affected: All Wards*

**115. TO CONSIDER WHETHER OR NOT ANY OF THE ABOVE ITEMS AND THE DECISIONS THEREON SHOULD REMAIN EXEMPT FROM DISCLOSURE TO THE PRESS AND PUBLIC**

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fifth working day before the meeting.

Agendas and minutes are published on the council's website [www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk). Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact Martin Warren, (01273 291058, email [martin.warren@brighton-hove.gov.uk](mailto:martin.warren@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

Date of Publication - Tuesday, 3 March 2009



**BRIGHTON & HOVE CITY COUNCIL**

**HOUSING CABINET MEMBER MEETING**

**4.00pm 11 FEBRUARY 2009**

**COMMITTEE ROOM 1, HOVE TOWN HALL**

**MINUTES**

**Present:** Councillor Caulfield (Cabinet Member)

**Also in attendance:** Councillor Simpson (Opposition Spokesperson)

**Other Members present:** Councillor Hawkes.

**PART ONE**

**85. PROCEDURAL BUSINESS**

**85a Declarations of Interests**

85a.1 There were none.

**85b Exclusion of Press and Public**

85b.1 The Committee considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in Schedule 12A, Part 5A, Section 100A(4) or 100 1 of the Local Government Act 1972 (as amended).

85b.2 **RESOLVED** - That the press and public not be excluded from the meeting.

**86. MINUTES OF THE PREVIOUS MEETING**

86.1 **RESOLVED** – That the minutes of the meeting held on the 14 January 2009 be approved as a correct record.

**87. CABINET MEMBER'S COMMUNICATIONS**

87.1 The Cabinet Member reported that the Area Housing Management Panels were currently confirming the Tenant Board Members 'Brighton & Hove Seaside Community Housing'.

**88. ITEMS RESERVED FOR DISCUSSION**

88.1 All items were reserved for discussion.

**89. PETITIONS**

89.1 The Cabinet Member invited Councillor Hawkes to address a petition that she had presented at Council 29 January 2009. The petition, signed by 98 people requested a safe play area for children living on the Bates Estate.

89.2 Councillor Hawkes spoke in support of the petition.

89.3 The Cabinet Member suggested that the Tenant Association could make a bid to the Estate Development Budget.

89.4 The Director offered to liaise with the Directors of CYPT and Environment to discuss additional and parallel forms of funding.

89.5 **RESOLVED** – That the petition be noted.

**90. PUBLIC QUESTIONS**

90.1 There were none.

**91. DEPUTATIONS**

91.1 There were none.

**92. LETTERS FROM COUNCILLORS**

92.1 There were none.

**93. WRITTEN QUESTIONS FROM COUNCILLORS**

93.1 There were none.

**94. NOTICES OF MOTIONS**

94.1 There were none.

**95. REPORTS FROM OVERVIEW & SCRUTINY COMMITTEES**

95.1 There were none.



**96. REPORT OF THE HOUSING MANAGEMENT CONSULTATIVE COMMITTEE - 20 JANUARY 2009**

96.1 The Cabinet Member considered a report of the proceedings of the Housing Management Consultative Committee, 20 January 2009 (for copy see minute book).

96.2 **RESOLVED** – That the report be noted.

**97. HOUSING REVENUE ACCOUNT BUDGET 2009/10**

97.1 The Cabinet Member considered a report of the Director of Adult Social Care & Housing that presented the Housing Revenue Account Forecast Outturn for 2008/09 as at month 9 and the proposed Budget for 2009/10 as required by the Local Government and Housing Act 1989 (for copy see minute book).

97.2 The Cabinet Member thanked the Finance Team for their work in compiling the report, noting the difficult circumstances in which it was drafted and its subsequent endorsement by the Housing Management Consultative Committee.

97.3 **RESOLVED** - That, having considered the information and the reasons set out in the report, the Cabinet Member accepted the following recommendations:

That the Housing Cabinet Member recommend that Cabinet:

- (1) approves the budget for 2009/10 as shown in Appendix 1
- (2) approves individual rent increases and decreases in line with rent restructuring principles as determined by the Government.
- (3) approves the changes to fees and charges as detailed in paragraph 3.14 to 3.20.
- (4) authorises the Director of Adult Social Care & Housing to implement the new rents, fees and charges, but with delegation to make any minor amendments which may appear to be appropriate in particular cases; and
- (5) authorises the Director of Adult Social Care & Housing to prepare and place on deposit the statement of proposals, estimates and other particulars as required by Section 76 of the Local Government and Housing Act 1989.

**98. LEARNING DISABILITY DAY SERVICES - CREATION OF DAY OPTIONS TEAM**

98.1 The Cabinet Member for Housing considered a report of the Director of Adult Social Care & Housing that provided information on a review of Learning Disability Day Services (for copy see minute book).

98.2 The Cabinet Member noted that this was the third time that the report had been presented to the meeting. She was confident that the extended decision process had resulted in a clearer and more robust appreciation of the concerns that had been raised by service users and carers.

98.3 The Cabinet Member requested that regular reports be submitted to the meeting so that progress of the service could be monitored.

- 98.4 Councillor Simpson wished to be assured that persons using residential services would be afforded the opportunity to use day centre service options.
- 98.5 The Cabinet Member noted that the independence of the day centres would not be affected by the day options service and that the idea was that the services would run in parallel. As the consequences of the new ways of working became apparent, reports would be submitted to the meeting to allow the situation to be monitored.
- 98.6 **RESOLVED** - That, having considered the information and the reasons set out in the report, the Cabinet Member accepted the following recommendations:
- (1) That the Cabinet Member for Housing approves that the council's Integrated Learning Disability Services create a Day Options Team. The Day Options Team would be developed slowly over time. The Day Options Team would offer an advice, guidance and co-ordination point to maximise the day opportunities available to people with learning disabilities in Brighton & Hove.
  - (2) That the Cabinet Member for Housing monitors the progress on the development of this additional team through regular briefings from the implementation team.

**99. DELIVERY OF SUPPORT SERVICES FOR COUNCIL SHELTERED HOUSING TENANTS**

- 99.1 The Cabinet Member considered a report of the Director of Adult Social Care & Housing that offered recommendations regarding the future delivery of the support service for council sheltered housing tenants following a review of the sheltered service, consultation with residents and discussions with staff. The report also included a review of the communal service charges in sheltered housing and details of the support charge for 2009/10 (for copy see minute book).
- 99.2 **RESOLVED** - That, having considered the information and the reasons set out in the report, the Cabinet Member accepted the following recommendations:

That the Cabinet Member for Housing

- (1) Approves the proposal, following consultation with residents, to retain a traditional, on site, scheme manager model of service, which will continue to be managed as a non residential service.
- 2) Agrees the revised communal service charges as set out in Appendix 1 with effect from 6 April 2009 and authorises the Director of Adult Social Care and Housing to implement the new service and charges, but with power to make any minor amendments which may appear to be appropriate in particular cases.

The meeting concluded at 4.30pm

Signed

Chair

Dated this

day of

**ITEM 110A ON AGENDA**

**BRIGHTON & HOVE CITY COUNCIL**

**ADULT SOCIAL CARE & HOUSING OVERVIEW & SCRUTINY  
COMMITTEE**

**4.00PM 8 JANUARY 2009**

**COUNCIL CHAMBER, HOVE TOWN HALL**

**MINUTES**

**Present:** Councillors Meadows (Chairman); Barnett, Hawkes, Janio, Pidgeon, Rufus, Wells and Wrighton (Deputy Chairman)

**PART ONE**

**42. PROCEDURAL BUSINESS (COPY ATTACHED)**

**42A. Declarations of Substitutes**

42.1 There were none

**42B. Declarations of Interest**

42.2 There were none.

**42C. Declarations of Party Whip**

42.3 There were none.

**42D. Exclusion of Press and Public**

42.4 In accordance with section 100A(4) of the Local Government Act 1972, it was considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in section 100(1) of the said Act.

42.5 **RESOLVED** – That the press and public be not excluded from the meeting.

**43. MINUTES OF THE PREVIOUS MEETING (COPY ATTACHED)**

43.1 **RESOLVED** - That the minutes of the meeting held on 6 November 2008 be approved and signed by the Chairman.

**44. CHAIRMAN'S COMMUNICATIONS**

44.1 The Chairman welcomed Councillor Rufus, who was replacing Councillor Randall on the Committee. The Chairman also welcomed Tom Hook, the new Head of Scrutiny for Brighton & Hove City Council, to the meeting.

**45. PUBLIC QUESTIONS**

45.1 There were none.

**46. LETTERS FROM COUNCILLORS**

46.1 There were none.

**47. NOTICES OF MOTIONS REFERRED FROM COUNCIL**

47.1 There were none.

**48. MEMBER TRAINING SESSION ON 'RE-ABLEMENT'**

48.1 Karin Divall, General Manager for Adult Social Care and Housing and Anne Hagan, General Manager for Provider Services, Older People's Services, gave a joint presentation in which members were informed about how reablement was developing nationally and how this was being piloted and rolled out in Brighton & Hove. Both officers addressed Members' queries following the presentation.

48.2 In response to a query about how residents with visual impairments would receive reablement, the committee heard that although the current roll-out had focussed on homecare services, the Sensory Team and occupational therapists were in the next phase. Service users would be supported by the team to access the same opportunities for reablement. There was an RNIB worker within the Sensory Team.

48.3 In response to a query about how the scheme would address isolation problems, members heard that it had been recognised that social isolation was a problem for many older people, but it was felt that traditional home care was not the solution. Reablement was aimed at helping people to become more active and make more social contact.

48.4 In response to concerns about vulnerable people who may need repeat support, members heard that there was an annual review system; all service users would be included within this. Service users were able to

have more reablement provision if this were needed, or alternatively other options could be provided.

- 48.5 Members asked whether it would be possible to receive statistics on take-up of the service by age and requirement. It was agreed that this would be included in the progress report, due to come to the next Adult Social Care and Housing Overview and Scrutiny Committee in March 2009.
- 48.6 Members queried where the additional occupational therapy support would come from, as the service was already under pressure. Members were told that a new response team had already been formed. In addition, it was felt that the successful take up of reablement would help to reduce the waiting lists for occupational therapy services.
- 48.7 The committee thanked both Ms Divall and Ms Hagan for their presentation.
- 48.8 **RESOLVED** – that a report on reablement be brought to the March 2009 committee.

**49. COUNCILLOR KEN NORMAN, CABINET MEMBER FOR ADULT SOCIAL CARE**

- 49.1 Councillor Norman gave a presentation to the committee about his priorities for Adult Social Care, and detailed some of the work that was underway towards these priorities. Councillor Norman also responded to questions from the committee.
- 49.2 Members raised concerns regarding the number of talking bus stop key fobs that had not been issued. Councillor Norman said that he had not been aware that this was the case; the directorate would look into it and work with the RNIB to raise awareness of the surplus key fobs.
- 49.3 Members queried how the work to align computer systems was progressing. Philip Letchfield, Interim Head of Adult Social Care and Performance and Development said that locally the project with Sussex Partnership Foundation Trust (SPFT) to achieve single inputting onto systems was continuing. It was unlikely to be delivered until the following year as SPFT had to prioritise bringing together the different ICT systems across the Trust.

Nationally, the council was following initiatives to link councils to the NHS ICT 'spine', to develop a Common Assessment Framework and to develop the use of the NHS number in adult social care records. Brighton & Hove City Council was not in the first round of pilots for this work.

- 49.4 Committee members were concerned at the proposed link between Extra Care Housing with the Choice Based Lettings (CBL) system, as it

was felt that CBL was not the most appropriate way in which to allocate Extra Care Housing. Joy Hollister, Director of Adult Social Care and Housing responded on behalf of Councillor Norman. Ms Hollister said that the local authority was only legally able to operate one allocations system, so there was a need to align CBL and Extra Care. Extra Care would only be offered to people to address social care needs rather than housing need. The Director offered to bring an update report to the March 2009 committee; this was welcomed.

49.5 The committee thanked Councillor Norman for his presentation.

49.6 **RESOLVED** – that a report on Extra Care Housing with Choice Based Lettings be brought to the March 2009 committee.

## **50. HOUSING REVENUE BUDGET ACCOUNT (COPY ATTACHED)**

50.1 The committee received an outline report from Sue Chapman, Head of Finance Services (Housing and City Support). The final report was due to go to the Overview and Scrutiny Commission in February 2009.

50.2 Members asked for further information about how rent increases were calculated. The committee heard that central government assumed that rents would be increased by the RPI rate as at September 2008 and calculated the authority's income on that basis. Central government also calculated the anticipated expenditure of the authority. By deducting the second amount from the first and applying a grant formula, central government would determine whether the authority needed additional subsidy or whether there would be a situation of 'negative subsidy.' Brighton & Hove City Council was in a position of negative subsidy and consequently paid central government approximately £2.5 million per year. The authority had received its determination for 2009/10; this had resulted in a slight increase in the negative subsidy being paid.

50.3 The committee heard that there was no scope to challenge the grant formula, but that it was necessary for each authority to check the calculations under that formula. The current subsidy system was under review as there was a surplus in the national 'pot'.

50.4 In response to a query about whether the authority could spend more to reduce the negative subsidy, the committee heard that calculations were made on the basis of notional expense and so this would not work.

50.5 In response to a query about how the Local Delivery Vehicle (LDV) might affect the account, the committee were told that the LDV concerned capital expenditure of resources, so it would not affect the Revenue Account.

50.6 One member indicated that he did not consider the rent increase to be fair, particularly in the economic difficulties that were being experienced. It was agreed that he would raise this issue with the relevant Cabinet Member for their attention.

50.7 **RESOLVED** – That the report be noted.

## **51. COMMISSIONING PLAN FOR SHORT-TERM CARE**

51.1 The committee received a verbal update on the progress with the Commissioning Plan for Short-term Care from Jane Macdonald, the Service Improvement Manager for Commissioning, prior to the full report due to come to ASCHOSC in March 2009.

51.2 Members commented that this might be a topic that could be usefully covered in a Member Development session. This was agreed as an item for the 2009/10 work programme.

51.3 **RESOLVED** – that the full report be brought to ASCHOSC in March 2009 and that the topic of Commissioning for Short-term Care be raised as a development area.

## **52. HOUSING PROCUREMENT (COPY ATTACHED)**

52.1 The committee considered a report on housing procurement. Joy Hollister, Director of Adult Social Care and Housing and Nick Hibberd, Assistant Director of Housing Management, answered members' questions.

52.2 Members asked for an update on the Local Delivery Vehicle (LDV) and how this was progressing in raising capital. Ms Hollister explained that an information memorandum had been sent to a number of banks before Christmas for funding options. Of those, three banks had expressed an interest and had asked for further information. The directorate was in communication with the banks on a daily basis. The LDV company would continue to be set up concurrently, and would also start to apply for charitable status.

52.3 Members queried how the LDV would intend to achieve its aims of supporting small businesses and offering apprenticeships. Mr Hibberd said that the council would strongly encourage the use of local businesses as sub-contractors and encourage sub-contractors to take on apprentices; local businesses would also be made aware of the opportunities that were there. The council would track the progress of this piece of work to ensure the objectives were being reached. The council would be working with Connexions, Job Centre Plus and City College to address this issue.

52.4 **RESOLVED** – That the report be noted

## **53. REVIEW OF LEARNING DISABILITY DAY SERVICES**

53.1 The special circumstances for non-compliance with Council Procedure Rule 23, Access to Information Rule 5 and Section 100B(4) of the Local Government Act as amended (items not considered unless the agenda is open to inspection at least five days in advance of the meeting) are that the department wished to allow the maximum time for consultation.

53.2 The committee heard that learning disability (LD) services were being shaped in line with the personalisation and reablement agendas. There was a proposal for an in-house Day Options Team to support clients in accessing more options for daily living.

The proposals would affect people with learning disabilities living in private residential homes. Residents in council-managed residential homes would continue to use day services in the same way that they currently did. The directorate had consulted widely on the proposals; they were supported by the Learning Disability Partnership Board and advocacy agencies. A full report was due to come to ASCHOSC in March 2009 for consultation.

53.3 The committee heard that in a study at Lancaster University of a similar change in LD services, service users had reported a vastly increased quality of life, and there had been a more efficient use of council resources.

53.4 **RESOLVED** – That the report be noted and a further report be brought in March 2009 for consultation.

## **54. BUDGET PRESSURES**

54.1 The special circumstances for non-compliance with Council Procedure Rule 23, Access to Information Rule 5 and Section 100B(4) of the Local Government Act as amended (items not considered unless the agenda is open to inspection at least five days in advance of the meeting) are that the report could not be concluded prior to the despatch of the agenda.

54.2 The committee received a summary report from Joy Hollister, Director of Adult Social Care and Housing. The final report was due to go to the Overview and Scrutiny Commission in February 2009, then on to Cabinet and to full Council.

54.3 The committee members did not have any questions at present. It was suggested that if they did have any queries, these should be addressed directly to Ms Hollister.

54.4 **RESOLVED** – That the report be noted.



**55. UPDATE ON AD HOC PANEL (VERBAL REPORT)**

55.1 The Chairman of the ad-hoc Panel, Anne Meadows, verbally updated Members on the progress of the ad hoc Panel. The panel had had all of its public meetings and were now at the deliberation stage, considering appropriate recommendations. The draft report would be brought to the March ASCHOSC.

55.2 **RESOLVED-** That the update be noted and the draft report be brought to March ASCHOSC.

**56. ASCHSOSC DRAFT WORK PLAN (COPY ATTACHED)**

56.1 Members considered a proposed draft work plan for the next two meetings.

56.2 **RESOLVED** – That the draft plan be agreed.

