

19 March 2020 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks

Despatched: 11.03.20



Housing & Health Advisory Committee

Membership:

Chairman, Cllr. Maskell; Vice-Chairman, Cllr. Coleman

Cllrs. Dr. Canet, Clack, Perry Cole, G. Darrington, Foster, Griffiths, Harrison, Osborne-Jackson, Piper and Roy

Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 26 November 2019, as a correct record.	(Pages 1 - 4)	
2. Declarations of Interest Any interests not already registered.		
3. Actions from Previous Meetings	(Pages 5 - 6)	
4. Update from Portfolio Holder		
5. Referrals from Cabinet or the Audit Committee (if any)		
6. Rural Affordable Housing Work Programme	(Pages 7 - 14)	Gavin Missons Tel: 01732 227332
7. Sevenoaks District Council UK Resettlement Scheme Policy	(Pages 15 - 28)	Hayley Brooks Tel: 01732 227272
8. Temporary Accommodation Placement Policy	(Pages 29 - 54)	Hayley Brooks Tel: 01732 227272
9. To note minutes of the Health Liaison Board To note the minutes of the meeting of the Health Liaison Board held on 5 February 2020.	(Pages 55 - 58)	

10. **Work Plan**

(Pages 59 - 60)

EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

HOUSING & HEALTH ADVISORY COMMITTEE

Minutes of the meeting held on 26 November 2019 commencing at 7.00 pm

Present: Cllr. Maskell (Chairman)

Cllr. Coleman (Vice Chairman)

Cllrs. Dr. Canet, Clack, Perry Cole, G. Darrington, Griffiths, Harrison, Osborne-Jackson and Piper

Apologies for absence were received from Cllrs. Foster and Roy

Cllr. P. Darrington was also present.

21. Minutes

Resolved: That the Minutes of the meeting of the Housing and Health Advisory Committee held on 8 October 2019 be approved and signed by the Chairman as a correct record.

22. Declarations of Interest

No additional declarations of interest were made.

23. Actions from Previous Meetings

The action was noted.

24. Update from Portfolio Holder

The Portfolio Holder advised that he had attended the West Kent Landlords Forum held on 28 October 2019. The Forum was held twice a year to provide advice and support to local landlords and keep them up to date with developments affecting the private rented sector. The Forums were organised by the West Kent Landlords Partnership (Tunbridge Wells Borough Council, Tonbridge & Malling Borough Council, Sevenoaks District Council and the National Landlords Association).

For information he tabled and spoke to [social housing data](#) and a [map](#) of some of the housing associations operating within the district. He advised that there was a lack of one and two bed homes in the district yet West Kent Housing Association (WKHA) had advised at the previous meeting that most of their stock consisted of 3 bed homes. He had met the new WKHA Chief Executive, Tracy Allison, who he understood would be reviewing current practices. He had made suggestions of covering 3 bed houses to 1 / 2 bed flats/maisonettes and using semi derelict garage sites as creative ways to make the stock more appropriate to the need.

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Housing & Health Advisory Committee - 26 November 2019

He introduced Daniel McDermott, the new Health Team Leader, and advised that whilst he was updating a lot on housing at this meeting next time he would over more on health.

The Portfolio Holder tabled an [update](#).

Members discussed other Housing Associations not mentioned in the tabled list such as Orbit South Housing Association, English Rural Housing Association who were undertaking projects in West Kingsdown. The Head of Housing & Health also advised that Golding Homes Housing Association were new in Swanley and looking to work with the Council, and Southern Housing Group had been talking to the Housing Policy Manager. The Chairman commented that it was important to have a rich mixture of Housing Associations operating within the District.

25. Referrals from Cabinet or the Audit Committee

There were none.

26. Housing Strategy Progress Report (Number three)

The Housing Policy Manager presented the report and gave a [presentation](#) on a progress report on the delivery of the District Council's Housing Strategy 'Wellbeing Starts at Home'. He also tabled the [comments](#) within the presentation. Members took the opportunity to ask questions of clarification.

In response to questions he advised that there was a trip planned in the new year to visit The Mallards development in Swanley, and that a fuller document on the delivery of the strategy would be written and circulated later. It was noted that since the change in definition of Houses in Multiple Occupation (HMOs), it was more challenging to identify them and the team was focussing on this work. It was advised that Parish & Town Councils could help support this identification process.

