

Public Document Pack



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

31 July 2018

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 Thursday 9 August 2018 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 Beresford
P M Brivio
M D Conolly
N A G Richards

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 **MINUTES**

To confirm the Minutes of the meeting of the Committee held on 12 April 2018 (to follow).

5 **HOMELESSNESS PERFORMANCE REPORT** (Pages 4-6)

To consider the attached report.

6 **UPDATE ON HOMELESSNESS REDUCTION ACT** (Pages 7-8)

To consider the attached report.

7 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 9)

The recommendation is attached.

8 **HOMELESSNESS AUDIT - DRAFT REPORT** (Pages 10-12)

To consider the attached report.

9 **PROJECTS UPDATE** (Pages 13-15)

To consider the attached report.

Access to Meetings and Information

- 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.

- 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 Performance Report**June 2018****Key Performance Indicators**

The figures show the position as at the end of June 2018.

Number of Homelessness Cases

		Nov	Dec	Jan	Feb	Mar	Apr	May	June
H1	Number of homelessness applications	3	7	25	19	19	82	67	53
H2	Number of homelessness cases accepted	28	10	15	26	16	6	8	3

Comments:

More homelessness applications have been made as a result of the Homelessness Reduction Act. Cases are now approaching the next stage of the process, i.e the end of the relief stage. MHCLG guidance suggests that those cases moving into the relief stage (and indeed those who approach at the relief stage ie actually homeless), should not be accepted as being owed a homelessness duty until the end of the 56 days as it may divert the focus away from trying to relieve homelessness. This accounts for the drop in acceptances between April and June, the majority of which are legacy cases where homeless applications were taken prior to 1 April 2018.

This figure is likely to increase over time but it's too early to predict what level it will reach as the full impact of the HR Act is yet to be seen. The introduction of the 'Duty to Refer' in October could significantly increase the number of referrals into the Options team and this may lead to an increase the number of homelessness acceptances.

The number in B&B and TA generally has gone up. Although Folkestone Road has come online, demand is high and we have a duty to provide temporary accommodation. There has been a slight blip in the approaches recently, mainly due to domestic abuse cases and landlords serving Section 21 notices.

The average length of stay in B&B has reduced significantly which is positive.

A review of the statistics which we provide to Members will take place within the next few months in order to reflect activity at the key stages of the Homelessness Reduction Act.

H-CLIC (Homelessness Case Level Information Classification) is the new reporting tool which will track live data showing a customer's journey through the homelessness process.

This data will be available to the Ministry of Housing, Communities and Local Government. Progress in terms of H-CLIC continues to be very slow and this is very frustrating as we have had numerous delays, the latest being 29 June 2018.

Summary of Temporary and Interim Accommodation - June 2018

Ref	Types of TA	Oct-17		Nov-17		Dec-17		Jan-18		Feb-18		Mar-18		Apr-18		May-18		Jun-18	
		Number	Av stay (days)	Number	Av stay (days)	Number	Av stay (days)	Number	Av stay (days)	Number	Av stay (days)	Number	Av stay (days)	Number	Av stay (days)	Number	Av stay (days)	Number	Av stay (days)
H3	B&B	48	82	42	93	29	124	26	110	30	97	25	130	21	97	19	100	27	71
H4	Self contained units (nightly paid)	44	135	40	138	33	134	36	100	30	85	32	116	37	66	34	62	35	72
H5	Shared units (nightly paid)	7	76	9	67	8	102	8	126	6	82	8	113	4	73	6	74	4	85
H6	Total (B&B & nightly paid)	99		91		70		70		66		65		62		59		66	

Interim Accommodation

H7	Private sector leasing	4	345	5	300	5	331	4	407	5	351	5	383	4	349	4	380	3	338
H8	DDC owned stock	6	52	7	69	10	64	9	68	13	71	13	102	12	124	13	130	20	99
H9	Housing Association stock	9	272	9	255	10	260	10	291	9	271	9	302	8	355	7	276	7	306
H10	Totals (all types of TA)	118	125	112	129	95	79(147)	93	137	93	120	92	152	86	121	84	115	96	103

		Ave Apr- Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
H11	Rent arrears on HRA units		£1,391	£3,942	£2,334	£1,545	£2,875	£2,544	£4,593
H12	Monthly spend on temporary accommodation	£90,214	£124,606	£74,034	£93,312	£97,314	£66,905	£82,491	£65,305

Comment

The expenditure on temporary accommodation shows a slight decrease for June as a number of customers were moved on to permanent accommodation
The rent arrears on the DDC interim accommodation units show an increase which is due to the Folkestone Road properties coming across. All our customers have now moved in.
Housing Benefit claims have been made and once processed will be reflected in the July figures.

Homelessness Reduction Act (HRA) update 30 June 2018

The Homeless Reduction Act came into force on 3 April 2018. In the previous HRA update we advised that the new Act would have implications for Dover District Council which included an increase in workload for staff as we anticipated that there would be:

- more applications
- more decisions
- changes in case management requirements
- an increase in review points
- a new Ministry of Housing, Communities and Local Government data collection requirements
- a new focus on prevention, to help households to retain their accommodation, where it is safe to do so.

A number of reports have now been created on the Locata system and we are able to determine how many referrals come into the team and track the status of a case.

Between 3 April and 30 June 2018 there have been a total of 413 referrals into the Housing Options team. Of these, 201 moved from either the initial triage stage or the prevention duty into the relief duty. These cases are classed as homeless applications.

During the same period we accepted a full housing duty to 17 households. Of these, 15 were 'legacy cases' where the homeless application had been made prior to April.

In the same period of 2017 there were 78 homeless applications and 38 acceptances.

Staffing:

Staff have embraced the changes within the HRA Act however since its introduction they have been one member short. This officer recently decided to take ill-health retirement and we are in the process of recruiting to his post. This means that we expect to be fully staffed ahead of the Duty to Refer being introduced on 1 October 2018.

We have reconfigured some roles within the team and now have a dedicated officer with responsibility for, amongst other things, managing the temporary accommodation and raising invoices and ensuring our income is maximised.

In addition to the above we have applied for an apprentice within the team. The purpose of the role will be to manage all of the new triage referrals that come in, gathering all of the relevant information and preparing the Personal Housing Plans (PHP). Taking this time-consuming administrative process from the Options Officers will enable them to concentrate or prioritising the cases they are working with, allowing them to focus on prevention work where appropriate.

Data reporting:

Homelessness Case Level Information Collection (H-CLIC), the reporting tool which tracks live data showing a customer's journey through the homelessness process,

has now been made available by MHCLG. The majority of Local Authorities have successfully uploaded their data, although the deadline has been extended for a fortnight.

DOVER DISTRICT COUNCIL

NON-KEY DECISION

HOMELESSNESS PROJECT ADVISORY GROUP – 9 AUGUST 2018

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:

Item Report

Homelessness Audit – Draft Report	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Projects Update	3	As above

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

Document is Restricted

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

Document is Restricted