**57. ITEMS TO GO FORWARD TO CABINET OR THE RELEVANT CABINET MEMBER MEETING**

57.1 There were none.

**58. ITEMS TO GO FORWARD TO COUNCIL**

58.1 There were none.

The meeting concluded at 6.00pm

Signed

Chair

Dated this

day of



# HOUSING CABINET MEMBER MEETING

**Agenda Item 111**  
Brighton & Hove City Council

**Subject:** *Learning Disability Partnership Board  
– Annual Report*

**Date of Meeting:** *11<sup>th</sup> March 2009*

**Report of:** *Director of Adult Social Care & Housing*

**Contact Officer:** Name: **Naomi Cox** Tel: **29-6400**  
E-mail: **naomi.cox@brighton-hove.gov.uk**

**Key Decision:** No

**Wards Affected:** All

## FOR GENERAL RELEASE

### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 The government white paper "[Valuing People, a New Strategy For The 21st Century](#) (DoH 2001)" told all local authorities to set up learning disability partnership boards. It is the Partnership Board's role to oversee and help the planning and development of services that really help local people with learning disabilities. The Partnership Board is a local "champion" for people with learning disabilities.
- 1.2 The Joint Commissioning Board and the Cabinet Member for Housing agreed to receive a formal report of the work of the Learning Disability Partnership Board. This is to ensure that the Partnership Board is properly accountable to governance arrangements that are embodied through the Joint Commissioning Board for the City Council and Primary Care Trust and through the cabinet system for the city council.
- 1.3 It was originally envisioned that the Partnership Board would submit reports twice per year. However, the Partnership Board recently decided to request an annual reporting structure, which will eventually be matched to the financial year cycle.
- 1.4 ['Valuing People Now' \(DoH 2009\)](#) requires that all Learning Disability Partnership Boards produce an Annual Report.

### 2. RECOMMENDATIONS:

- 2.1 That the Cabinet Member for Housing note the report and endorse the work of the Learning Disability Partnership Board.
- 2.2 That the Cabinet Member for Housing agree to receive annual, rather than six-monthly, reports from the Partnership Board

### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 The requirement to produce a report on the work of the Brighton and Hove Learning Disability Partnership Board was in part a response to the Cornwall (2006) and the Sutton & Merton (2007) Investigation Reports in to abuse of people with learning disabilities in NHS provision for people with learning disabilities in these two Trusts.
- 3.2 The Partnership Board receives a report every 6 months on the Safeguarding work undertaken by the Brighton & Hove Community Learning Disability Team. This report advises the Partnership Board on numbers and levels of alert and types of abuse and action taken. This gives the Partnership Board an overview of how we are keeping people with learning disabilities safe. This information is also contained within the Safeguarding Annual Report produced by Adult Social Care.
- 3.3 The Joint Commissioning Board received a report from the Learning Disability Partnership Board on 10<sup>th</sup> December 2007.
- 3.4 In 2008 the Partnership Board agreed that annual reports are a more efficient use of resources than six-monthly reports.

### **4. CONSULTATION**

- 4.1 The members of the Learning Disability Partnership Board have approved the attached annual report.

### **5. FINANCIAL & OTHER IMPLICATIONS:**

#### **5.1 Financial Implications:**

The Learning Disabilities Partnership Board determines the allocation of the Learning Disabilities Development Fund (LDDF) originally funded by the Department of Health and now part of the Area Based Grant. The Appendix describes the projects funded in 2007/08 totalling £288,320 against the LDDF allocation of £238,000 and balance brought forward from the previous year. The LDDF funding allocation is £231,000 in 2008/09, which has been allocated to specific projects, as described in the Appendix, contributing to the Valuing People Now objectives. The LDDF allocation for 2009/10 will be £232,000 subject to confirmation of the Council's budget. .

*Finance Officer Consulted: Anne Silley  
2009*

*Date: 9<sup>th</sup> February*

## 5.2 Legal Implications:

The report sets out how the local authority is complying with the government requirement to set up a Learning Disability Partnership Board and produce an Annual Report.

The report itself demonstrates how in particular the Board will ensure that the voice of service users is heard and taken into account in planning and developing future service provision for people with learning disabilities.

*Lawyer Consulted: Hilary Priestley*

*Date: 13/2/09*

## 5.3 Equalities Implications:

The work of the Partnership Board and sub groups is intended to improve opportunities and choices for people with learning disabilities in Brighton & Hove. Individual projects come under the Equalities policies of the providing organisations. All Partnership Board work follows the Valuing People principles of promoting Rights, Inclusion, choice and Independence, for people with learning disabilities.

## 5.4 Sustainability Implications:

Service improvements are in accordance with sustainability objectives

## 5.5 Crime & Disorder Implications:

The work of the Partnership Board encourages people with learning disabilities to participate as full citizens in their community. This work is also intended to influence all citizens of Brighton & Hove to improve the welcome and support for people with learning and other disabilities.

## 5.6 Risk and Opportunity Management Implications:

The Partnership Board aims to maximise the use of all resources and opportunities. Specific risks and opportunities are addressed within the remit of each project or piece of work.

## 5.7 Corporate / Citywide Implications:

The work of the Partnership Board encourages people with learning disabilities to participate as full citizens in their community.

## **6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 No suitable alternative options are available. [‘Valuing People Now’ \(DoH 2009\)](#) requires that all Learning Disability Partnership Boards produce an Annual Report. The Joint Commissioning Board and the Cabinet Member Meeting for Housing are the most appropriate venues for the Partnership Board’s Annual Report.

## **7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 To follow the recommendations of [‘Valuing People Now’ \(DoH 2009\)](#) and ensure that the Partnership Board is properly accountable to governance arrangements that are embodied through the Joint Commissioning Board for the City Council and Primary Care Trust and through the cabinet system for the city council.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Annual report of the Learning Disability Partnership Board 2008
2. Easier to read version of the Annual Report

### **Documents In Members’ Rooms**

None

### **Background Documents**

1. Valuing People White Paper 2001 & Valuing People Now 2009.
2. Joint Investigation into the provision of services for people with learning disabilities at Cornwall Partnership NHS Trust, July 2006, Healthcare Commission and Commission for Social Care Inspection
3. Joint Investigation into the provision of services for people with learning disabilities at Sutton and Merton Primary Care Trust, January 2007, Healthcare Commission and Commission for Social Care Inspection.

## Work of the Learning Disability Partnership Board since December 2007:



### **Partnership Board Meetings**

The Partnership Board still meets on a Monday morning every second month. All presentations and reports are asked to use accessible, jargon free, language as much as possible. The meetings have in the past been held at Brighton Town hall. However, the Partnership Board decided to change venues beginning in 2009. From now on meetings will be held at the more accessible and more conveniently located Hove Town Hall.

Partnership Board meetings are arranged and administered by a Partnership Board Assistant provided by the council's Integrated Learning Disability Services. The PA to the Manager of Integrated Learning Disability Services fulfils this role.

### **Partnership Board Members**

The Partnership Board has 27 members. This includes people with learning disabilities, family carers, council departments, and voluntary and community organisations. The full membership list is on the Partnership Board's website.

The Partnership Board has two co-chairs. Both the co-chairs are new to the Partnership Board this year. One of the co-chairs is the relevant council Cabinet Member, Cllr Maria Caulfield.

The other co-chair is elected by the Speak Out self-advocacy groups. In 2008 the Speak Out Advocacy Network had two elections for co-chair. The first election was because the previous co-chair, Ian Metherell, retired after seven years on the Partnership Board. However, the newly elected co-chair soon resigned so another election was held and Matthew Hellett was elected as co-chair.

There are two support workers to help people with learning disabilities and family carers who are members of the Partnership Board. The support workers attend the meetings and also meet with those board members before and after Partnership Board meetings to help them with their duties as Partnership Board members. The Learning Disability Development Fund pays for the support workers.

In April of 2008 the Partnership Board started using Learning Disability Development funding to pay for a development worker who helps the whole Partnership Board and the two co-chairs in particular.

### **Partnership Board Website**

In July of 2007 the Partnership Board established a website, using Learning Disability Development Fund money. In 2008 the website name was chosen: [www.brightpart.org](http://www.brightpart.org).

In the summer of 2008 the maintenance of the website was given to the development worker. As a result the website has been updated this year to include a list of all the members of the partnership board, copies of all the partnership board policies, previous meeting minutes, news, and information about upcoming events. The Partnership Board development worker is now checking the website weekly and keeping all pages up to date and accurate.

Each sub group has a page on the website and those pages have also been updated. Chairs of the sub groups are now checking their pages regularly and keeping them up to date under the guidance of the development worker.

### ***Partnership Board Achievements since December 2007***

- Chose a new logo and gave the website a new name.
- Had a presentation from the Valuing People Support Team about Valuing People Now, the government's refresh of the original 2001 Valuing People paper
- Held a consultation event and fed into the consultation about Valuing People Now
- Supported the National Changing Places campaign for better public toilet facilities for disabled people
- Held two meetings to decide how to allocate the LDDF money for 2008/9
- Approved a policy to make it easier to allocate the LDDF money in the future
- Agreed a way of checking on the LDDF projects and got the first reports from the 2008/9 projects.
- Agreed how to allocate the 2009/10 LDDF money
- Received reports and information about: Family Carers Service, Training for Staff, Care Management Reviews, and 'How Person Centred Are We' in Brighton & Hove.
- Received two reports on the Safeguarding work undertaken by the Brighton & Hove Community Learning Disability Team. This report advises the Partnership Board on numbers and levels of alert and types of abuse and action taken. This gives the Partnership Board an overview of how we are keeping people with learning disabilities safe. (Safeguarding statistics are also included in the 'Annual Safeguarding Report' that is produced by Adult Social Care for the Adult Social Care Cabinet Member and for the Joint Commissioning Board).
- Created a new sub group for Work & Skills
- Found out how people with learning disabilities register with the library service so they do not have to pay for CDs and DVDs.
- Approved the new Learning Disability Commissioning Strategy
- Approved the 'New Idea' for a day options team within Integrated Learning Disability Services

### ***Sub groups***

Sub Groups do work for the Partnership Board. Each group has a web page on [www.brightpart.org](http://www.brightpart.org) where the groups can put the details of their meetings, the work they are doing and their latest news.

### **Healthy Lives:**



This sub group has run for many years. It works to help people with learning disabilities have better access to health care.

This sub group also oversees the Health Facilitator and Health Action Planning Project.



### Person Centred Approaches:



This is another sub group that has run for many years.

In 2007-2008 this sub group managed the very successful 'How Person Centred Are We' project. This sub group also oversees the 'Self Directed Support Project' since the Self Directed Support working group merged with this group earlier in the year.

### Taking Part in the City:



This sub group started in 2005 and was called the 'Better Lives Steering Group'. They have looked after lots of projects, like the Travel Buddies project and the Equal projects about volunteer work and work skills.

Before the Better Lives group there were different sub groups for day services, adult learning and employment. Now those groups work together along with people in leisure, transport, community support services, community safety and national Mencap.

In 2008 the Better Lives group decided that work & skills needed to be a separate group because there is so much work to do in that area. The remaining group changed their name to Taking Part in the City to show that they are focussing on helping people with learning disabilities experience full citizenship.

### Work & Skills:



There used to be an employment sub group and then for three years the people working on employment were part of the Better Lives group. In October 2008 the Work & Skills group once again became a separate sub group because there is so much work to do in that area. This sub group has had a couple of meetings so far.

### Workforce Development:



This active sub group has been going for several years. This group make sure our staff can be trained to do their jobs well. They are also looking at some ideas to help mainstream staff be more helpful for people with learning disabilities. This year the sub group launched the good practice guide, 'Choosing My Staff'.

This group manages the Developing the Wider Workforce project.

### A Place to Live sub group:



This is another group that has changed over the years. Right now they are looking at plans for making sure people with learning disabilities have the same housing options as other citizens.

Since December 2007 they have completed a Best Value review of accommodation services and they are reviewing the Learning Disability Housing Strategy.

**Fora (forums):**

The fora are groups of people with similar interests. Fora work with the Partnership Board and are not directly accountable to the Partnership Board in the way that sub groups are.

**Transitions Forum:**



The main purpose of this forum is to create an interagency partnership that will promote effective transitions into adulthood, for young people with special needs and disabilities.

This forum oversees the 'Person Centred Transition Planning' project.

**Learning Disability Providers' Forum:**



This is a gathering for all organisations that have contracts with the council to provide services for people with learning disabilities. The Lead Commissioner is the chair of this forum.

**Learning Disability Development Fund (LDDF)**

This is money the government gives to local authorities to help them implement the principles of Valuing People and Valuing People Now. The Partnership Board uses that money to pay for Partnership Board expenses and for special projects. There were 16 special projects funded in 2007-2008.

<b>LDDF projects 2007 - 2008</b>	<b>LDDF funding</b>
Advocacy Groups Network • 4 speaking up groups; Big Meetings; lobbying	£38,350
Blue Camel Club • Four Blue Camel Clubs; steered by a committee of learning disabled people	£14,385
Better Work Options • Learning resource; business opportunities; art-selling group; accredited training for people with learning disabilities	£24,500
Carers Forum • Information and support sessions for carers	£5,625
Day Services Development & Equal Project • Project management; support for Better Lives Steering Group & Improving Day Services group	£31,518

Direct Payments / Individual Budgets	
• Undertake and increase work on Direct Payments and Individualised budgets	£12,037
Health Action Plans and Better Health	
• Improve health services received by people with learning disabilities	£15,300
How Person Centred Are We	
• Systems for measuring how we are doing on person-centred planning in the city	£10,000
LINK Project	
• 6 Big Meetings; 6 Partnership Board Meetings; Support to work with Sub Groups	£14,961
Older Carers	
• Information and planning for older people caring for someone with a learning disability	£15,564
Parents with Learning Disabilities	
• Group and information sessions run by parents	£5,653
Person Centred Transition Reviews	
• Schools implement Person Centred Transition Reviews; work with parents; link with national initiative	£15,339
Self Directed Support	
• Self-Directed Support for individuals; work with assessment teams; new Resource Allocation System	£15,000
Spiral Shop	
• Work skill training and experience; volunteering and work opportunities for 10 people.	£15,000
Travel Buddy Scheme	
• 20 trained travel buddies; 20 people with learning disabilities supported; future funding sought	£15,500
Voluntary work Project	
• 8 more people doing voluntary work; 25 people helped to continue in voluntary work; helps providers know how to support voluntary work	£6,588
Partnership Board Expenses	£15,000
Under spend that was carried over to next year's Self-Directed Support and Partnership Board Development projects	£18,000

***Highlights from 2007 - 2008 projects***

- The can-recycling project works with over 15 local business partners. More than 20 people with learning disabilities have been part of the collection and recycling of the cans.

- The Carers Forum held a successful housing event jointly with Brighton & Hove Council. 14 carers had individual advice sessions and those who attended benefited from a range of useful information stalls.
- The Link group made a DVD to be used as part of the Health Action Planning training for GP practices.
- The Travel Buddy Scheme was highlighted by the City Council as a "good practice" example against harassment (August '08).
- Melvin Redwood was highlighted in the local media because the Voluntary Work project helped him get his first paid job, at the age of 64.
- Artwork under the "Our Art" banner was widely sold and exhibited in the Brighton area. 10 exhibitions were held and Deirdre Waller had a solo exhibition at Hangleton library. A partnership was developed with Creative Futures to integrate "Our Art" with other disadvantaged local artists and art has been widely shown in exhibitions including the Brighton Festival.
- Service Users at Belgrave Day Service formed a Person-centred planning group and used innovative and creative ways of finding out what other service users in other services experience of person-centred planning.
- In September carers and professionals attended an information session about Health Action Planning.
- An information pack about learning disabilities and a training package were developed and delivered to GP practices.
- Accredited training in catering was developed. The council will be able to offer training for nationally recognised qualifications for adults with learning disabilities.
- 2 Travel Trainees who were supported by Travel Buddies began travelling independently.
- At Buckingham Road Day Service the staff developed catering opportunities for service users by establishing "Feast" which delivers catering events.
- 19 GP practices signed up to provide health checks and Health Action Plans between October 2007 and March 2008.
- One man realised a long-standing ambition to work at Starbucks at Gatwick Airport when the Voluntary Work Project arranged a work experience for him.
- Feedback about outcomes of person-centred plans is sent to the Person Centred Planning group and is put into a database.
- GP practices were helped to make a list of all their patients who have a learning disability.
- The Travel Buddy Scheme was part of the Car Free Day (September '08) and, together with the B&H City Council, won the Claudia Flanders Memorial Award for Accessibility in the 2008 UK Bus Awards.

### ***LDDF Projects – 2008-2009:***

There are 12 special projects in 2008-2009.

LDDF projects are now required to report back to the Partnership Board three times each year. This year the Partnership Board has approved a report form to use and the reports are put on the 'News' page of the website. The development worker writes a summary of all the reports and gives the summary to the Partnership Board.

## Learning Disability Partnership Board Annual Report December 2008

So far this year the projects have sent in one report (in August). Reports are available on the Partnership Board website. The final outcomes of this year's projects will be included in the Partnership Boards' next annual report.

<b>LDDF projects 2008 - 2009</b>	<b>LDDF funding</b>
Partnership Board Expenses	£8,000
Advocacy Groups Network	£38,800
Better Work Options	£39,875
Carers Link Group	£8,543
Carers Support – Family Involvement in personalised approaches	£14,547
Developing the Wider Workforce	£5,500
Health Action Plans and Better Health	£19,000
Partnership Board Development Worker	£20,853
Person Centred Transition Reviews	£12,995
Self Directed Support	£12,753
Supported Volunteer Work Scheme	£24,823
LINK Project	£14,961
Travel Buddy Scheme	£10,350

*Annual Report written by Karen Kingsland, Project and Development Officer, January 2009*



# Learning Disability Partnership Board Report December 2008

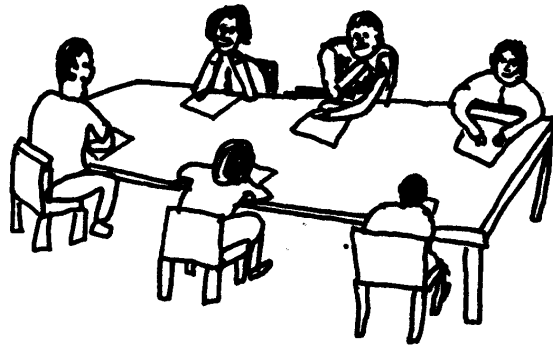
## What we have done since December 2007:



### **Partnership Board Meetings**

We meet at Hove Town Hall six times each year. Hove Town Hall is a good place to meet. It is accessible and has lots of parking and buses nearby.

Sandy Edwards takes care of our meetings for us.



### **Partnership Board Members**

There are 27 people on the Partnership Board. Some are family carers and some have learning disabilities. Some of the people work for the council and some work for other organisations.

We have two co-chairs. One is Councillor Maria Caulfield. The Speak Out Advocacy Groups Network elects the other co-chair. They elected Matthew Hellett this year. Both of our co-chairs are new this year.

Sarah Pickard helps the people with learning disabilities and Nicola Lytle helps the family carers.