Action 1: That the Housing Policy Manager invite Members of the Committee to the trip to The Mallards.

Resolved: That the report be noted.

The Committee joined the Chairman in showing their appreciation for the valuable work Officers were doing.

27. Draft Sevenoaks District Health & Wellbeing Action Plan 2019-2022

The Head of Housing & Health presented the report which sought approval of the Sevenoaks District Health and Wellbeing Action Plan which set out objectives and actions that would help to reduce health inequalities and improve the health and wellbeing of residents across the District.

The Head of Housing & Health advised that Public Health England had developed a [new tool](#) which enabled access to local health data which could be used to address health inequalities and help focus where initiatives were delivered in order to have

the greatest positive impact. With limited resources such tools were invaluable for effective targeting. In response to a question on what she could do with more resources, she advised that more resources would enable upscaling and targeting of more initiatives.

It was discussed and agreed that the word 'existing' be replaced with 'quality' at the first bullet point of Objective 5.1.

Members discussed possible causes of health inequalities. It was acknowledged that stereotyping was not useful, and that it was about finding the groups that needed the most help. It was advised that one identified indicator could uncover a complex range of needs.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that the Action Plan be agreed and adopted, subject to the word 'existing' be replaced with 'quality' at the first bullet point of Objective 5.1.

28. Minutes of the Health Liaison Board

The Minutes of the meeting of the Health Liaison Board held on 6 November 2019, were discussed and noted.

29. Work Plan

The work plan was noted subject to the Kent and Medway Housing Strategy report moving to the summer meeting.

THE MEETING WAS CONCLUDED AT 8.59 PM

CHAIRMAN

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ACTIONS FROM THE MEETING HELD ON 26 NOVEMBER 2019 (as at 09.03.20)

Action	Description	Status	Contact Officer
Action 1	That the Housing Policy Manager invite Members of the Committee to the trip to The Mallards.	The housing association has asked the District Council that it be delayed until Spring as works are still being finalised, but this will still be taking place. By delaying this, Members see the finished product rather than a near-finished building site.	Gavin Missons Ext. 7332

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RURAL HOUSING WORK PROGRAMME

Housing and Health Advisory Committee - 19 March 2020

Report of Chief Officer People & Places

Status For Information

Also considered by Cabinet - 16 April 2020

Key Decision No

This report supports the Key Aim of: the District Council's Housing Strategy (2017), Community Plan Priorities (2019-2022) and emerging Local Plan.

Portfolio Holder Cllr. Robert Piper

Contact Officer Gavin Missons, Ext. 7332

Recommendation to the Housing and Health Advisory Committee:

- 1) That Members note the draft priority matrix (Appendix A) which will be used to develop and maintain a timetabled programme of rural housing needs surveys in the future; and
- 2) Members recommend that Officers be given delegated powers to populate the template in order to create a working schedule of future surveys and to update as and when necessary.

Recommendation to Cabinet:

- 1) That Members note the draft priority matrix (Appendix A) which will be used to develop and maintain a timetabled programme of rural housing needs surveys in the future; and
- 2) Members give delegated powers to Officers to populate the template in order to create a working schedule of future surveys and to update as and when necessary.

Reason for recommendation: To support the delivery of the District Council's Housing Strategy (2017) whilst also better supporting equality of opportunity.

Introduction and background

- 1 Following the transfer of its social housing stock to *West Kent Housing Association (WKHA)* back in 1989, the District Council has worked to enable

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the delivery of affordable housing in its role as strategic housing authority. This has been carried out in partnership with several external housing providers and, more recently, through *Quercus Housing*.

- 2 Key to the District Council's enabling role is the gathering together of a wide-range of evidence in order to best determine future housing requirements and this is all brought together from a number of sources, e.g. Strategic Housing Market Assessment (SHMA); Local Housing Needs Study (LHNS); bespoke parish-level rural housing needs surveys; and live data from the new in-house *Sevenoaks District Housing Register (SDHR)*.
- 3 When considering the provision of rural housing, independent and bespoke rural housing needs surveys are commissioned by the District Council and undertaken by *Action with Communities in Rural Kent (ACRK)*. This evidence-based approach is essential to pursue such a project and back up any subsequent planning application under Core Strategy Policy SP4 (and emerging Local Plan Policy H3).
- 4 In the past, the District Council worked on a typically ad hoc basis when undertaking rural housing needs surveys and was very much lead by those parish councils generally in support of the idea. Although this approach worked relatively well, some parishes did not engage and with those in housing need not given similar support and opportunities to others elsewhere in the District.

