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Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Fax: (01304) 872453
DX: 6312
Minicom: (01304) 820115
Website: www.dover.gov.uk
e-mail: democraticservices@dover.gov.uk

5 December 2017

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **HOMELESSNESS PROJECT ADVISORY GROUP** will be held in the HMS Brave Room at these Offices on Wednesday 13 December 2017 at 5.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Kate Batty-Smith on 01304 872303 or by e-mail at kate.batty-smith@dover.gov.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read "Kate Batty-Smith", written over a white background.

Chief Executive

Homelessness Project Advisory Group Membership:

J S Back (Chairman)
P M Brivio
M D Conolly
B Gardner
K E Morris

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointments of Substitute Members.

3 **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

4 **TERMS OF REFERENCE** (Pages 3 - 4)

To note the Group's Terms of Reference which are attached for information only.

5 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 5)

The recommendation is attached.

MATTERS WHICH THE MANAGEMENT TEAM SUGGESTS SHOULD BE CONSIDERED IN PRIVATE AS THE REPORT CONTAINS EXEMPT INFORMATION AS DEFINED WITHIN PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AS INDICATED AND IN RESPECT OF WHICH THE PROPER OFFICER CONSIDERS THAT THE PUBLIC INTEREST IN MAINTAINING THE EXEMPTION OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION

6 **MANAGEMENT OF HOMELESS HOUSEHOLDS IN THE DOVER DISTRICT**
(Pages 6 - 60)

To consider the attached report of the Director of Finance, Housing and Community.

7 **MANAGEMENT OF HOMELESS HOUSEHOLDS IN DOVER DISTRICT - TASK LIST** (Pages 61 - 69)

To consider the attached report of the Director of Finance, Housing and Community.

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Kate Batty-Smith, Democratic Services Officer, telephone: 01304 872303 or email: kate.batty-smith@dover.gov.uk for details.

Large print copies of this agenda can be supplied on request.

HOMELESSNESS PROJECT ADVISORY GROUP

TERMS OF REFERENCE

Membership:

- Portfolio Holder for Built Environment (Chairman)
- Leader of the Council
- Portfolio Holder for Corporate Resources and Performance
- Two Representatives from the Labour Group

Terms of Reference:

- To monitor the following trends relating to homelessness:
 - The number of households presenting as homeless
 - The size of household presenting
 - The reason for the homelessness application
 - The number of cases where homelessness was prevented and how it was prevented
 - The number of applications accepted
 - The number of households placed in different types of temporary accommodation
 - The length of stay in the different types of temporary accommodation
 - The number of rough sleepers in the district
- To consider performance data relating to the above benchmarked against other comparable local housing authorities (LHAs).
- To consider examples of good practice adopted by other LHAs and make recommendations regarding their implementation by the Council.
- To monitor the budget position relating to the use of various forms of temporary accommodation.
- To make recommendations regarding projects which will help reduce the levels of homelessness/rough sleeping in the district and deliver alternative forms of temporary and interim accommodation, e.g. modular housing, property acquisitions, leasing of properties, purchase and leasing of land.
- To monitor progress on the projects currently being progressed with the aim of reducing the cost of providing temporary accommodation.
- To monitor the Housing Revenue Account and Housing Initiatives Reserve and make recommendations as to how these can be used to fund financially viable alternative forms of temporary and interim accommodation.
- To make recommendations regarding projects aimed at securing accommodation as an alternative to providing temporary accommodation, e.g. social lettings agency.

- To consider and make recommendations in relation to any amendments to the Council's Allocations Policy which are considered appropriate to help reduce homelessness and the number of households in temporary accommodation.

OTHER MATTERS

Powers

The Group is not a decision-making body. It will consider matters falling within its Terms of Reference and make recommendations to Cabinet on the same.

Frequency of Meetings

The Group shall meet as required by the Portfolio Holder for Built Environment.

DOVER DISTRICT COUNCIL

NON-KEY DECISION

HOMELESSNESS PROJECT ADVISORY GROUP – 13 DECEMBER 2017

EXCLUSION OF THE PRESS AND PUBLIC

Recommendation

The provisions of Part VI of the Local Government Act 1972, The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 do not apply to meetings of this Advisory Group so as to require its meetings to be open to the public.

Notwithstanding the above, the Council will, whenever possible, conduct meetings of the Advisory Group in public in furtherance of its commitment to openness and transparency. However, there may be occasions on which the nature of the business to be transacted requires members of the public to be excluded from the meetings or parts of them.

On this occasion the public will be excluded from the meeting for the following items of business:

<u>Item Report</u>	<u>Paragraphs Exempt</u>	<u>Reason Exempt</u>
Management of Homeless Households in Dover District	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Management of Homeless Households in Dover District – Task List	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item No 7

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