Karen Kingsland is our development worker. She helps the whole Partnership Board and the co-chairs.

### **Partnership Board Website**

We decided to call our website [www.brightpart.org](http://www.brightpart.org). Karen looks after the website.

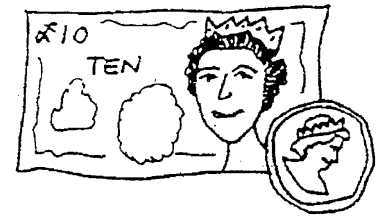
Each sub group has a page on the website. Karen helps them have good web pages.



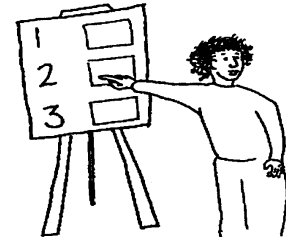
### **Partnership Board Achievements**

- Chose a new logo and gave the website a name.
- Had a presentation from the Valuing People Support Team about Valuing People Now
- Told the government what we think about Valuing People Now
- Helped the Changing Places campaign because we want better public toilets for disabled people
- Decided what to do with this year's LDDF money

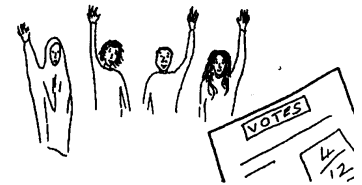
- Chose a better way to allocate the LDDF money in the future
- Checked on our LDDF projects.
- Decided what to do with next year's LDDF money
- Learnt about:



- Family Carers Service
- Training for Staff
- Care Management Reviews
- How Person Centred We Are in Brighton & Hove.
- How people with learning disabilities register with the library service so they do not have to pay for CDs and DVDs

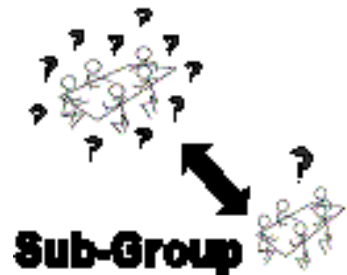


- Checked on the Community Learning Disability Team's safeguarding work
- Got a new sub group for Work & Skills
- Agreed to the new Learning Disability Commissioning Strategy
- Agreed to the 'New Idea' for a day options team in the day services



### **Partnership Board Sub groups**

Sub Groups do work for the Partnership Board. Each group has a web page on [www.brightpart.org](http://www.brightpart.org) if you want to know more about them.



Healthy Lives sub group helps people with learning disabilities have better access to health care and looks after the Health Facilitator and Health Action Planning Project.



Person Centred Approaches sub group found out 'How Person Centred Are We' and looks after the 'Self Directed Support Project'



Taking Part in the City sub group used to be called 'Better Lives'. They look after day services, adult learning and employment as well as leisure, transport, community support services, and community safety.





Work & Skills sub group started in October because there is so much work to do in that area.

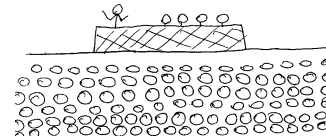


Workforce Development sub group make sure staff can do their jobs well. They also help mainstream staff be more helpful for people with learning disabilities. This year they made the good practice guide, 'Choosing My Staff'.



A Place to Live sub group looks at what housing there is for people with learning disabilities and makes sure there are good choices.

**Fora (forums) that work with the Partnership Board**



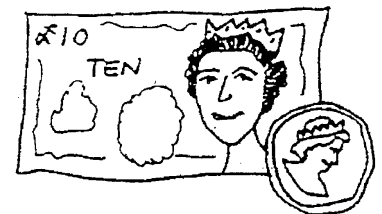
Transitions Forum looks at what happens when people with disabilities become adults and looks after the 'Person Centred Transition Planning' project.



Learning Disability Providers' Forum is for organisations that get money from the council to help people with learning disabilities

**Learning Disability Development Fund (LDDF)**

This is money the government gives us to make Valuing People happen. We use that money to pay for special projects. There were 16 special projects last year and there are 12 special projects this year.



## ***Last Year's LDDF:***

<b>LDDF projects last year</b>	<b>Amount of money</b>
Partnership Board Expenses	£15,000
Money we saved to spend on next year's Self-Directed Support and Partnership Board Development projects	£18,000
Advocacy Groups Network	£38,350
• Speaking up groups; Big Meetings; lobbying	
Blue Camel Club	£14,385
• Four Blue Camel Clubs; steering committee of learning disabled people	
Better Work Options	£24,500
• Learning resource; business opportunities; art-selling group; accredited training	
Carers Forum	£5,625
• Information and support sessions for carers	
Day Services Development & Equal Project	£31,518
• Project management; support for Better Lives Steering Group & Improving Day Services group	
Direct Payments / Individual Budgets	£12,037
• Work on Direct Payments and Individualised budgets	
Health Action Plans and Better Health	£15,300
• Improve health services for people with learning disabilities	
How Person Centred Are We	£10,000
• Measured how we are doing on person-centred planning	
LINK Project	£14,961
• 6 Big Meetings; 6 Partnership Board Meetings; work with Sub Groups	
Older Carers	£15,564
• Information and planning for older people caring for someone with a learning disability	
Parents with Learning Disabilities	£5,653
• Group and information sessions run by parents	
Person Centred Transition Reviews	£15,339
• Person Centred Transition Reviews in schools; work with parents; link with national initiative	
Self Directed Support	£15,000
• Self-Directed Support for individuals; work with assessment teams; new Resource Allocation System	

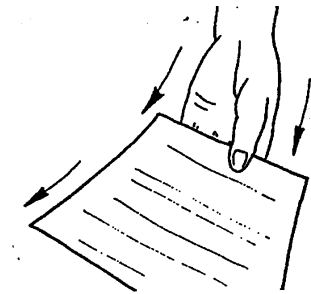
Spiral Shop		
• Work skill training and experience; volunteering and work for 10 people.		£15,000
Travel Buddy Scheme		
• 20 trained travel buddies; 20 people with learning disabilities supported; future funding looked for		£15,500
Voluntary work Project		
• 8 more people doing voluntary work; 25 people helped to continue their voluntary work; helping other providers know about supporting voluntary work		£6,588

### ***Highlights from 2007 - 2008 projects***

- The can-recycling project works with over 15 business and 20 people with learning disabilities.
- The Carers Forum and Brighton & Hove Council had a housing information event.
- The Link group made a DVD for training GP practices.
- The Travel Buddy Scheme got praise as a "good practice" example against harassment (August '08) and as part of the Car Free Day (September '08) and, as part of an Award for Accessibility in the 2008 UK Bus Awards.
- Melvin Redwood was in the papers and on TV because he got his first paid job, at the age of 64.
- "Our Art" sold and exhibited art at 10 exhibitions and Deirdre Waller had a solo exhibition at Hangleton library. A partnership with Creative Futures means "Our Art" gets shown with other disadvantaged local artists in exhibitions including the Brighton Festival.
- Service Users at Belgrave Day Service formed a Person-centred planning group and found out what other service users in other services think of person-centred planning.
- Carers and professionals had an information session about Health Action Planning.
- An information pack about learning disabilities and a training package were developed and delivered to GP practices.
- The council will now offer training and nationally recognised qualifications for adults with learning disabilities.
- 2 Travel Trainees who were supported by Travel Buddies began travelling independently.
- Buckingham Road Day Service established "Feast" so service users do catering.
- One man got to work at Starbucks at Gatwick Airport which he always wanted to do.
- Feedback about people's person-centred plans goes to the Person Centred Planning group.
- GP practices were helped to make a list of all their patients who have a learning disability.

### ***This Year's Projects***

- Partnership Board Expenses £8,000
- Advocacy Groups Network £38,800
- Better Work Options £39,875
- Carers Link Group £8,543
- Carers Support – Family Involvement in personalised approaches £14,547
- Developing the Wider Workforce £5,500
- Health Action Plans and Better Health £19,000
- Partnership Board Development Worker £20,853
- Person Centred Transition Reviews £12,995
- Self Directed Support £12,753
- Supported Volunteer Work Scheme £24,823
- LINK Project £14,961
- Travel Buddy Scheme £10,350



We will tell you more about this year's projects in our next report.

*(Karen Kingsland wrote this annual report)*

# HOUSING CABINET MEETING

## Agenda Item 112

Brighton & Hove City Council

<b>Subject:</b>	<b>Allocations and Adaptations Policy Review</b>		
<b>Date of Meeting:</b>	<b>11<sup>th</sup> March 2009</b>		
<b>Report of:</b>	<b>Director of Adult Social Care &amp; Housing</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Sylvia Peckham</b>	<b>Tel: 293318</b>
	<b>E-mail:</b>	<b>Sylvia.peckham@brighton-hove.gov.uk</b>	
<b>Key Decision:</b>	<b>No</b>		
<b>Wards Affected:</b>	<b>All</b>		

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

1.1 The current Housing Register Allocations Policy was approved by committee on 6<sup>th</sup> January 2005.. A major review of Allocations Policy has recently been undertaken resulting in changes to the way the Housing Register is to be operated. As a result, the Allocations Policy has been amended and attached as Appendix one for approval.

1.2 This report is to look at the changes made to the Housing Register Allocations Policy. The consultation with the City has been completed and we have developed a clear, transparent and easily understood Allocation Policy that also incorporates the Adaptations Policy. This is to ensure that we make best use of the limited housing resources we have available.

1.3 The policy is based on the principal that it is:

- easily understood by tenants;
- fair and equitable;
- effective;
- efficient and
- legal.

It will also set a clear strategic framework within which we can deliver a sensitive and practical response.

1.4 In parallel with this report is the proposed development of an Adaptations Policy. Housing Management Consultative Committee will need to consider the implications in terms of the prioritisation of adapted/accessible housing, Sheltered accommodation, Local Lettings Plans and Transfer Incentive Scheme

## **2. RECOMMENDATIONS:**

- 2.1 That Housing Cabinet consider and approve, the report to amend the Allocations and Adaptations Policy.

## **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

The following areas of focus were identified by the tenant-led focus groups

### **3.1 Best Use of Stock**

Households who are under-occupying family accommodation are being considered for how we can best enable them to move to smaller accommodation. In addition we will explore various ways to promote new housing opportunities in the city effectively, for example by advertising private rented properties in the Homemove magazine and advertising new- build properties early

### **3.2 Communication**

We have taken on board the feedback from our user group so that information given is clear, correct and timely.

Tenant representatives will be more actively involved to promote such initiatives as under occupancy and assist with developing positive adverts of properties in their area and to provide information on the neighbourhood for prospective and new tenants, to enable them to settle into the community . This will also contribute towards developing sustainable communities as people are more likely to feel a part of the community.

### **3.3 Sheltered accommodation**

People are successfully bidding for Sheltered Accommodation when either they have no need for it or their needs are too high to be managed there.

- 3.3.1 The proposed solution is to have an assessment process to ensure that only those people who are suitable for Sheltered Accommodation can bid and that any support package is in place from the start. This will mirror the process as for Adapted properties e.g. only those assessed as needing a mobility 1 property can bid on a mobility 1 property.

- 3.3.2 The age threshold is to be removed as some people need Sheltered Accommodation before they are 60. This would allow flexibility for those older vulnerable people to access the support when they needed it.

### **3.4 Local Lettings Plans (LLPs)**

The Local Letting Plans have not been reviewed for more than 10 years. Some of them may now no longer be relevant whilst there may be other areas which would benefit from Local Lettings Plans. There is a need therefore to review all the current Local Lettings Plans and to identify any other areas which would benefit from new Local Lettings Plans. The process needs to incorporate undertaking regular reviews of the LLP to ensure they remain relevant. This work would take place outside of the Allocations review and would sit within Housing Management.

#### 4. CONSULTATION

- 4.1 The tenant-led focus groups identified the following areas for improvement and we have now completed the process of consulting with wider stakeholders in the City over proposed changes. Stakeholders included our Communities of Interest, our partner agencies, Age Concern, people on the Housing Register, and support providers. The feedback from Consultation and the amendments recommended as a result have been agreed by the Tenant-led focus groups.

#### 5. FINANCIAL & OTHER IMPLICATIONS:

- 5.1 Financial Implications. There will not be any financial implications as the amendments have been timed to coincide with a new print run of the Scheme User Guides where the new information will be located.

Finance officer Consulted: Neil Smith Date: 07<sup>th</sup> January 2009

- 5.2 Legal Implications Under section 167 Housing Act 1996, the council as a local housing authority is required to have an allocations scheme for determining priorities and as to the procedure to be followed, in allocating housing accommodation. Local housing authorities must not allocate housing accommodation otherwise than in accordance with their allocation scheme. The amended Housing Register Allocations Policy, which the Cabinet Member for Housing is asked to approve, is the Council's allocations scheme for the purpose of section 167. As there is no specific right to housing under the European Convention on Human Rights or Human Rights Act 1998, there are no significant human rights issues to be considered in relation to this report.

Lawyer consulted: Liz Woodley

Date: 07<sup>th</sup> January 2009

- 5.3 Equalities Implications. Equalities Impact Assessment has been carried out for the proposed changes to the Policy and it has been found that no new practices or operational changes need to occur.
- 5.4 Sustainability Implications: The proposals will ensure that better use is made of the housing stock and will contribute to sustainable housing solutions.
- 5.4 Crime & Disorder Implications: None
- 5.5 Risk and Opportunity Management Implications: Failure to adopt the changes prescribed in the attached new Allocations Policy could render the Local Authority vulnerable to legal challenge
- 5.6 Corporate / Citywide Implications: Limited social housing stock will be used in the best and most efficient way possible and that the city will benefit from clearer communication and updated Local Lettings Plans.

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 The alternative to the amendments would be for the policy to remain as per the current policy. This however would not make best use of the housing stock and may leave the Local Authority open to legal challenge.

**7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 The recommendations have been made so that through the Allocations Policy we can ensure that best use is made of the council and RSL housing stock in the City. The policy will be clear, transparent and easily understood.

**SUPPORTING DOCUMENTATION**

**APPENDIX ONE  
Brighton and Hove City Council  
Choice Based Lettings Scheme**



<b>1. INTRODUCTION</b> .....	<b>2</b>
EQUALITIES .....	2
JOINT HOUSING REGISTER PARTNERS.....	3
<b>2. THE JOINT HOUSING REGISTER</b> .....	<b>3</b>
HOW TO APPLY .....	3
WHO CAN APPLY? .....	3
EXCLUSIONS FROM THE REGISTER .....	4
WHO CAN BE INCLUDED ON THE APPLICATION? .....	5
UNDER 18S.....	6
OWNER OCCUPIERS AND PEOPLE WITH SAVINGS/CAPITAL .....	6
FALSE INFORMATION .....	6
DATA PROTECTION .....	6
<b>3. TENANTS WHO WISH TO TRANSFER</b> .....	<b>7</b>
WHO CAN APPLY? .....	7
<b>4. THE REGISTRATION AND ASSESSMENT PROCESS</b> .....	<b>7</b>
RE-REGISTRATIONS .....	8
<b>5. THE BANDING STRUCTURE</b> .....	<b>8</b>
BAND A.....	8
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## 1. Introduction

It is Brighton & Hove City Council's policy to operate a choice based lettings scheme. This is the Council's scheme as required under section 167 of the Housing Act 1996. It sets out the priorities and procedures for the letting of permanent council housing, and our nominations to Housing Association (RSL) housing. The scheme applies to existing Council and Housing Association tenants in Brighton and Hove on the Transfer Register and to Homeseekers applying to the Joint Housing Register.

It meets the requirements set out in Part VI Housing Act 1996 (as amended by the Homelessness Act 2002), giving reasonable preference to those applicants in greatest need. It incorporates the Council's key aims and objectives outlined in its Housing Strategy for Sustainability in Housing and the recommendations detailed in the Best Value Review of Allocations December 2003.

The Council is committed to a lettings scheme that offers greater choice to all those seeking housing and enables people to make well-informed decisions about their housing options.

Choice based lettings will help improve the sustainability of our housing stock to maximise its effectiveness and encourage residents to have a stake in their community. This scheme applies across the city but also complements regeneration work that has been undertaken in East Brighton and the Neighbourhood Renewal programmes in Hollingdean and Tarner.

Under the choice based lettings scheme, called Homemove, Tenants and Homeseekers are placed in one of four broad Bands of housing need according to their circumstances. All applicants become members of Homemove and actively search for a home. Vacant properties are advertised in a regular freesheet magazine and on the Internet and members are able to bid for properties. Adapted properties will be classified and advertised as suitable for applicants with a matching mobility need.

The Council's lettings scheme incorporates targets set for Transfers and Homeseekers. Targets will be set taking into account the Council's statutory obligations, financial considerations and the housing situation across the city. Targets will be set and agreed in advance and will be reviewed annually based upon projected supply and demand for the coming year.

### Equalities

The council's choice based lettings policy aims to ensure that our services are fair, equitable for all our customers. Services should be accessible and useful to everyone regardless of age, disability, gender, race, national origin, sexual orientation or any other factor that may cause disadvantage. This policy has been drafted with reference to the Race Relations Act 1976, Sex Discrimination Act 1975, and the Disability Discrimination Act 1995 (2005) and all other applicable equality and diversity legislation. In addition Brighton & Hove City Council has adopted the Commission for Racial Equality's Statutory Code of Practice on Racial Equality in Housing 2006.

Brighton & Hove City Council is committed to help all people who need assistance to access social housing in the City. The Homemove Team will work closely with agencies and supported housing providers to try and assist customers to access the scheme, and have ensured that information meets the requirements of people with a disability, or sight or hearing impairment and is in other languages. For more information see the Council's Strategy for meeting the needs of vulnerable people, available at [www.brighton-hove.gov.uk/homemove](http://www.brighton-hove.gov.uk/homemove).

An Equalities Impact Assessment is carried out on all existing and new services including the Homemove Scheme and annual equalities monitoring is carried out on the service, which is scrutinised by Housing Cabinet.

#### Joint Housing Register Partners

The following Registered Social Landlords are partners on the Joint Housing Register (JHR):

- Hyde Martlett Housing
- Downland Housing Association Ltd
- Home Group
- Kelsey Housing Association Ltd
- MOAT Homes Ltd
- Orbit South Housing Association
- Places for People
- Sanctuary Hereward
- Servite Houses
- Southern Horizon
- Southern Housing Group
- The Guinness Trust

## **2. The Joint Housing Register**

#### How to apply

All Homeseekers requesting housing and tenants requesting transfers must complete an application form to be put on the housing register. These are available from the Homemove team, from local housing offices (Manor Place, Lavender Street, Oxford Street, Selsfield Drive & Victoria Road) and from [www.brighton-hove.gov.uk/homemove](http://www.brighton-hove.gov.uk/homemove). If you need help completing the form, need information in another language or in large print, or on CD, you can contact the Homemove Team on 01273 293130.