Existing and emerging policy

- 5 In response to the above, the District Council's Housing Strategy (2017) committed it to review its future approach to the provision of affordable rural housing to best meet local housing needs across the whole District (Priority 1.15, p18). This objective was introduced to follow good practice elsewhere and bring the District Council in line with more formal programmes operated in other areas.
- 6 Further to the above, the District Council's Draft Local Plan subsequently included the following paragraph: '*To understand the level of need for rural exceptions housing, all parishes will undergo a five-year rolling programme of rural housing needs surveys*' (Para. 2.28, p45).
- 7 It should be noted that the District Council did not receive any objections to the proposal in either of the related consultation and approval processes and nor at any time during the Local Plan hearings subsequently held by the Government Inspector during October 2019.

- 8 To further support this change in approach, a formal programme would directly contribute to outcomes included in the District Council's Community Plan Priorities (2019-2022) and with particular relevance to the theme covering 'Sustainable Economy' (Priorities 2 and 3, p30-31).

Current situation

- 9 In preparation for this change in approach, it was agreed to place the commissioning of any rural housing needs surveys on hold and until such time as a draft priority matrix was adopted. In doing so, this has also helped the District Council to better manage the nine currently active rural exceptions housing projects and which is, by far, the most schemes than at any time previously.
- 10 Work on a new priority matrix is now complete and this will be the system used to develop a new schedule of rural housing needs surveys (Appendix A).

Next steps

- 11 A timetabled programme of surveys will be created and the results shared with all interested parties as well as being published on the District Council's website.
- 12 Under the rolling programme, the District's parishes which are eligible to develop rural exceptions housing will all then be surveyed in future years. The five parishes not eligible for rural exceptions housing will still be surveyed, however, but with a view to more general housing development and the subsequent use of sustainable lettings plans.

Interim arrangements

- 13 It should be noted that this change in approach will not prevent any parish councils, community groups and/or individuals from pursuing their own projects outside of the new programme and independent of the District Council, should they wish to do so.
- 14 For example, parish councils, groups and/or individuals wishing to take forward a project in the interim would have the option to form a Community Land Trust (CLT) in order to develop a community-lead housing scheme. If this route were to be taken, external funding could be applied for to help set up a CLT and potentially contribute to certain elements of a project.

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- 15 For others wishing to pursue a project outside of a CLT and with a view to submitting a planning application, they would have the additional option to fund a rural housing needs survey themselves (as is done by many land owners and/or developers).

Other Options Considered and/or Rejected

- To continue with the current approach of ad hoc surveys
- 16 If the District Council were to continue with the ad hoc approach, it would be at odds with emerging Local Plan policy. It would also not be fulfilling its obligations to all of its communities and would run the risk of being challenged by those not assessed and/or assisted through the rural housing work programme (either historically and/or in the future).

Key Implications

Financial

With limited financial resources, a programmed approach would ensure that the District Council invested its time/funds across all parishes as opposed to disproportionately targeting and/or investing in particular areas. To note - there would be no financial impact on District Council budgets.

Legal Implications and Risk Assessment Statement.

As per paragraph 15 - if the District Council were to continue with the current ad hoc approach, it would not be fulfilling its obligations to all of its rural communities and would run the risk of being challenged by those not assessed and/or assisted through the rural housing work programme (either historically and/or in the future).

Equality Assessment

The proposed system would ensure that rural communities were given equal opportunities as opposed to, as is currently the case, some areas being unreasonably favoured over others. This approach would result in fully positive impacts, therefore.

Community Impact and Outcomes

The proposed system would provide support to all relevant parishes equally.

Resource (non financial)

Being a disproportionately time-consuming work programme, the proposed system would ensure that all relevant parishes were better supported.