#### Who can apply?

The Housing Register is open to anyone who is 16 years of age or over (subject to the statutory exclusion provisions) although applicants under the age of 18 will only be offered accommodation in certain circumstances (see below).

#### Priority will be given to:

- People with a local connection found to be unintentionally homeless under Part VII of the Housing Act 1996.
- Households with a need to move for welfare or medical reasons that make their current home unsuitable.
- Young people leaving care who are referred by Social Services under quota arrangements.
- People moving on from supported housing.
- Households who occupy accommodation that is unsanitary, overcrowded or does not provide adequate facilities
- Households who occupy accommodation where there is substantial disrepair.
- Households needing sheltered accommodation where the applicant has been assessed as having a support need.
- Households with a local connection who have an address in the city, employment within the city or have a written offer of employment or in full time study at the point of application.

#### Exclusions from the Register

The following persons are not eligible for entry on the Housing Register for the allocation of social housing:-

By virtue of the Housing Act 1996 (section 160A) the Council cannot allocate housing accommodation to the following:

- A person who is subject to immigration control within the meaning of the Asylum and Immigration Act 1996 unless that person falls within an exemption specified by the Secretary of State.

Any applicant where the Council is satisfied that:

- The applicant, or a member of the household, has been guilty of unacceptable behaviour, which if the applicant was a secure tenant of the Council would entitle the Council to a possession order (part 1 of Schedule 2 of the Housing Act 1985). These can include:
  - Serious breach of tenancy conditions: Involvement in serious nuisance or annoyance to neighbours;
  - Conviction of using the accommodation or allowing its use for immoral or illegal purposes
  - Allowing the property to be seriously damaged by the tenant or other resident
  - Conviction of an indictable offence committed in the locality relating to violence or threats of violence.
  - Eviction from social housing for nuisance or harassment (racial or otherwise) where this behaviour is apparent at the time of application

And

The unacceptable behaviour is serious enough to make the applicant unsuitable to be a tenant.

And

The applicant is unsuitable at the time the application is considered. Consideration will be given to the length of time that has elapsed and whether there has been any change in circumstances.

Or

All exclusions will be considered on an individual basis for any applicant who has demonstrated 'unacceptable behaviour'.

Where the applicant knowingly gave false or misleading information or withheld information that was reasonably requested.

Eligibility for the JHR will be considered on a case-by-case basis taking into account exceptional circumstances or special needs.

There is a right under Part VI of the Housing Act 1996 to ask the Council to review a decision not to accept an application to join the JHR. A senior officer from the Council not involved in the decision to exclude, will carry out the review.

The Homemove Team will write to anyone who is being excluded from the Register giving our reasons, the length of time for the exclusion and their right to request a review of the decision. After the review the Homemove Team will provide the decision, the reasons for it and the facts that have taken into account.

A fresh application will be considered if:

- The applicants immigration status has changed, or
- The applicant can demonstrate that the behaviour has improved for a set period of time.
- The applicants financial circumstances have changed

Who can be included on the application?

- Anyone who is part of the household at the date of registration and is still in occupation
- A partner, husband or wife of the main applicant living at the same address. This includes couples in same sex relationships
- Dependents under 18 years who live with the applicant where the applicant is the parent or guardian in receipt of Child Benefit or has a court order agreeing residency for exactly 50% of the time
- Someone not currently living with the applicant but for whom it would be reasonable to do so, for example: a relative needing care but unable to live with the applicant at present due to a genuine lack of or the unsuitability of the present accommodation
- A carer where the applicant can prove that a live in carer is essential, one has been identified and has moved in with the household or is ready to do so when accommodation available
- Any other non-dependant adult who is normally permanently resident with the applicant

### Under 18s

Anyone over 16 can join the housing register, although they will not usually be offered a property until they are over 18. In the event that there is an urgent housing need, a further assessment will be carried out and work will be carried out with the individual to find the most suitable accommodation to meet their need. An offer of permanent accommodation will only be made if Brighton & Hove City Council is satisfied that:

the young person is able to live independently;

able to sustain a tenancy;

and has an identified package of support available to them.

### Owner occupiers and people with savings/capital

Section 167(2A) of the 1996 Housing Act (as amended by the 2002 Homelessness Act) allows allocation schemes to give less priority to an applicant who was financially able to secure alternative accommodation at market rent or to buy a home. Therefore owner-occupiers or those with a substantial amount of savings or substantial equity in a property that would enable them to obtain accommodation suitable to meet their needs will generally be placed in band D. These applicants will be provided with advice and guidance on other housing options. Decisions will be made on a case-by-case basis and medical, disability, community care and other relevant needs will be taken into account.

Where there are medical problems, applications will be considered in the following circumstances:

- Where it is not possible to adapt the current accommodation to meet the needs of the owner occupier's medical condition
- Where it is too expensive to adapt the existing accommodation to meet the needs of the owner occupier's medical condition and they cannot afford to buy or rent suitable alternative housing.
- The sale of the property would not enable the owner occupier to purchase or rent an alternative property suitable to their needs.

### False Information

Section 171 of the Housing Act 1996 makes it an offence to withhold information that may reasonably be required to assess an application, or to provide false or misleading information. Appropriate action may be taken against anyone who knowingly provides false information.

### Data Protection

The Data Protection Act 1988 (the Act) is designed to protect personal data about living individuals (Data Subjects). The Act also places obligations on those organisations that process personal data (Data Controllers). As a Data Controller, the Council and its partners in the JHR are committed to complying with this legislation by applying the Principles of Good Information Handling across all services related to Homemove.

### **3. Tenants who wish to transfer**

#### Who Can Apply?

Any secure Council tenant or any assured tenant of any of the City Council's partners in the Joint Housing Register living in the city.

The Council will not normally make an offer of accommodation to a Transfer applicant where the tenant is guilty of a breach of tenancy resulting in:

- A valid Notice of Seeking Possession, a Postponed Possession Order or Suspended Possession Order for rent arrears.
- Housing Act Injunction, Anti-Social Behaviour Order, Notice of Seeking Possession, Suspended Possession Order or demoted tenancy (if adopted) granted as a result of the breach of other aspects of the tenancy agreement.

The Council will regard a failure to pay rent or other housing-related charges or debts as behavior affecting the suitability to be tenants. Other than in exceptional circumstances (to be agreed by Housing Management and the Housing Income Management Team), an applicant with outstanding rent arrears or other housing-related debts owed to the City Council or to other social landlords in Sussex will not be allocated housing if there are other applicants eligible for housing under this policy.

### **4. The Registration and Assessment Process**

Homeseekers and Tenants must apply by completing the Council's Housing Application Form. These are available from the Homemove Team, City Direct Centres, from local housing offices and from [www.brighton-hove.gov.uk/homemove](http://www.brighton-hove.gov.uk/homemove). Some eligible persons however may be registered without completing the form, e.g. nominations from Social Care & Health.

- If someone is not eligible to register the Homemove Team will notify the applicant in writing giving the reason for the decision and informing them of their right to request a review and the timescale that the request must be made within.
- Once accepted onto the Housing Register the Homemove Team will make an initial housing needs assessment based on the information on the registration form and other information made available.
- In order for this Banding assessment to be completed official proof of ID and other relevant information will need to be provided. This information is stated on a checklist on the front of the Housing Application Form.
- Medical priority is assessed by an Independent Medical Adviser based on the information supplied by the applicant using the Council's Self Assessment Medical form and applicant's GP/consultant where appropriate. The Medical Adviser will refer the Self Assessment Medical Form to the Housing Occupational Therapist (OT) where there is a need for an OT assessment.
- Once assessed the applicant is placed in the appropriate bedroom category and into one of the four priority bandings and awarded a priority date.

- The Homemove team will write to the applicant to inform them of their priority date and registration number and give the following information:
  - Priority Band and reason for it
  - Priority date, which is the date the application is received, or in the case of homeless applicants, the date that Brighton & Hove accepts a duty to rehouse
  - The minimum and maximum bedrooms they can bid for
  - Mobility group (level of access requirement) if applicable
  - Advise the applicant that they have a right to see the information held in relation to the application. If they consider any details inaccurate then they can request a review

### Re-Registrations

All Homeseekers and Transfer applicants must complete a re-registration form to stay on the Register. The Homemove Team will send the form within three months of the anniversary of the registration date. Applicants will be able to re-register after the review date, if no response to this form is made then a final letter will be sent advising of the cancellation date.

If the applicant fails to re-register on time the Homemove team will check their contact details. If the applicant appears to be a vulnerable person and/or has a high priority need the Homemove team will visit or contact them by phone or letter, or refer to the relevant support service for intervention.

If there is no contact and the applicant fails to re-register after the final letter is sent the application will be cancelled.

## **5. The Banding Structure**

The four priority Bands are:

### Band A

- Accepted Homeless households owed the main duty by Brighton & Hove City Council placed in B&B or short term temporary accommodation where the only prospect of meeting the households' needs is in permanent accommodation (e.g. the applicant has obtained employment and is experiencing severe financial hardship or the household has severe medical or disability needs).
- Accepted Homeless households owed the main duty by B&HCC placed in temporary accommodation where the landlord requires the property back or the property is unsuitable to meet the applicant's needs or a member of the household's needs (to be agreed by the Temporary Accommodation Allocations Manager).
- Accepted Homeless households owed the main duty by B&HCC making their own temporary arrangements or suffering family split due to a genuine lack of accommodation.
- Overriding medical priority awarded by the Independent Medical Advisor – where the housing conditions are having a major adverse effect on the medical condition of the applicant or member of the household as to warrant emergency priority.
- Social Services nominations under quota arrangements.
- Witness Protection nominations under a quota arrangement and agreed through the National Witness Mobility Service.



- Transfer applicants under-occupying family sized accommodation qualifying for the Transfer Incentive Scheme.
- Households who are statutorily overcrowded or Court Order (as defined in Part X of the Housing Act 1985) or under a Court Order to rehouse.
- Transfer applicants needing permanent or temporary decant where the property is imminently required for major repair.
- Housing Order issued under a quota arrangements as agreed by Environmental Health.
- Releasing an adapted property or to make best use of adapted stock – at the Council’s discretion, where the tenant does not require adaptations or where the existing property cannot be adapted to meet the applicant’s needs.
- Move on from care as agreed by housing options or leaving supported housing as agreed by supporting people.
- Priority transfer, agreed in exceptional circumstances due to significant and insurmountable problems associated with the tenant’s occupation and there is imminent personal risk to the household if they remain.
- Severe need – exceptional circumstances and/or multiple needs, which warrant emergency priority – to be agreed by Head of TA and Allocations.
- Non-statutory successors – where agreement has been provided by Housing Management and Housing Options that the Council will try to re-house in accommodation suitable for the applicants housing need.
- Retiring Council and RSL employees e.g. Sheltered Scheme Managers, Residential Estate Wardens where the Council or RSL has a contractual obligation to house.

#### Band B

- Severe Overcrowding - Households lacking 2 or more separate bedrooms.
- Management Transfers – agreed by Housing Management for transfers on management grounds, to properties of same size and type.
- Very High/High medical priority as agreed by the Independent Medical Advisor.
- Ex-tenants returning from institutions e.g.: rehabilitation - where a prior commitment has been made between Housing Management and the Homemove Team in order to secure the relinquishment of a Council or RSL tenancy on entering the institution.
- High priority hardship – Homeseekers with a dependent child/ren living in insecure accommodation and not having a bedroom and lacking or sharing amenities
- To enable fostering or adoption – where agreement reached to provide permanent accommodation on recommendation from Children & Young Persons Trust.
- Multiple Needs that warrant high priority –applicants whose needs when considered cumulatively are deemed to be so severe as to warrant applicant being placed in a higher priority band.

## Band C

- Moderate Overcrowding - Households lacking one separate bedroom.
- Council and Housing Association tenants under-occupying that do not qualify for the Transfer Incentive Scheme.
- Accepted Homeless households occupying temporary accommodation on an assured short hold or non-secure tenancy until such time as the landlord requires the property back or the household's needs are no longer met unless offered permanent accommodation.
- Households identified in an Adult Social Care Plan where accommodation is required to assist in delivering a Care Plan or to relieve other social/welfare hardship as agreed in Adult Social Care & Housing.
- Medium/ Low medical priority as agreed by the Independent Medical Advisor.
- Unsanitary conditions that cannot be addressed by Environmental Health action including lacking one or more of the following; a kitchen (e.g. sink and space for a cooker), an inside WC or a bathroom (e.g. basin and bath or shower).
- Other unsatisfactory housing conditions (e.g. substantial disrepair as assessed by Environmental Health).
- Applicants for sheltered housing where no higher need.
- People who need to move to a particular area in the city where failure to meet that need would cause hardship e.g. to give or receive support.

## Band D

- Transfer applicants with no other housing need.
- Homeseekers with no other housing need.
- Key workers.
- Owner-occupiers or those with a substantial amount of savings or substantial equity (not withstanding consideration of other needs e.g. medical)

Full details of how assessment and banding decisions are made can be found in Appendix A.

In areas of the city where there are unusually high concentrations of deprivation or vulnerable households with high support needs, the Council will consider giving preference to working households or those with limited housing need. These households would otherwise have less opportunity to access affordable housing. Through this process the Council seeks to help build balanced, sustainable communities and to ensure a mix of working and non-working residents, this will be through an agreed local lettings plan, and property eligibility will be clearly advertised.

The Government has placed an emphasis on key-worker housing and has made specific funding available for schemes to develop low cost home ownership and affordable rented housing for this group. These properties will be made available to applicants who are registered in Bands A - D who meet the qualifying criteria.

The national and regional housing agendas are encouraging new housing schemes to be of mixed tenure. Where the Council has the opportunity to nominate applicants to new schemes, the Council will consider the needs of

people in all Bands A - D to ensure new developments have a mix of residents.

#### Re-assessing need and priority dates

The Council reviews all applications annually. If an applicant's circumstances change they may be moved up or down one or more Bands depending on their need.

All applicants must inform the Homemove team immediately when their circumstances change. If any change results in a Band change, the Homemove team will write to inform the applicant of the new Band, the new priority date if applicable and of the right to request a review of this decision. The principle of the scheme is that no one should overtake existing applicants in a Band.

#### Moving up a Band

If an applicant moves up a Band their priority date will be as follows:

- Overcrowding due to the birth of a child: the date will be taken from the child's date of birth
- Transfer Priorities: the date the request is agreed by the Housing Manager.
- For Environmental Health Reasons; the date the decision is received from the Environmental Health Department
- For Social Services nominations, the date the request is received from Social Services
- Medical reasons, the date the information is received into the Homemove Team.
- Homeless Households, the date duty was accepted by Brighton & Hove City Council.
- All other applicants, the date the application is received

#### Moving down a Band

If an applicant moves down a Band, then their priority date will revert to the date that applied when the applicant was previously in that Band, or any earlier date in a higher Band.

#### Multiple Needs

As part of the assessment of an applicant's needs, those applicants who have a range of needs will be identified (at least three from the current banding). These cases will be assessed to identify those applicants whose needs, when considered cumulatively, are deemed to be so severe as to warrant them being placed in a higher priority band. Where such exceptional circumstances exist and a higher priority band is thought to be appropriate the Homemove Team, having fully considered the details of the case, will forward their recommendation to the Head of TA and Allocations to seek authorisation that the applicant be placed in a higher priority band.

## 7. How does the Council advertise empty properties?

### The Homemove Magazine and Website

The Council advertises its empty properties in a regular free magazine, 'Homemove', available every fortnight at Council offices and all public libraries, a full list is set out in the Scheme User Guide. The Homemove magazine is also available on the Internet at [www.homemove.org.uk](http://www.homemove.org.uk) and can be posted to applicants for a small fee. Full details of how to bid are set out in the Scheme User Guide which is sent out to all new applicants or is available from the Homemove Team. The Council will advertise all properties as being for Transfer applicants or Homeseekers, or both and set the eligibility criteria for the property, such as:

- The minimum and maximum number of persons in the household
- If there are age limits or for households without young dependants
- The mobility group, if applicable, and details or potential for adaptation
- If applications are restricted to special cases such as key workers
- If pets are allowed
- Whether it is sheltered housing
- Who owns the property, whether Council or Housing Association
- The weekly rent, including any other charges

### The size of property that can be bid on

An assessment of housing need is made and the applicant will be informed of the size of property they can bid for, please see the table below for guidance

Size	Minimum people	Maximum people	Example Types of Household
Studio	1	1	Single Person
1 bed	1	2	Single Person, Childless Couple, adult siblings or adult friends
2 bed	2	4	one to two dependant family or single person and carer
2 bed sheltered	2	3	A single person/couple and carer
3 bed	3	6+ (depending on size)	two or more dependants
4bed	4	8+ (depending on size)	Five or more dependants

In deciding the appropriate size of a property the age and gender of the dependants within the household are considered for example a male and female child where one is over 5 years are not expected to share a bedroom. Therefore some 2 dependant families are eligible for a 2 bedroom property and other 2 dependant families are eligible for a 3 bedroom property.

All properties adapted for Disabled people will be advertised across all bands. Properties will have a mobility classification as below and priority will be given to those with a matching need. Properties will also be advertised with notes where the potential for adaptation or further adaptation exists.

Mobility Group 1 – full time wheelchair user.

Mobility Group 2 – People who use a wheelchair some of the time.

Mobility Group 3 – Limited mobility who can manage three steps or less.

Where a disabled applicant applies for accommodation which does not meet their access needs, the Council will take into account whether it is reasonable and practicable to adapt that property when assessing the offer consistent with our duties under the Disability Discrimination Act 1995 and the Housing Grants, Construction and Regeneration Act 1996).

### Homeless Applicants and Property Size

In cases where households have been accepted as homeless under Part VII Housing Act 1996 and have been awarded the relevant Band, a household may bid for accommodation that falls outside of the above criteria if it has been assessed that the property is reasonable for the households needs. The offer will discharge the City Council's duty under Part VII Housing Act 1996.

In addition

- Where there is overriding medical need to support the request the Homemove Team will award households up to one additional bedroom over the standards set above
- No applicants can bid for properties that would result in over-crowding or under-occupation
- Where a household is moving to smaller accommodation, they may be entitled to assistance under the Transfer Incentive Scheme
- Supported housing will only be offered to people who have support needs assessed by the Supporting People Assessment team or accepted by the City Council, and where the Housing Association or support provider offers the appropriate support.
- If there are no eligible bidders over 50 years of age where an age restriction applies, applicants under 50 without dependants will be considered

## **8. Sheltered Housing**

Applicants can apply for sheltered housing using the Housing Registration form or can be referred by a relative, support worker, GP, or by the Independent Medical Adviser recommending sheltered housing.

The Council and RSL partners have a variety of sheltered accommodation specifically for an older community where it has been agreed with the Supporting People Team that a housing and support need is called for.

On receipt of an application for sheltered housing the Homemove Team and the Supporting People Team will register the application and place it in the relevant housing and support need band.

## **9. The Bidding Process**

Eligible applicants can make bids for properties advertised by sending in a completed coupon, by telephone bidding, text bidding or by bidding online via the website. Applicants can also nominate a proxy bidder, and in exceptional circumstances request that the Council bid on their behalf. Full details of how to bid are set out in the Scheme User Guide, which will be sent out to all new applicants and is available on the website [www.homemove.org.uk](http://www.homemove.org.uk).

Applicants with support needs and those who have difficulty with written English will be supported by an appointed support provider, a Housing Officer or the Homemove Team.

Applicants who urgently need to move and who do not bid for properties may receive a direct allocation. (see section 13: Direct Lettings).

All bids for a property are checked against the eligibility rules, for example any age restrictions or size of property. Ineligible bids are excluded from consideration with no consultation with the applicant. The Homemove Team will provide advice and support to applicants who regularly bid for properties they are not eligible for.

Applicants can bid for up to three properties they are eligible for per fortnight. Bids can be made from the Friday the 'Homemove' magazine is published until 2pm the following Wednesday when bidding closes. Shortlists will be created within three working days and successful applicants contacted as soon as possible.

Once an offer has been made the applicant has the choice to refuse the property. If they refuse they may be able to bid again the following cycle. If an applicant is an Accepted Homeless case and refuses a successful bid (irrespective of bidding deadlines) then the Housing Options Team and the Homemove Team may consider that this is a full discharge of duty. Any accepted homeless case considering refusing any Part 6 offer should contact the Housing Options Team before formally refusing a property.

## **10. The Selection Process**

All eligible bids for each property are placed in priority order. Priority is decided first by Band, second by Local Connection to Brighton & Hove, thirdly by priority date within the Band. Where a property has been advertised to give preference to a stated group, bids from these applicants will be prioritised in band order above bids from members who are not in that stated group. Every bid will be assigned a random number when the bid is made. This number is used to resolve a tie; the highest number gets the priority. If there are no eligible bidders for a property the Homemove team may decide re-advertise the property.

If the property is owned by a Housing Association, the prioritised list will be referred to the landlord for offer.

To minimise delays the landlord may arrange multiple viewings for up to three applicant households per property. Applicants are normally contacted within 7 days of close of bidding. Applicants will be required to bring proof of identity (for example Driving License or Passport) to the viewing. For general needs Council housing the Lettings team may:

- Arrange accompanied viewings, advise on any non-essential repairs to be completed after the tenancy start date and give a target date for the completion of these repairs
- Offer the applicant the option to accept and invite to sign for the tenancy or agree a decision within 24 hours
- If the applicant chooses to refuse, the Lettings Officer will note the reasons for the refusal and the next applicant is selected for an offer. Applicants are not penalised for refusing offers although checks will be made if the applicant refuses several properties or is an accepted homeless household Band A
- Applicants who do not provide proof of identity at the viewing will be given 24 hours to provide proof at a council office prior to signing for the tenancy
- Once an offer of accommodation has been accepted the Housing Application will be closed by the Homemove Team or the Lettings Team

If the property is considered to be a sensitive let any issues surrounding this will be discussed with the incoming tenant prior to a tenancy being granted.

## **11. How Shortlisting Takes Place**

Offers will normally be made to applicants at the top of the shortlist. In very exceptional circumstances the Homemove Team may need to reject an applicant on the shortlist for a particular property to ensure that the following objectives are met. If an offer is not made to the applicant at the top of the shortlist, the reasons will need to be agreed by the Homemove Manager in line with this policy.

### To ensure that communities are as balanced as possible.

Local Lettings Plans for specific areas may be adopted. These plans will need to be agreed by stakeholders and will consider the problems that need addressing, backed up by evidence. Properties subject to Local Lettings Plans will be clearly advertised and priority will be given to those that meet the agreed criteria.

### To ensure that allocations are sensitively made

In exceptional cases, for housing management reasons, we may not offer to the person at the top of the shortlist. You will be contacted by the Landlord with the reasons for this decision.

### To make best use of the council's stock and to reduce under occupation

In some cases properties may be advertised for those who are releasing larger council accommodation or reserved for those who need to move urgently because the council is undertaking work on the property.

To ensure properties are let quickly.

This is important to minimise rent loss and empty property turn around time. Applicants must be available and able to take up an offer of accommodation, applicants will be contacted by telephone and letter, and if there is no contact after three days then the offer will be withdrawn.

## **12. Time Limits for Bidding for Properties**

There is a six-month time limit for bidding for the following categories of Band A applicants:

- Accepted Homeless households, with the exception of homeless households in B&B needing permanent housing who have a six week time limit to bid
- Retiring Council and RSL employees
- Ex- council & RSL tenants released or discharged from an institution that the Council has given an undertaking to house
- Non-statutory successors
- Priority transfers, except those placed in temporary accommodation or B&B who will have a six week time limit to bid
- Permanent & temporary decants
- Under-occupiers who have succeeded to the tenancy where the Council has grounds for seeking possession by offering suitable alternative accommodation
- Move on from care as agreed by housing options or leaving supported housing as agreed by supporting people
- Accepted Homeless households owed the main duty by B&HCC placed in temporary accommodation where the landlord requires the property back or the property is unsuitable to meet the applicant's needs or a member of the household's needs
- Social Services nominations under quota arrangements
- Witness Protection nominations under a quota arrangement and agreed through the National Witness Mobility Service
- Households who are statutorily overcrowded or Court Order (as defined in Part X of the Housing Act 1985) or under a Court Order to rehouse
- Transfer applicants needing permanent or temporary decant where the property is imminently required for major repair
- Statutory duty – Housing Order issued under a quota arrangements as agreed by Environmental Health
- Severe need – exceptional circumstances and/or multiple needs, which warrant emergency priority – to be agreed by Head of TA and Allocations
- Those leaving hospital under special arrangements have six weeks to bid

If an applicant does not bid within these time frames, the Homemove Team will contact the applicant to check there are no difficulties in using the system and that the circumstances of the applicant have not changed and the priority still applies. If the applicant still fails to bid bids may be made on their behalf for suitable properties in a suitable area, review or remove the priority awarded.



### 13. Direct Bidding

If the following applicants have not been successful at the end of their bidding time then the Homemove team will make bids on their behalf until a reasonable offer is made. Some of these applicants will not be able to bid at any time and these are also listed below.

- Special circumstances, e.g. applicants who are assessed as high risk offenders have their application processed through a multi-agency panel. This group will be restricted from bidding and a property identified as recommended by the panel. The panel will make one reasonable offer and if refused the applicant can request a review
- Accepted Homeless households in Band A who have failed to exercise choice through the bidding process within the six-week/month timescale or who have bid within the timescale but have not been successful. The Council may make one reasonable offer of accommodation before duty is discharged, or priority lost
- Retiring Council employees, those who have highly specific requirements or who have failed to bid successfully within the 6 month time limit. If refused a Housing Manager and Housing Management will review and proceedings for possession may begin
- Tenants who need to be temporarily or permanent decanted. If the suitable offer is refused Housing Management will review and/or begin proceedings for possession
- Ex- council & RSL tenants released or discharged from an institution that the Council has given an undertaking to house who have not successfully bid within the timescale will be made one reasonable offer before priority is lost.
- Non-statutory successors who have not successfully bid within the timescale will be made one reasonable offer before priority is lost
- Priority Transfers who fail to bid successfully within the timescale who have not successfully bid within the timescale will be made one reasonable offer before priority is lost
- Those who have succeeded to a tenancy and are now under occupying will be made one direct offer. If refused Housing Management will review and /or begin proceedings for possession and priority will be lost
- Retiring Council and RSL employees who fail to bid successfully within the timescale will be made one reasonable offer. If the offer is refused Housing Management will review and/or begin proceedings for possession and priority will be lost
- Those leaving hospital under special arrangements who fail to bid successfully within the timescale will be made one reasonable offer before priority is lost
- Those Moving on from care as agreed by Housing Options or leaving supported housing as agreed by Supporting People who fail to bid successfully within the timescale will be made one reasonable offer before priority is lost
- Social Services nominations under quota arrangements who fail to bid successfully within the timescale will be made one reasonable offer before priority is lost
- Witness Protection nominations under a quota arrangement and agreed through the National Witness Mobility Service who fail to bid successfully within the timescale will be made one reasonable offer before priority is lost

- Households who are statutorily overcrowded or Court Order (as defined in Part X of the Housing Act 1985) or under a Court Order to rehouse who fail to bid successfully within the timescale will be made one reasonable offer before priority is lost
- Statutory duty – Housing Order issued under a quota arrangements as agreed by Environmental Health who fail to bid successfully within the timescale will be made one reasonable offer before priority is lost
- Severe need – exceptional circumstances and/or multiple needs, which warrant emergency priority – to be agreed by Head of TA and Allocations who fail to bid successfully within the timescale will be made one reasonable offer before priority is lost

#### Refusals following Direct Bidding

In the above cases the Council will make a reasonable offer, one, which as far as possible matches the size, and type of property the applicant is eligible for and in their areas of choice where possible. The applicant must give their reasons for refusing. The property will not be held empty while the refusal is reviewed but will be let to another applicant.

If the offer is to a homeless household the Temporary Accommodation Allocations Manager will review the case and will take the necessary follow-up action.

If an offer is to other categories of applicant the Homemove Manager will consider the reasons for refusal. If there is a clear mismatch, eg where applicant or property details were incorrect, the offer will be withdrawn and the applicant notified. If the offer was found to be a reasonable one, the Landlord of the property on offer will advise the applicant of the reasons for this finding and of the effect that this decision has on their application. They will also advise the applicant of their right to request a review of the decision and the timescales that this needs to be within.

#### **14. Feedback on Let Properties**

All properties let will be listed in a future copy of the freesheet magazine showing the number of bidders for each property and the Band and priority date of the successful applicant.

#### **15. Ending a joint tenancy when one party to the tenancy leaves**

Broadly speaking the Council will grant a joint tenancy to partners applying together for housing. A joint tenancy remains in joint names until one or both joint tenants terminate the tenancy. In the case where one party to the joint tenancy has left the property and has no intention to return, the City Council may agree to offer a new sole tenancy to the remaining party should they terminate the joint tenancy. Council tenants must contact their Housing Officer for advice.

## 16. Local Lettings Plans

A local lettings plan is an agreement between the Council or RSL and local tenants and residents that restricts lettings in the area to certain households. This is done to tackle a specific issue or problem that has been identified locally at either block, street, estate or neighbourhood level, or to achieve a sustainable community on a new development

Local Lettings Plans allow the Council or RSL to:

- Identify and explore the barriers to accessing housing
- Deliver better outcomes and improve life chances for current tenants and future residents
- Developing a stock and demand profile of the area alongside the views of Local tenants and residents groups will primarily identify the need for any local lettings plans

Four key elements will be considered when developing a new local lettings plan:

- Selective lettings - there may be some restrictions as to who can apply for certain properties or areas. For example this may involve age restrictions or a requirement to have a local connection
- Making the best use of housing stock
- Developing a balanced and sustainable community - where a local policy would promote community cohesion and balance the needs of existing and new tenants to create more inclusive neighbourhoods where people want to live. This may be in areas where there is a high turnover of properties either within an estate or amongst certain property types
- Attract potential tenants - for example certain properties may be offered with a level of furnishings

### Key stages of development

- Developing a stock and demand profile of the area - this may include a breakdown of and information on
- Property types and numbers
- Household type, including customer profile information of residents
- Voids and lettings within last financial year
- Numbers and reasons for refusal
- Reasons for rehousing and reasons why tenants leave
- Where most availability has occurred and why
- Number of registered transfers
- The level of demand for properties in the area
- How long tenancies are lasting
- How quickly vacancies are filled
- The layout of the area and services available
- Social issues within the area and any multi-agency involvement
- An estimate of vacancies expected
- Local targets for performance

### Involving and consulting residents and tenants

The Council and its partners will be responsible for consulting with residents and existing tenants and involving them in the development of any proposals for local lettings plans. This may involve carrying out 'door to door' surveys to collate resident and tenants views.

Partner landlords who have stock within the area will be consulted on the need or otherwise for a local plan.

### Evaluating the information

The Council will evaluate the information in the stock and demand profile. It will also take account of tenants' views when identifying recommendations to develop local lettings criteria. The Council must also consider diversity and equal opportunity issues of local communities when formulating any local lettings plans.

### Making recommendations

Recommendations may include some of the following criteria:

- Setting a maximum or minimum age limit for certain properties
- Preference to tenants / applicants with a local connection or who already live or work in that area
- Preference to tenants / applicants who are giving or receiving support to or from family/extended family, voluntary work, day care, play groups or other support from locally based organisations
- Preference to people who are employed
- Preference to other household types who would not normally be eligible under the Council's letting policy - eg. This could be couples without dependants, where there is a high density already in the area of families with dependants
- Preference to specific groups of people for specific types of properties or in specific localities where this would benefit the community
- Preference to people from BME and religious cultures
- Meeting need of a category of people to ensure most appropriate use of stock

### Impact of Local Lettings Plans on the Lettings Policy

Once a report with recommendations has been finalised, which Housing Cabinet and HMCC Cabinet will have to formally adopt the plan and this will override the current eligibility criteria. This will take into account the impact of overall lettings in the district. Any property subject to a local lettings plan will be clearly labelled within the advertisements.

### Review of local lettings plans

The Council will ensure that Local Lettings Plans are publicised and implemented. In addition they will ensure that these plans are continuously monitored and reviewed annually with the involvement of local tenants and residents. If a local lettings plan is agreed it will be promoted within the affected area.

## 17. Other Housing Options

There is a shortage of social housing in Brighton & Hove and a huge demand for accommodation. This means that council and housing association properties are not widely available and usually only go to those who are in the most need. Here are some other housing options

### Help and Advice

The Housing Options Team is based around preventing homelessness by offering housing options tailored to individual needs. They can offer specialist housing advice to help keep people in their current home, people wishing to find alternative private rented accommodation, advice for people who need support to live independently and advice on alternative housing options. Phone (01273) 293111 or e-mail [housing.advice@brighton-hove.gov.uk](mailto:housing.advice@brighton-hove.gov.uk) for more information.

### Mutual Exchanges

The council operates a mutual exchange system for council or housing association tenants who wish to swap their homes. Go to [www.homemove.org.uk](http://www.homemove.org.uk).

### Low Cost Home Ownership

Low Cost Home Ownership can be registered for at [www.homebuy.co.uk](http://www.homebuy.co.uk) or call Moat Housing on 07002 662846.

## 18. Appeals and Reviews

This section sets out the procedure for reviewing or appealing the following decisions:

1. Not to put someone on the Joint Housing Register (or to exclude them from bidding) who has applied to be put on it or to remove someone from the JHR other than at his or her request
2. That a member is ineligible for an offer
3. Other decisions relating to the Choice Based Lettings Scheme, including banding and priority dates
4. Where a priority has been removed and Direct Bidding implemented
5. An officer senior to the officer making the original decision and who was not involved in making the decision will carry out these reviews

### Procedure

- A request for a review must be made within 21 days from the day on which the applicant is notified of the council's decision and the reasons for it. The council has discretion to extend the time limit if it considers this would be reasonable
- A request can be made in person, over the telephone or in writing
- The officer carrying out the review will carry out an investigation, and, if further information is needed, invite the applicant to write or if unable to do this, make oral representation, or the applicant may also appoint someone on his or her behalf to do this
- If the reviewing officer finds that the officer who took the decision did not take relevant information into account they will refer the file back to that officer for re-consideration

- The officer will notify the applicant of their decision and the reasons for it within eight weeks of the request for a review; there is no right to request a review of the decision unless the applicant's circumstances change.

## **Appendix A: Assessments and Banding Decisions**

Following the registration a decision will be made on what, if any, follow up action is appropriate e.g. referral to the Independent Medical Adviser, Occupational Therapist, Environmental Health Officer, Housing Options Team if there is a threat of homelessness, Social Services or Supporting People. The Homemove Team makes decisions about banding in the light of appropriate advice and the following guidelines.

### Medical Needs

Members who indicate that they or anyone in their household have an illness or disability, which is affected by their current housing situation, or who may be vulnerable on physical or mental health grounds and in need of settled accommodation are requested to complete a medical self assessment form and/or mobility form. The Homemove Team considers this form, together with any relevant information from the General Practitioner, Hospital Consultant, or Occupational Therapist as appropriate. Where appropriate the Team also seeks advice from the Independent Medical Advisor.

Assessments are made of the effect of present housing on the state of health of the member or anyone in the household. In reaching the decision we will consider whether the overall effect on the household or any member of the household is sufficiently severe to warrant inclusion in a higher band.

In each case the recommendation is based on a judgement of need. Members with medical needs will be placed in one of the following bands:

### Band A

Overriding Medical Priority will be recommended where the member (including accepted homeless members) or one of the household has a medical condition which is seriously affected by their current housing. Band A will also be given where current housing conditions and/or other circumstances are having such severe and major adverse effect on the medical condition of any member of the household as to warrant emergency priority.

### Band B

Very High/High Medical Priority will be recommended where the current housing conditions are having a major adverse effect on the medical condition of the member or one of the household.

### Band C

Medium/Low Medical Priority will be recommended where the current housing conditions are having an adverse effect on the medical condition of the member or one of the household which creates a particular need for them to move.

Where a household is overcrowded and/or there are other adverse circumstances the medical assessment will take into account the effect of the overcrowding and the adverse circumstances on the health of the household.