Appendices Appendix A - Priority matrix

Background papers

1) Housing Strategy (2017)

https://www.sevenoaks.gov.uk/downloads/file/1028/housing_strategy_2017

2) Draft Local Plan (2019)

<https://www.sevenoaks.gov.uk/localplanexamination>

3) Community Plan Priorities (2019-2022)

https://www.sevenoaks.gov.uk/site_search/results/?q=Community+Plan+Priorities+%282019-2022%29.++&jadu-search-type=

4) Core Strategy

https://www.sevenoaks.gov.uk/info/20069129/current_local_plan/249/core_strategy_development_plan

5) Housing Act 1996

<http://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=3&ved=2ahUKEwip9O7YnJ7lAhUVEcAKHaURAYoQFjAC08-01%3Fwrap%3Dtrue%26timeline%3Dtrue&usg=AOvVaw3aWYGBWTmdaUMDltofqDOe>

Sarah Robson

Chief Officer Places & People

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SEVENOAKS DISTRICT COUNCIL UK RESETTLEMENT SCHEME PROTOCOL

Housing and Health Advisory Committee - 19 March 2020

Report of Chief Officer People and Places

Status For Consideration

Also considered by Cabinet - 16 April 2020

Key Decision Yes

Executive Summary: This report sets out this Council's Policy for participating in the UK Resettlement Scheme, which updates the current Syrian Vulnerable Persons Relocation Scheme (SVPRS) in Kent. It is broadly very similar to the existing scheme.

This report supports the Key Aim of safe and caring communities and healthy environment.

Portfolio Holder Cllr. Robert Piper

Contact Officers Hayley Brooks, Ext. 7272 & Lisa Webb, Ext. 7231

Recommendation to Housing and Health Advisory Committee:

For consideration and to note the content of the report.

Recommendation to Cabinet:

- a) to adopt the updated Sevenoaks District Council UK Resettlement Scheme Policy set out in Appendix A;
- b) to delegate authority to the Portfolio Holder for Housing and Health to make decisions relating to the Sevenoaks District Council UK Resettlement Scheme Policy.

Reason for recommendation: The national Syrian Vulnerable Persons Relocation Scheme (SVPRS) comes to an end in May 2020 and is being replaced by the 'UK Resettlement Scheme'. This report sets out a Policy to enable affordable and suitable private rented properties to be used for the UK Resettlement Scheme, on a case-by-case basis.

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Introduction and Background

- 1 As part of its response to the refugee crisis in Syria, the Government set up the SVPRS in February 2014. This scheme involves taking particularly vulnerable refugees straight from the Middle East and resettling them in the UK. The refugees are given five years Humanitarian Leave to Remain and as such are able to work and claim benefits and access other public funds from day one.
- 2 In September 2015, the Government announced that the SVPRS would be expanded so that 20,000 people would be assisted under the scheme by 2020. The scheme is voluntary and dependent on local authorities agreeing to take part. Both the district and county council (in two-tier areas) are responsible for arranging housing, school places and any additional support that is required. Housing is normally provided in the private rented sector, as determined by the Local Housing Authority.

Resettlement Scheme - Sevenoaks District

- 3 In October 2015, it was agreed that Kent County Council (KCC) would co-ordinate and commission a service and work in partnership with Kent district councils. The providers work closely with the district council, KCC, other agencies and the voluntary sector to provide all the necessary support to the families.
- 4 In July 2017, Cabinet approved the decision for this Council to participate in the SVPRS programme in Kent, in partnership with KCC. Delegated authority was agreed for the Portfolio Holder for Housing and Health to make decisions relating to the scheme, in consultation with the relevant local Members.
- 5 In Sevenoaks District Council's area, housing refugee families in rented accommodation relies on local private landlords willing to offer a property for the SVPRS and the property must be at an affordable rental rate (at the Local Housing Allowance rate). This Council has chosen not to use social housing, as not to reduce social housing for local people on the Housing Register.
- 6 As at January 2020, five Syrian families have been resettled into properties in the District. All of the families have re-settled well, with most of the adults/adult children now in employment or further education/training. The families continue to be supported by the KCC commissioned provider and Sevenoaks Welcomes Refugees, a local voluntary sector organisation.