### **Mobility Needs**

Irrespective of the band assessment, where a member, or one of the household, has a substantial and permanent physical disability which may place them in mobility groups 1, 2 (see below) the Homemove team will refer to the Occupational Therapist (where possible), for a report on their housing needs. Taking into account the recommendations of the report the Homemove team will place the member in one of the following mobility groups:

Mobility Group 1 – full time wheelchair user.

Mobility Group 2 – People who use a wheelchair some of the time.

Mobility Group 3 – Limited mobility who can manage three steps or less.

### **Unsatisfactory Housing Conditions and Statutory Duty**

The Head of Temporary Accommodation and Allocations agrees with Environmental Health an annual quota for housing clients in housing need and who have a Housing Order issued by Environmental Health where households have:

- A Closing Order has been issued (ie property is unfit for human habitation) as assessed by Environmental Health where there are no alternative measures to render the property fit.
- There is a similar duty where emergency housing is essential.

Households will be placed in **Band C** where there are:

- Insanitary conditions that cannot be addressed by Environmental Health action including lacking one or more of the following; a kitchen (e.g. sink and space for a cooker), an inside WC or a bathroom (e.g. basin and bath or shower).
- Other unsatisfactory housing conditions (e.g. substantial disrepair as assessed by Environmental Health).

### **Overcrowding**

Where the property is deemed to be 'statutorily overcrowded' by an EHO under section X of the 1985 Housing Act and there are no means to make the property fit the applicant will be placed in band A.

Applicants will be placed in Band B if they lack 2 or more bedrooms and Band C if they lack one bedroom below these minimum provisions:

An independent adult	1 bedroom, including a bedsit or studio
Co-habiting friends	1 bedroom
Co-habiting adult siblings	1 bedroom
Co-habiting couples	1 bedroom
1 dependant	1 bedroom
Two dependants of opposite gender where one is aged over 5 years	2 bedrooms
Two dependants of the same gender of any age	1 bedroom

Please note that if there is a second reception room it will generally be deemed to be available for use as a bedroom and box rooms, which can reasonably be used by a child, will count as a single bedroom



### Accepted Homeless Applicants

Accepted Homeless households owed the main duty by Brighton & Hove City Council under s.193 of the 1996 Act or s.65 of the 1985 Act will be placed in the following bands:

**Band A** – Where an accepted homeless household is provided with temporary accommodation by the council and the landlord wants the property back, or the property is for some reason considered unsuitable to meet the household's needs, the member will be placed in band A. The Temporary Accommodation Team will inform the Homemove Team that the household's needs would not be best met by providing further temporary accommodation. Examples of circumstances in which such a decision can be taken are:

- One or more of the household has obtained employment, resulting in severe financial hardship for example through loss of benefits.
- There are severe medical or disability reasons
- Case of severe harassment or violence in the current property
- Severe disrepair of the current property

Accepted Homeless households making their own temporary arrangements, in B&B, in short term temporary accommodation or suffering family split due to a genuine lack of accommodation will also be placed in band A

**Band C** – Accepted homeless households who are occupying an assured shorthold or non-secure tenancy provided under the Housing Act 1996 Part V11 move to band C until such time as the landlord wants the property back or their needs can no longer be met, they are offered permanent accommodation by bidding through Homemove, or their housing situation whilst in assured shorthold or non-secure tenancy warrants a higher priority banding under other Homemove criteria.

### **Social Welfare Considerations**

Where there are social/welfare needs the Homemove Team will consider the recommendations of Social Services and other relative agencies and take into account any multiple needs. They will place the member in the appropriate band as follows:

#### **Band A - Severe Need**

Authorised by the Head of Temporary Accommodation and Allocations where members are in 'severe need', where exceptional circumstances and/or multiple needs warrant emergency priority.

#### **Band B – Multiple Needs**

Authorised by the Homemove Manager where an applicant who would otherwise be placed in band C, has needs which when assessed cumulatively (3 or more band reasons from Band C) are deemed to be so severe as to warrant them being placed in Band B.

#### **Band B - High priority hardship**

To be authorised by the Homemove Manager for Homeseekers with a dependent child/ren living in insecure accommodation and not having a bedroom (see the minimum bedroom standards) and lacking or sharing amenities.

### **Band B - Enabling Fostering/Adoption**

Where social services make a recommendation that permanent accommodation be provided to enable someone to foster or adopt a child, if the Homemove Manager agrees this then the applicant will be placed in band B.

### **Band C - Other social welfare/hardship**

Households who need to move to a particular area in the city where failure to meet that need would cause hardship e.g. to give or receive care or support.

### **Band C - Delivering a Care Plan**

This is where accommodation is required to assist Social Services in delivering a Care Plan (eg moving the member nearer to the source of care and support or to accommodate a carer), or to relieve other social/welfare hardship as agreed between Social Services and Housing.

### Other High Priority Categories (applicable to Transfer Applicants only).

#### **Band A - Priority Transfers**

Agreed in exceptional circumstances by the Housing Manager and confirmed by the Homemove Manager where there are significant insurmountable problems associated with the tenant's occupation of a dwelling and there is imminent personal risk to the tenant or their family if they remain in the dwelling.

Where the Homemove Manager and Housing Manager agree a non-urgent management transfer band B will be awarded.

#### **Band A - Moving for major works**

Awarded to transfer applicants if their property is imminently required for essential works and the tenant cannot remain in the property. Although the Council will encourage and assist such tenants to make bids through the Homemove system we recognise that we have a duty to provide suitable alternative accommodation and will make bids that will result in a reasonable offer within the necessary timescale.

### Council Interest Transfers

**Band A** is awarded to facilitate a tenant's move in one of the following circumstances;-

- Release adapted property – the decision to prioritise is made at the Council's discretion if there is an unmet need for the property occupied (eg where the tenant does not require adaptations such as wheelchair accessible facilities)
- Make best use of adapted stock – for example where providing adaptations in the current property is not feasible but there may be a suitable alternative property available
- Enable tenants under-occupying family accommodation or adapted property they no longer require, to move to smaller accommodation or alternative accommodation under the Transfer Incentive Scheme (information on this scheme can be requested from your housing officer or the Homemove Team). Under-occupiers who do not qualify for this scheme will be placed in band C

- Non-statutory successors – approved by Housing Management, Housing Options and The Homemove for an offer of suitable accommodation.
- Retiring Council and RSL employees e.g.: Sheltered Scheme Managers, Residential Estate Wardens where the Council or RSL has a contractual obligation to house.

**Band B** is awarded to facilitate a tenant's move in one of the following circumstances;-

- Ex-tenants returning from institutions e.g.: rehabilitation where a commitment has been made in order to secure the relinquishment of a Council or RSL tenancy on entering the institution

#### Other categories

##### **Move on from care – Band A**

The Housing Options Team assists those moving on from care to find suitable accommodation. For the majority of applicants, supported accommodation is appropriate, but some applicants are referred by Housing Options to the Homemove team who place the applicants in band A. Applicants must normally have a local connection as defined by Part V11 of the Housing Act 1996.

##### **Move on from Support Housing – Band A**

For the majority of applicants agencies will be expected to work with their clients to access the private rented sector. For exceptional cases, agreed by the Temporary Accommodation Manager, applicants will be placed in Band A. Details of the Move on Scheme Special Rules are available from the Supporting People Team.

##### **Social Services Nominations under quota arrangements – Band A**

The Homemove Manager and Housing Options Manager agrees with Social Services an annual quota for housing clients in housing need.

##### **Witness Protection – Band A**

The Head of Temporary Accommodation and Allocations agrees with NWMS (National Witness Mobility Service) an annual quota for housing clients in housing need.



# HOUSING CABINET MEMBER MEETING

**Agenda Item 113**  
Brighton & Hove City Council

**Subject:** Homelessness Grant  
**Date of Meeting:** 12 March 2009  
**Report of:** Director of Adult Social Care & Housing  
**Contact Officer:** Name: James Crane Tel: 29-2933  
E-mail: james.crane@brighton-hove.gov.uk  
**Key Decision:** Yes Forward Plan No. HSG 8090  
**Wards Affected:** All

## FOR GENERAL RELEASE

### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 To advise cabinet the Cabinet Member for Housing of the Department of Communities and Local Government (CLG) Homelessness Grant Allocation for 2009/10 and to seek approval for the allocation from this grant amongst external agencies and internal teams to the further to work of the Council's Homelessness Strategy.

### 2. RECOMMENDATION:

- 2.1 That the Cabinet Member approve the allocation amongst external agencies and internal teams as set out in appendices

### 3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The Homelessness & Housing Support Directorate of the CLG makes an annual grant allocation to local authorities to supplement general fund expenditure on homelessness.
- 3.2 Funding from the Homelessness Directorate is intended to supplement main sources of funding to promote new and innovative services that tackle and prevent homelessness more effectively. In addition to the primary focus of preventing homelessness, reducing the use of temporary accommodation and continuing to reduce the levels of rough sleeping, the DCLG continues to pay particular attention to tackling youth homelessness and development of schemes to address worklessness in every local authority area.
- 3.3 Brighton & Hove has been allocated £855,000.00 for 2009/10, the same amount as 2007/08 and 08/09. Although there is no reduction in grant there is an impact of inflation on the costs. Services have been prioritised according to their contribution to meeting the objectives set by the DCLG and their contribution to local strategies and effectiveness.
- 3.4 As part of the proposals for allocation of funding, no inflation has been added to contract values.

#### **4. Tendering of Contracts**

In March 2008 Housing Committee agreed to the retendering of three of the main contracts that had been in existence for over five years. The advice from Corporate Procurement was that for value for money to be obtained the Council should approach the market with these contracts.

During 2008/09 the three existing contracts for Rough Sleepers Street Services, Relocation Service and Young Peoples' Housing Advice Service were reviewed and the three contracts were reduced to two by merging the Rough Sleepers Street Services Contract with the Rough Sleepers Relocation Service. This contract was awarded to CRI and is due to commence on the 1<sup>st</sup> April 2009

The other contract was for the Young Peoples' Housing Advice Service and this contract was awarded to Hove YMCA this will commence from the 1<sup>st</sup> April 2009

As part of the tendering process the Council has obtained a reduction in the cost of the contracts and has seen added value to the services being offered. The CRI contract sees the merging of the street and relocation teams into one service with the added value of a post being created to second a qualified mental health professional to work with the rough sleepers street and relocation services to provide a seamless service in this area.

#### **5. CONSULTATION**

- 5.1 As part of the preparation of this report, the relevant legal and financial officers have been consulted
- 5.2 Consultation has been held with the Head of Audit and the Head of Procurement
- 5.3 Consultation has been held with the Housing Strategy Management Team.

#### **6. FINANCIAL & OTHER IMPLICATIONS:**

- 6.1 Financial Implications:  
The Homelessness Strategy Grant for 2009/10 is £855,000 which is unchanged from the previous two financial years. This will fund the initiatives set out in Appendix A and B of this report and will supplement general fund expenditure on homelessness.

*Finance Officer Consulted: Mike Bentley*

*Date: 06.02.09*

6.2 Legal Implications:

There are no legal implications. The contracts were tendered using the correct policy and procedures under procurement rules. They also meet the funding criteria from the homelessness directorate.

*Lawyer Consulted:*

*Simon Court*

*Date: 06.02.09*

6.3 Equalities Implications:

The client group includes some of the most vulnerable people in the city, who face multiple barriers to housing. Providing these extra services for this group will enable access and prevent homelessness.

6.4 Sustainability Implications:

The Commissioning of these services is in accordance with sustainability objectives.

6.5 Crime & Disorder Implications:

The provision of a grant to CRI to provide a rough sleepers and street services team is in part aimed at the reduction of rough sleeping, street drinking and begging within the City. CRI are actively engaging with persons known within the City to reduce the amount of time that they spend on the street and also lead in carrying out rough sleeper counts and street drinking audits along with other Voluntary Sector partners and the Police

6.6 CRI are the lead agency addressing issues such as third party reporting of offences carried out against rough sleepers and street drinkers and in the Community Responsibility Protocol, which looks at how hostels and day centre's manage the local environment to reduce anti social behaviour of residents and how the local community can be encouraged to assist in identifying and reporting problems to the team.

6.7 Risk and Opportunity Management Implications:

There are no significant risks attached to the proposals in this report

6.8 Corporate / Citywide Implications:

The local area agreement implementation of these services reflects the priorities for the city as set out in the Homelessness Strategy, to prevent homelessness, reduce the use of temporary accommodation and keep the number of rough sleepers as near to zero as possible.

## **7. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 7.1 Two of the major services have been the subject of competitive tenders these have been awarded to Crime Reduction Initiative and Hove YMCA. The latest round of tenders has seen the Rough Sleepers, Street Services Team merge with the Relocation Contract as of 1<sup>st</sup> April 2009. Both contracts have been let for a five year period and are considered to have provided value for money in terms of price and added value to the services that already exist.
- 7.2 Other projects are discussed with the CLG at regular intervals as they are key to the Council meeting its Temporary Accommodation Reduction Target in 2010.

## **8. REASONS FOR REPORT RECOMMENDATIONS**

- 8.1 The Homelessness Grant allocation is given to the Council by the Secretary of State of the DCLG to further the work that the Authority carries out towards activities connected with homelessness under the provisions of section 31 of the Local Government Act 2003.
- 8.2 The Council is required to allocate the funding to further the work that assists it in reaching the targets and priorities both nationally and locally.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Outcomes of DCLG grant funded services 2008/09
2. DCLG grant allocation 2009/10 - amounts

### **Documents in Members' Rooms**

None

### **Background Documents**

None



Grant allocation £855,000 to be dispensed to the following organisations:

**Funding withdrawn from the following:-**

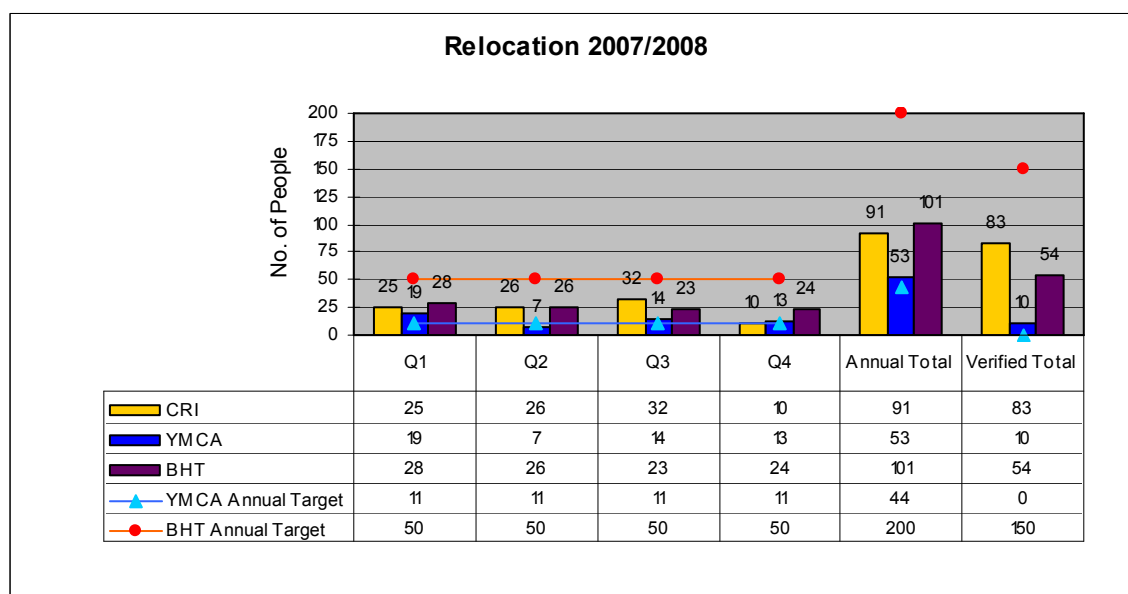
**1. Brighton Housing Trust  
Relocation Project**

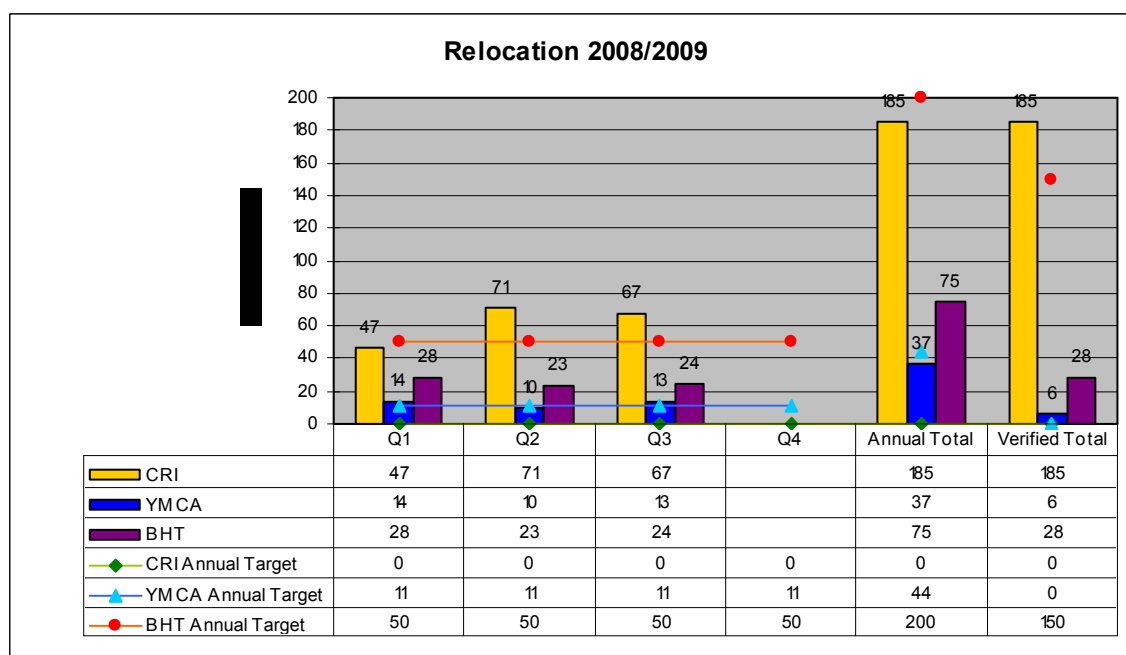
As part of the report to the Housing Committee on the grant allocation funding for 2008/09 it was agreed that the Council would tender out the following services funded by the Homelessness Grant: Rough Sleepers Street Services Team, Relocation Service and Young People’s Housing Advice Service.