The UK Resettlement Scheme

- 7 In June 2019, the Government confirmed its ongoing commitment to resettlement families and announced plans for a more globally focused scheme. All current resettlement schemes, including the SVPRS, will be consolidated into one new scheme. This new scheme will be known as the 'UK Resettlement Scheme' and will not have a specific geographical focus, with the nationalities of refugees potentially changing in response to world

events. Priority areas will be set by the UNHCR (United Nations High Commissioner for Refugees). The scheme will be open to refugees identified by the UNHCR to be in need of resettlement to the UK because of their vulnerability (as with the SVPRS).

- 8 The Home Office conducts security checks on refugee families before choosing to accept families for UK resettlement. This includes checks on criminal records, military background, political affiliation and family background. The International Organisation for Migration also carries out a detailed interview of the family when they apply to be resettled including their past history and reason for fleeing their country of origin. The Home Office also undertakes interviews by skype with the families prior to their arrival in the UK. Families have to meet specific United Nations High Commission for Refugees (UNHCR) criteria determined by the Home Office in order to be resettled in the UK to ensure that the most vulnerable are given priority. These include amongst others survivors of conflict, those with legal and/or physical protection needs and children and adolescents at risk.
- 9 The new scheme will operate in the same way as before and will begin as soon as the original target of 20,000 refugees has been met - this is expected to be around April 2020. Government anticipate a smooth transition and expects there to be a seamless continuation between the current and new schemes. It is anticipated that the nationalities of refugees will be broadly similar to the existing schemes including families from Syria. This update, enables the scheme to consider the nationalities of refugees resettled in response to world events and the global context. In the first year of the new scheme (2020-21), the UK will aim to resettle approximately 5,000 refugees.
- 10 The new scheme remains voluntary for local authorities and officials will work with each Council to identify a suitable family based on the type of property available, location and proximity to relevant support services. This Council will look at accepting families as and when suitable properties are available, on a case by case basis.
- 11 Based on the five Syrian families already resettled in the District, the Council will continue to prioritise its support for Syrian families to help further embed community cohesion and support from local services.
- 12 The recommendation set out in this report asks Members to adopt the updated Sevenoaks District Council UK Resettlement Scheme Policy, as set out at Appendix A. This enables the Council to participate in the new scheme when suitable and affordable properties are identified (in the same way as the SVPRS).
- 13 The Policy details how this Council to work closely with local partners including KCC and the contracted support provider. Properties put forward for the scheme will be considered on a case-by-case basis and approved under the Policy, once the property has been assessed for its affordability and suitability for the scheme, in consultation with KCC and the local health/support providers.

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Key Implications

Financial

- 14 As with the SVPRS, under the UK Resettlement Scheme, KCC will receive the local authority tariff from the Home Office to cover the support and associated costs relating to each family. The new scheme will be of no cost to this Council.

Legal Implications and Risk Assessment Statement.

- 15 This Council will have a Memorandum of Understanding with Kent County Council outlining the responsibilities of both parties as part of the scheme.

Resource (non-financial)

- 16 If this Council supports the resettlement of further families in this District, existing Officer and partner resources would be required to support the family's arrival and housing requirements. This Council's existing strong partnerships with local key agencies, the voluntary sector and local community groups would support the families and this work.

Equality Assessment

- 17 Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and does not vary between groups of people. The results of this analysis are set out immediately below.
- 18 An Equalities Impact Assessment has been carried out. The decisions recommended through this paper will assist vulnerable families.

Conclusions

- 19 Members are asked to adopt the updated Sevenoaks District Council UK Resettlement Scheme Policy to enable this Council to support the resettlement of refugee families, if suitable and affordable housing is identified. This Policy includes delegating powers for this work to the Portfolio Holder responsible for Housing and Health, in consultation with local Members.

Appendices

Appendix A - Sevenoaks District Council UK Resettlement Scheme Policy.

Appendix B - Sevenoaks District Council UK Resettlement Scheme Equality Impact

Assessment.