To improve engagement, outcomes and efficiency and ensure best value, the Rough Sleepers Street Services Team and Relocation Project were combined into one service. The new contract includes all relocation costs and does not give any inflationary uplift year on year. Any costs that exceed the contract value will be met by the provider. This has resulted in an annual saving of £32,940.

Both existing providers tendered for the new contract and following an evaluation and interview process, CRI were selected by the Evaluating Panel as the preferred contractor based on their performance against the identified criteria and the additional added value they will bring to the new contract.

Brighton Housing Trust will cease to provide the relocation service from 1<sup>st</sup> April 2009.





### Funding Withdraw from

## 2. Brighton and Hove City Council Relocation Costs

From 1<sup>st</sup> April 2009 all relocation costs will be included in the contract price for both the Rough Sleepers Street Services and Relocation Team, and the Young People's Housing Advice Service.

### Reduced funding from: -

## 3. Brighton and Hove City Council Sanctuary Scheme

The Sanctuary Scheme remains a key component in the city's Domestic Violence Strategy. The Sanctuary Scheme is a multi-agency project which enables victims of domestic violence to choose whether to remain in their own home with professionally installed security measures. The increased security increases confidence to remain securely in the home and avoids disruption to education, employment and family and other social networks. In addition to the social benefits, the cost can be considerably less expensive than the provision of emergency accommodation.

The Scheme has been in operation since 2007/08 with 4 households being supported to remain in their own homes following the installation of security measures. The expenditure from grant is exclusively for security measures to the persons home the officer cost having been mainstreamed in the current financial year to provide specialist support to households who are threatened with homelessness due to domestic violence, harassment or hate crime.

**Outcomes 2008/2009**

As part of the pilot project the Sanctuary Scheme was the subject of a number of recommendations to the Council's Senior Officer Domestic Violence Steering Group. These included closer working links with the District offices and Registered Social Landlords to ensure that good practice is shared between landlords for victims wishing to remain in their own homes, the provision of hard wired alarms in homes to increase protection. Consideration has been given and a decision to provide battery alarms has been taken with advice to clients that these need to be checked on a regular basis.

There have been 14 cases referred to the Sanctuary Scheme and it is anticipated that 8 sanctuary cases will be completed in the current financial year. This will represent expenditure in the region of £10,000 of the allocated budget. There are a number of reasons for the low expenditure against the allocated budget. The main reason is that the criteria for the scheme was set to refer women in the highest risk group that are reported to the Multi-agency Risk Assessment Conference (MARAC). A number of these referrals have not resulted in success as these high risk cases are often subject to further threats or actual violence that result in the person moving. Other reasons include: private sector landlords refusing permission for works; customers changing their minds; prohibitive costs of works that don't demonstrate value for money.

**Outcomes in 2009/10**

It is proposed to review the criteria for referral to include lower risk groups with the aim of preventing the case from escalating to the high risk group with increased security in the home

To introduce monitoring of the number of days from referral to completion with a target of 21 days

Quarterly monitoring of expenditure and number of referrals and number of completed cases

Review existing referral routes to establish if there are any further referrals sources that could assist victims of DV to remain in their own homes.

**Reduce Funding from****4. Brighton and Hove City Council  
Homelessness Prevention Fund**

Along with other local authorities the council has adopted a "spend to save" approach in assisting people on low incomes to access the private rented sector in a planned way. The fund was originally set up to provide loans for the deposit element of a planned move from one property to another. This is often used for people that are moving for the first time or need to move for reasons beyond their control and they do not have access to the funds to do so.

In January 2008 the Council piloted a new Deposit Guarantee Scheme, which aims to indemnify a landlord until the tenant has saved sufficient funds with the credit union. At this point the money will be transferred to the Landlord and the Guarantee with the Council will be withdrawn. This new scheme has advantages over the Rent Deposit Scheme as it only pays for claims submitted

by the landlord at the end of the tenancy and has officers checking the validity of claims. The claim rates on this type of scheme means that a higher number of lettings can be achieved for the same amount of money. In 2007/08 137 cases were provided with support and prevented from becoming homeless. Between April and December 2008 153 cases were prevented, if this trend continues 204 cases will be prevented in this way. Of these 74 cases were dealt with under the new scheme and 71 were funded under the new Deposit Guarantee Scheme.

The introduction of the new scheme will allow officers to achieve an increase in the number of moves and also allow the scheme to fund other forms of preventative measures despite a reduction in the amount of funding. This will include the provision £4,000 to be given to the Respite scheme to prevent young people becoming homeless.

**Fully Fund**

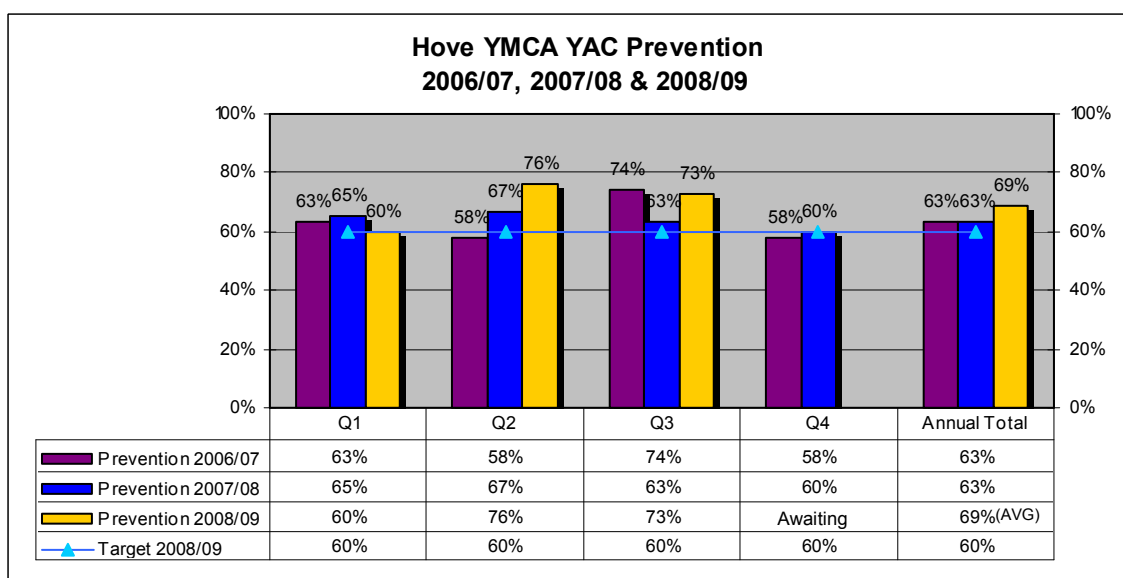
**Existing Projects**

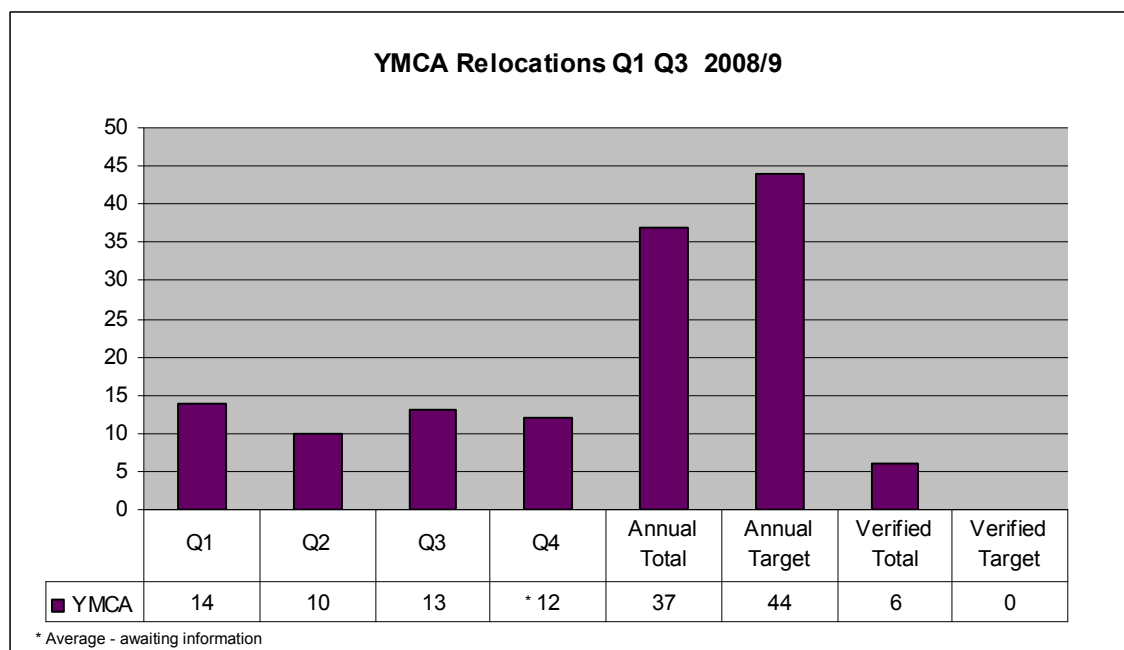
**5. Hove YMCA**

**Young People’s Housing Advice Services**

This service aims to reduce the number of young people who present as homeless, particularly as a result of family breakdown, and is strongly linked to the aims of the city’s Youth Homelessness Strategy. The service works closely with the Council’s Housing Options Young People and Families Team to advise young people and prevent a new generation of rough sleepers. It provides very strong links to the respite scheme and aims to relocate or reconnect as appropriate young people who arrive from outside of the City to areas where they have networks and connections.

**Outcomes for 2008/09**





Target	Q1	Q2	Q3	Total at Q3
Reduce rough sleeping of under 25 year olds to under 4	1	1	0	2
To prevent homelessness in 65% of all cases where homelessness is threatened	60%	76%	73%	69% (AVG)
To reduce the number of referrals to B&HCC to make a homeless application. No more than 25 in Q1 and reducing by 5 per quarter	2	2	12	16
To successfully relocate 45 young people out of Brighton & Hove (34 by Q3)	14	10	13	37
Deliver 10 housing information sessions in schools	4	0	8	12
Deliver 2 basic lifeskills / independent living courses to young people at risk of homelessness	1	0	1	3

	Annual Target	2006/07	2007/08	2008/09
<b>Life Skills courses</b>	2	3	4	2
<b>Housing Advice (Schools)</b>	10	13	4	12
<b>Move On sessions</b>	n/a	n/a	9	3
<b>Other prevention sessions</b>	n/a	n/a	3	2

**Outcomes for 2009/10**

Hove YMCA were successful in competing for a five year tender and will therefore continue to provide this service from 1<sup>st</sup> April 2009. In addition to the contractual requirements and targets, Hove YMCA brings the following added value to the contract:

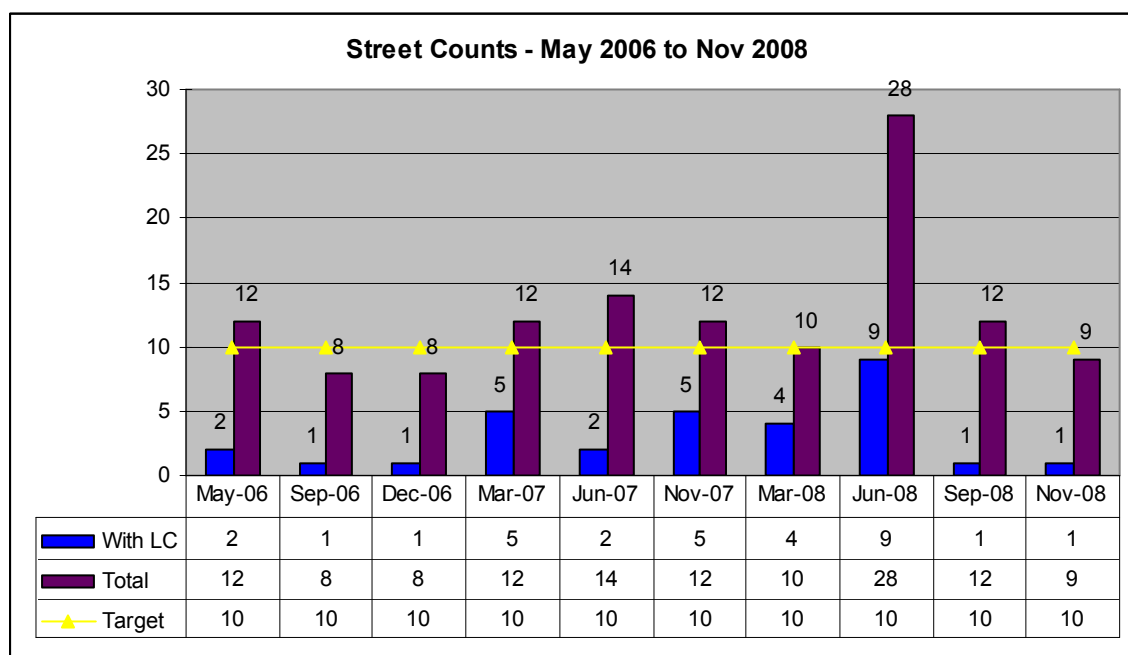
- Youth Advice Centre at Ovest House is the central hub of existing youth provision – well known and accessible to the target client group.
- Connexions Personal Advisors
- Substance Misuse services
- Sexual health, Teenage Pregnancy
- Mediation
- Counselling
- Information Advice & Guidance (Matrix Accredited)
- Action Learning Centre for Youth Homelessness
- Respite Service
- Tenancy Support
- Access to the Private Rented Sector
- Accredited Life Skills Programme
- Peer Education Scheme/Training
- Work Placements across the organisation
- Development of a social enterprise in trading arm of organisation that will provide training and employment opportunities

**Fully Funded****6. Crime Reduction Initiatives (CRI)****Rough Sleepers Street Services and Relocation Team**

The reduction of Rough Sleeping and related street based anti-social behaviour is a high priority for both the DCLG and the City Council.

CRI have performed consistently well in maintaining the reduction of rough sleeping in the city. The last rough sleepers count in November 2008 found 9 people sleeping rough. A large majority of rough sleepers continue to have no connection to the city and are assisted to return to areas where they often have existing support networks. At the last count only one rough sleeper had a local connection with the City.

The main outcome for this service is to keep the number of rough sleepers as near to zero as possible. This is achieved by continued assertive outreach with the rough sleeping community. The latest count in November saw the number within target.



Target	Q1	Q2	Q3	Total
To reduce rough sleeping to as near zero as possible but at least below 10	10	28	12	16 Average
To reduce rough sleeping to as near zero as possible but at least below 5 for those with a local connection	4	9	1	4 Average
66% of rough sleepers to have a positive accommodation, treatment or care outcome	107 83%	107 84%	122 86%	84% Average
80% of new arrivals to B&H returning home / other positive diversionary measures to help new arrivals leave the streets	53 75%	90 79%	61 90%	81% Average

There are additional outcomes that rough sleepers have a positive accommodation, treatment or care outcome. This target has consistently achieved a high level of success at 86% of service users being connected to accommodation, treatment for substance misuse or successfully connected to primary or secondary health care.

### Outcomes 2009/10

The contract will continue to have an emphasis on reducing the number of rough sleepers to as near to zero as possible, and providing relocation or reconnection for those people without a local connection. In addition to the contractual requirements and targets, CRI have agreed to provide the following added value within contract price:

- Provision of a specialist mental health worker as part of the Street Services Team (to be seconded from the Sussex Partnership Trust).
- To relocate an additional 200 rough sleepers per year over and above the contract target of 200
- To provide street shifts at weekends/bank holidays in peak periods rather than Mon-Fri service only
- To provide a peer mentor/volunteer scheme for former rough sleepers/homeless people to train and support service user involvement
- Collation of statistics around offending and substance misuse to maximise the contribution of the Integrated Support Pathway in fulfilment of the Local Area Agreement targets.
- Carry out internal quality audits to ensure highest delivery of service
- Continue to provide training for frontline staff in supported housing bands 1,2 and 3 covering substance misuse, assertive in reach and anti-social behaviour

This added value will provide a seamless service for entrenched rough sleepers who often present with complex needs including Mental Health, Substance Misuse or Dual Diagnosis.

### **Fully Funded**

#### **7. Brighton and Hove City Council Work and Learning Manager**

The aim of this post is to identify the employment and training needs of single homeless people, researching current service provision and developing a strategy that facilitates more effective use of current provision, establishes a way forward for addressing gaps in provision and initiates funding bids to develop new projects.

The post holder acts as the council's lead in developing work & learning opportunities for single homeless people and rough sleepers. In addition the post holder co-ordinates the project 'Home to Work' encompassing the provision of Basic Skills (literacy, numeracy, IT) in hostels, life Skills courses and return to work opportunities.

### **Outcomes for 2008/09**

Successful bid for "Places for Change" funding for Palace £950,000

Successful bid for Child Poverty Pilot for Teenage Parents £400,000

Leading on redevelopment of Palace Place and First Base Day Centre into centres for work & learning activities.

A further 10 front line staff trained in Basic Skills awareness/ assessments supporting adult learners,.

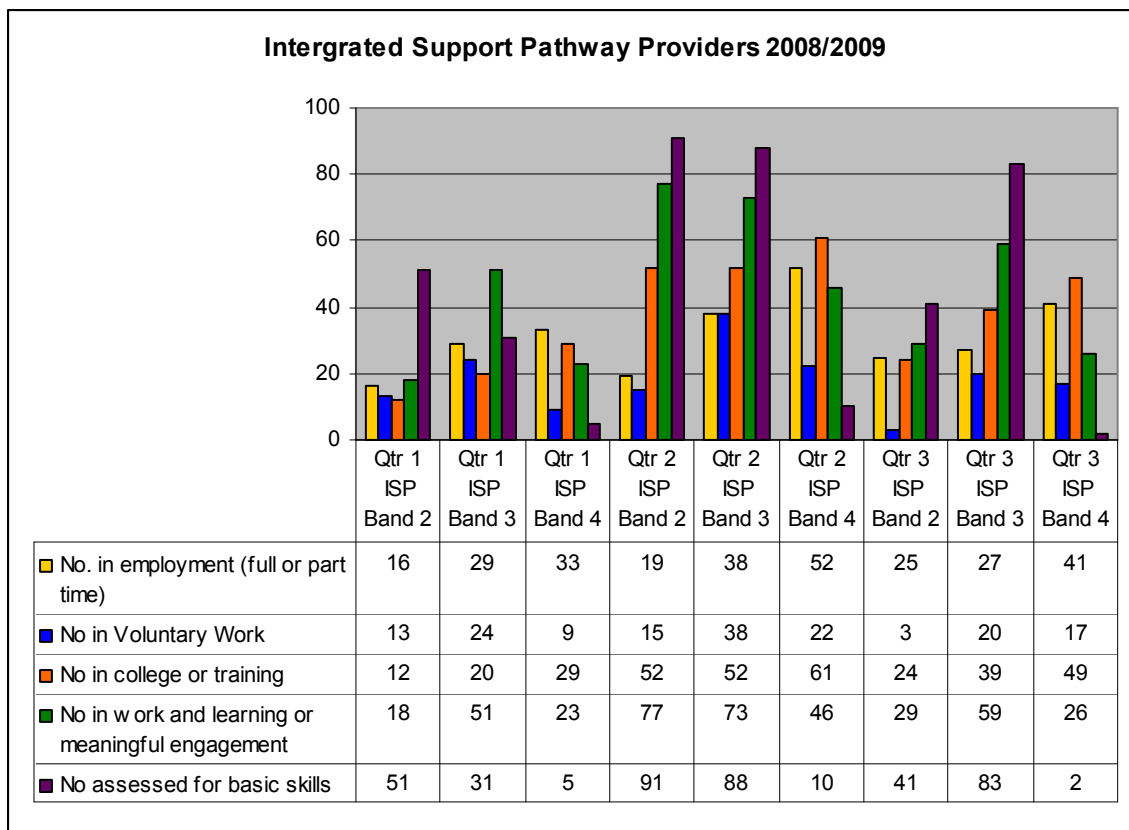
Rolling programme of training for front line staff and linkworker sessions

20 peer learners to be trained by March 2009

Development of accredited life skills programme at George Williams House



Coordinate Work and Learning snap shots across Integrated Support Pathway providers



**Fully Funded**

**8. Crime Reduction Initiative  
Foundation Programme Mentoring Project**

The aim is to provide a quality mentoring service to ex-rough sleepers who are participating or have completed a structured day programme for drug users (the Foundation Programme) and are living in supported accommodation as part of the longer term resettlement package.

The service aims to fill the support gaps in the evenings and weekends at hostels in the city. The Mentoring Scheme in conjunction with other agencies seeks to reduce the use of substances illicit and licit, drug related deaths, relapse, rough sleeping and street based anti-social behaviour activity. The funding for this project will be met by CRI in the next financial year

Target	Q1	Q2	Q3	Total
To attach 5 mentors to the project per annum	5	4	2	12
To engage with 30 mentees per annum (10.5 by Q3)	21	23	16	60
The mentors to have 2 contacts per week for the period of three months = 40 (no. of times mentors have had contact in Qtr = 120 up to Q3)	420	576	896	1,892
To engage with 2 clients from each hostel where FORUS groups are facilitated	11	14	8	14
75% of these clients to access the mainstream day programme	100%	100%	100%	Average of 100%
50% of clients on waiting list to be linked with a mentor	100%	100%	100%	100%
Reduce non-attendance to assessments from 50% to 15%	100%	100%	91%	Average of 97%
40 clients per annum to report improvements in physical and mental health	21	21	16	57
40 clients to complete the programme per annum	6	8	7	21

### Fully funded

#### 9. Brighton and Hove City Council Housing Options Move-on- Officer

A key target for the city within the Local Area Agreement is to reduce the number of households in Temporary Accommodation by 50% in 2010. The base line figure was 667 giving a target to reach of 333 household by March 2010. The officer works to facilitate wider access to settled accommodation in the private rented sector and to share best practice in the city regarding moving on from temporary accommodation. Developing access to the private rented sector is a crucial element if the Council's strategy to half the number in temporary accommodation is to be achieved

**Outcomes for 2008/09**

29 Households moved to the Private Rented Sector since the Move-on officer came into post September 08

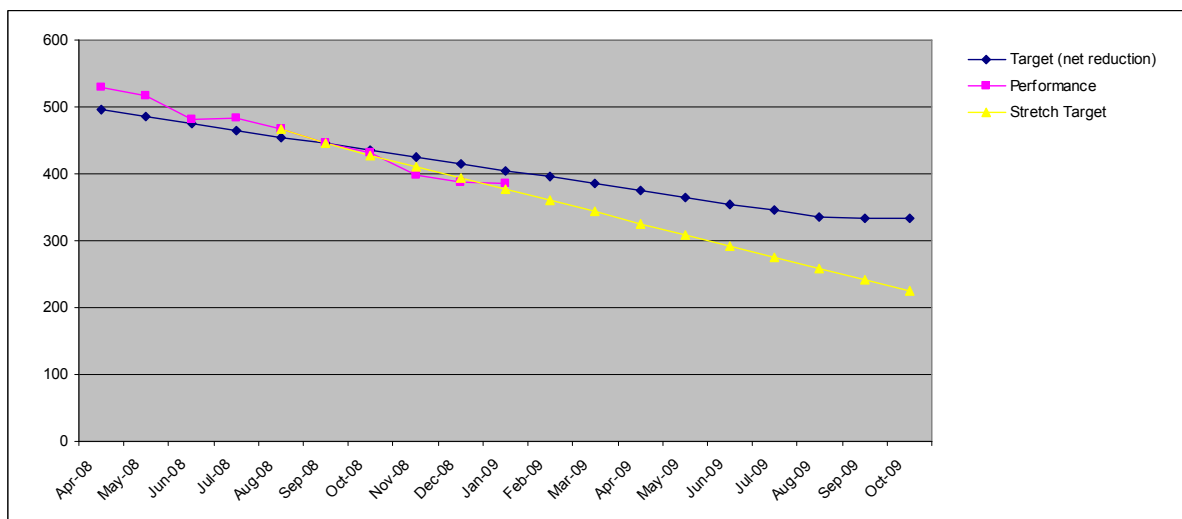
6 Management agreements signed up discharging a homelessness duty

**Fully Funded**

**10. Brighton & Hove City Council  
Homeless Strategy Officer**

The Homeless Strategy Officer supports the delivery of the Homelessness Strategy through the further development of an integrated, multi-agency approach to homeless prevention. The Officer develops service level agreements with other departments and agencies to enable early intervention in threats of homelessness, and delivers training workshops to external partners to promote an integrated approach to homelessness prevention.

In the next 12 months this role will develop accessibility to the Private Rented Sector and reduction in the use of Temporary Accommodation that needs to be reduced and maintained below the DCLG target of 333 by 2010.



**11. Brighton & Hove City Council  
IT Development**

Project to procure a new integrated IT system for Housing Needs. A system that will record all casework and process that are involved in the prevention of homelessness; assessment of housing and support needs including initial skills audits; allocation of vacancies in supported housing and the tracking of service users through the integrated pathway sharing needs and risk information with housing and work and learning providers.

**Outcomes**

As previously reported initial discussions with developers have indicated that the procurement of this system will be relatively expensive. Permission has been sought and granted to carry over funds from previous years to build a fund to take this project forward.

The DCLG have previously indicated that Brighton & Hove may be awarded a pilot to develop a system that could be rolled out nationally across other local authorities

**Fully Funded****12. Sussex Partnership Trust  
Psychology Service**

To work with people at risk of homelessness due to psychological behaviour issues often arising from substance use or rough sleeping. To work with service providers in delivering learning programmes that will achieve the goals of changing clients' thinking and behaviour in order to address cyclical homelessness and a move away from street culture. To develop and promote a new support model of working with the client group that is based on proven clinical interventions such as Cognitive Behaviour Therapy, Solution Focused Brief Therapy and Motivational Interviewing.

**Outcomes 2008/09**

At the end of quarter 3 the following outcomes had been achieved:

<b>Target</b>	<b>Outcome</b>
Achieve and then maintain an open case load to 90% of a maximum 21 clients throughout the year	72% achieved by the end of Q3 an on target to achieve 90% by the end of Q4
Reduce the potential for evictions and increase the number of clients maintaining stable accommodation within provider services	By the end of Q3; of the clients who left the support programme, 40% completed the programme achieving positive outcomes against the objectives.
Launch the Link Worker training sessions	Two full modules of training delivered to multi agency supported accommodation providers
Train 12 x Link Workers from across a range of supported housing providers within the first year	16 Link Workers trained by end of Q3 and a programme for the 09/10 year has been planned – 3 Modules training 24 Link Workers. The training was oversubscribed and a waiting list has been developed.
Maintain usage 'traffic' on the Mortarnet website	The website has maintained an average of 345 hits per month and has a total of 383 registered users signed up to the site since April 07.
Maintaining 'outreach' work in provider services and the Mortarnet Website to generate new enquiries and referrals for the team	The service has continued to generate new interest. Since April 08 there have been 76 enquiries from service users or provider services; 55 of these (72%) resulted in a referral
Offer a work based learning opportunity within the team for a member of staff from one of the provider services	A placement is planned to commence within Q4, providing the opportunity to one Hostel Worker for professional development within a psychology service

**Fully Funded****13. Hove YMCA  
Respite Scheme**

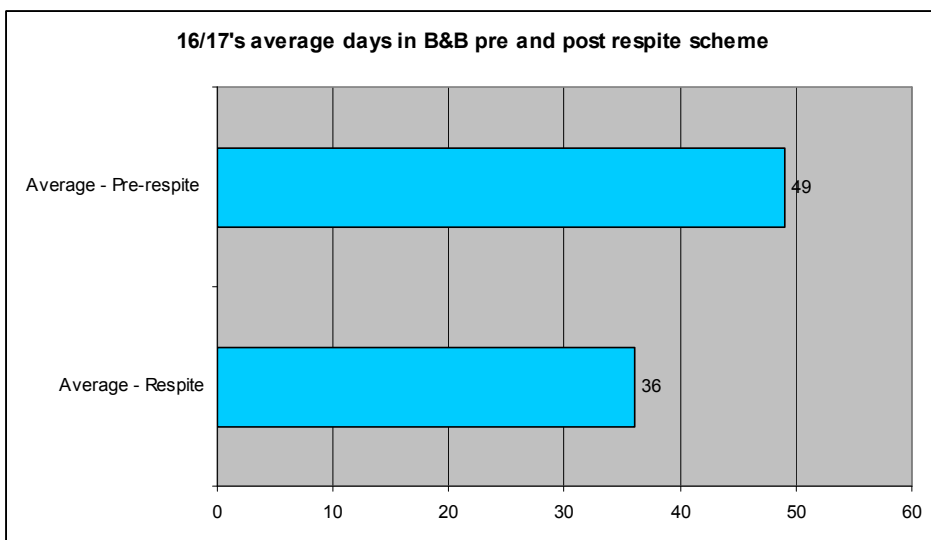
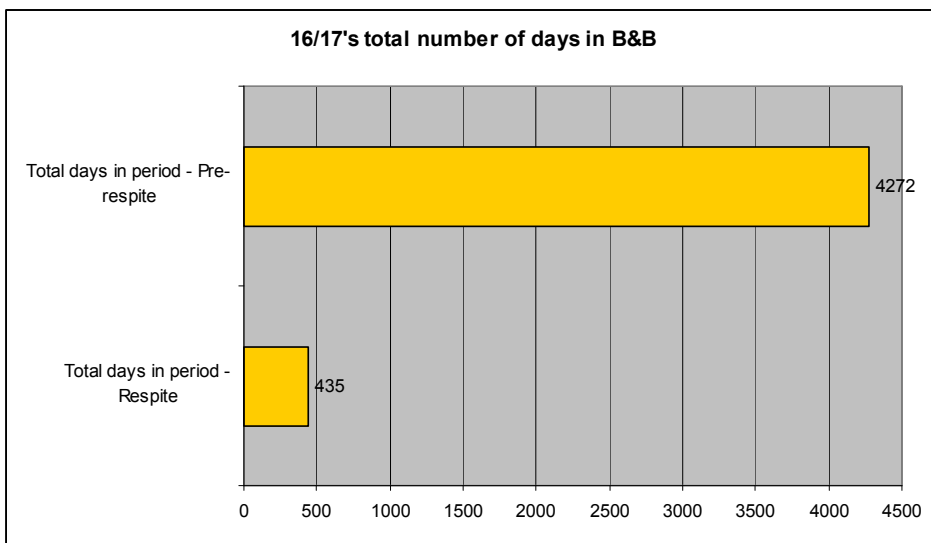
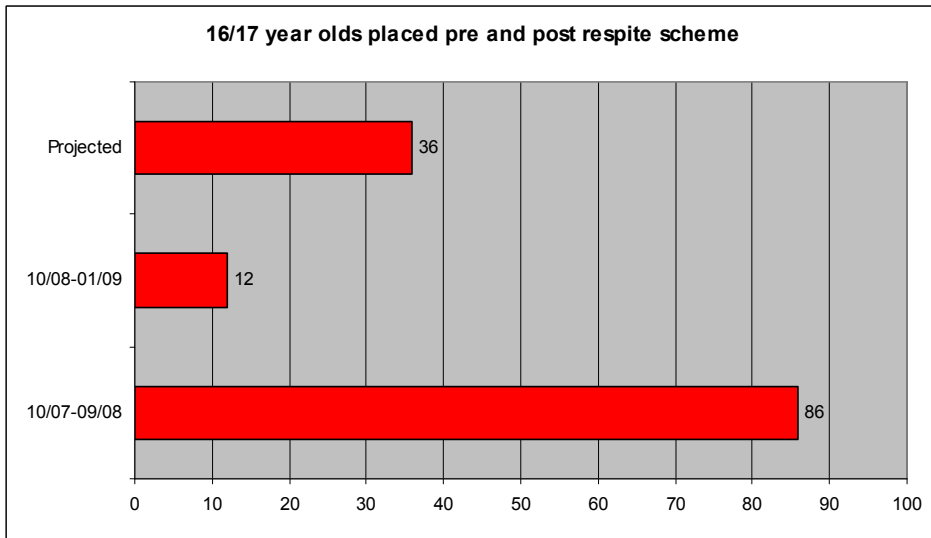
Eviction of young people from the family home continues to be one of the main causes of homelessness in Brighton and Hove. This Scheme was piloted as a result of consultation with the parents of young people locally, which identified that provision of short term respite accommodation to take the heat out of the crisis may have enabled the young person to return home.

Through the Youth Homelessness Strategy, the respite scheme has remodelled the existing units of supported accommodation to provide 5 short terms “crash pads” for young people. Designed to give a short term accommodation option following a family breakdown in order to provide both respite from the situation and therapeutic support to both the young person and the family on a whole family approach; The aim is to return the young person to family home after an agreed period.

**Outcomes 2008/09**

The scheme became operational in October 2008. Although this scheme is still at an early stage with 16 young people having used the scheme the results are good. 65% of the young people have been either returned to the family home or to that of another family member and 25% have used the crash pad until the young person can be moved to supported accommodation in a planned way.

As a result the number of 16/17 year olds that have required placements in to bed and breakfast has dropped from 86 during October 07 – October 08 (prior to the scheme) to 12 in the first four months of the scheme (October 08 – January 09) This forecasts a drop of 50 placements into B&B in a year. This also results in a drop actual B&B nights from 4,272 to 453 and drop in the average length of stay from 49 days to 36 days.



**Outcomes 2009/10**

Outcomes for the year have been agreed as follows :

**Accommodation**

The number of Young People who have moved into the scheme	<b>12 per qtr</b>
The number of YP who have moved out	<b>12 per qtr</b>
The number of YP who have returned home in the long-term	<b>15%</b>
The number of YP who have returned home in the short-term (with a plan to access accommodation)	<b>20%</b>
The number of YP who have left Respite and accessed supported accommodation, PRS or staying with relatives or friends.	<b>65%</b>

**Support**

The number of YP (living in Respite) and their families engaged in Family Solutions	<b>70%</b>
The number of YP and their families engaged with the Family Liaison Worker	<b>70%</b>
The number of YP living in Respite actively engaged with support	<b>85%</b>
The number of YP living in Respite who are EET	<b>40%</b>
Number of 16 and 17 year olds in B&B	<b>&gt;10 per qtr</b>

**14. Various Supported Housing Providers****Cash incentive Scheme**

This funding will increase the amount of rough sleeper “move on” accommodation available for hostel residents who are ready to move on to more independent living.

There are a number of service users in Assured Tenancies in RSL supported housing that are now part of the single homeless Integrated Support Pathway (ISP). The pathway provides a clear route for service users to move-on towards independence. Although current practice is to issue Assured Shorthold Tenancies in ISP properties, in the past Assured Tenancies have been issues meaning that there is a reduction in the amount of move-on accommodation available. This can result in the pathway becoming silted up and prevents some people from moving on when they are ready. This funding will provide a cash incentive to service users in Assured Tenancies to relocate to alternative accommodation either in the private sector or general needs RSL housing and allow movement for other service users in Bands 2 and 3 of the ISP.



**New Initiatives****15. Brighton Housing Trust  
Severe Weather Emergency Protocol (SWEP)**

The Council has to make provision for opening a severe weather shelter when the temperature falls below 0 degrees for more than three consecutive nights. In the past this has rarely happened in the locality. However in the past financial year the SWEP has been triggered on four occasions, over the Christmas period this lasted for 15 days. Brighton Housing Trust provide the cold weather shelter at First Base Day Centre – funding is to cover staffing and resource costs.

**16. Emergency/Supported Lodging Scheme  
Brighton Nightstop**

It is proposed to set-up an emergency/ supported lodging scheme for the under 25 year olds. Brighton Nightstop will affiliate to the De Paul Trust who link into a national network of emergency lodging schemes for young people. The aim is to assist young single homeless people to access accommodation with resident landlords who will be willing to let out a spare room. Some of the placements will respond to emergency situations and if appropriate will become supported lodgings offering longer term housing solutions. This may also provide the homeowner with a much needed income in the current financial climate.

**17. Brighton and Hove City Council  
Innovation Fund**

To promote the work of the City's Homelessness Partnership and provide funding for small pieces of work detailed on the Homelessness Strategy Action Plan to be undertaken by partner agencies.

**18. Hove YMCA  
Respite Voids**

The Hove YMCA respite scheme is explained in number 13 above. The Scheme can only work if the 5 beds that have been allocated at Gareth Stacey House remain available for respite cases. This means that there is a potential for a higher void rate in these beds and the provision of this budget allows for the higher rate of voids.



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