Background Papers

[UK Resettlement Scheme - Note for Local Authorities](#)

Sarah Robson

Chief Officer People & Places

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**Sevenoaks District Council
UK Resettlement Scheme Policy**

1. This policy sets out how Sevenoaks District Council acting in their capacity as the local Housing Authority will support the resettlement of refugee families within the Sevenoaks District, as part of the Government's UK Resettlement Scheme (The Scheme).
2. When making a decision under this Policy the Council will have regard to:
 - a. South East Strategic Partnership for Migration (SESPM) Statement of Outcomes (at pages 2-3);
 - b. Signed Memorandum of Understanding with Kent County Council;
 - c. Sevenoaks District Council Safeguarding Children, Young People and Vulnerable Adults Flowchart Summary (at page 4).
3. Any identified properties, which may be suitable for refugee families as part of The Scheme, will be inspected and considered by this Council for suitability and other local needs. Only properties that are unable to meet a local need will be considered for use under The Scheme. An assessment of affordability will be made by Sevenoaks District Council against Local Housing Allowance rates when considering the suitability of properties.
4. Portfolio Holder responsible for Housing, following consultation with local Members, has delegated powers to offer properties to the Home Office.
5. In line with the Memorandum of Understanding (MOU), on acceptance of a family and property, a local Steering Group will be set up to co-ordinate the pre and post arrival arrangements. This will include appropriate representatives from Sevenoaks District Council, Kent County Council and the commissioned support service provider.
6. The Steering Group will ensure compliance with the SESPM Statement of Outcomes (as set out on pages 2-3) and co-ordinate support and communication across Sevenoaks District Council and Kent County Council when involved in:
 - a. Decision making on accepting cases
 - b. Pre-arrival planning
 - c. Financial planning
 - d. Post arrival support
 - e. Ongoing support
 - f. Planning for years 2-5 and exit

South East Strategic Partnership for Migration - Statement of Outcomes

1. Section 1 - Delivery Outcomes

- 1.1 The SRP is made up of two elements:
 - 1.1.1 **Pre arrival** - Provision of medical and travel services enabling the migration of accepted Beneficiaries to the UK; and
 - 1.1.2 **Post arrival** - Housing provision, initial reception arrangements, casework and orientation support including English language provision.
- 1.2 This Statement of Outcomes describes the **post arrival outcomes** to be achieved.

2. Post Arrival Outcomes

Provision of accommodation:

- 2.1 The Recipient will arrange accommodation for the arriving Beneficiaries which meets local authority standards and which will be available on their arrival and is affordable and sustainable.
- 2.2 The Recipient will ensure that the accommodation is furnished appropriately. The furniture package should not include luxury items. This means that funding received through this Instruction should be used for food storage, cooking and washing facilities but should not include the provision of other white goods or brown goods, i.e. TV's, DVD players or any other electrical entertainment appliances. This shall not preclude the Recipient from providing Beneficiaries with additional luxury, white or brown goods through other sources of funding.
 - 2.2.1 The Recipient will ensure that the Beneficiaries are registered with utility companies and ensure that arrangements for payments are put in place (no pre pay/card accounts).
 - 2.2.2 The Recipient will provide briefings on the accommodation and health and safety issues for all new arrivals including the provision of an emergency contact point.

Initial Reception Arrangements:

- 2.3 The Recipient will meet and greet arriving Beneficiaries from the relevant airport and escort them to their properties, briefing them on how to use the amenities.
- 2.4 The Recipient will ensure that Beneficiaries are provided with a welcome pack of groceries on their arrival - the content of this pack should take into account the culture and nationality of the Beneficiary(ies).
- 2.5 The Recipient will provide an initial cash allowance for each Beneficiary of £200 - this is to ensure they have sufficient funds to live on while their claim for benefits is being processed.

Casework Support:

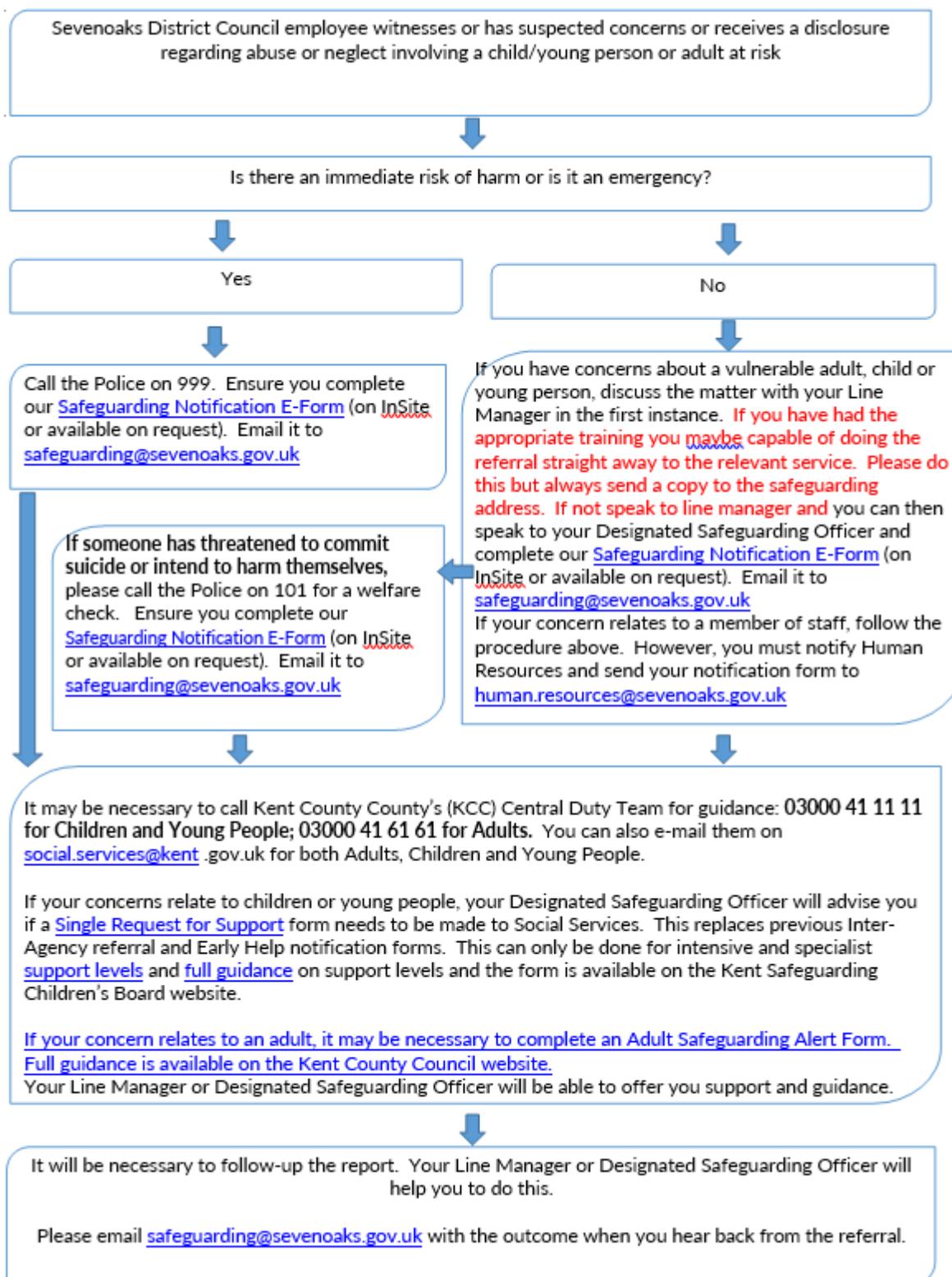
- 2.6 The Recipient should ensure that Beneficiaries are provided with a dedicated source of advice and support to assist with registering for mainstream benefits and services, and signposting to other advice and information giving agencies - this support includes:

- 2.6.1 Assisting with registration for and collection of Biometric Residence Permits following arrival
- 2.6.2 Registering with local schools, English language and literacy classes
- 2.6.3 Attending local Job Centre Plus appointments for benefit assessments
- 2.6.4 Registering with a local GP
- 2.6.5 Advice around and referral to appropriate mental health services and to specialist services for victims of torture as appropriate
- 2.6.6 Providing assistance with access to employment.
- 2.7 The Recipient shall develop an overarching (or framework) support plan and bespoke support plans for each family or individual for the first 12 month period of their support to facilitate their orientation into their new home/area.
- 2.8 The Recipient shall undertake an assessment with each Beneficiary of their English language capability to determine appropriate support arrangements through provision of English for Speakers of Other Languages (ESOL) or equivalent. The purpose of the language tuition is to ensure that each Beneficiary is able to carry out basic transactions within the communities in which they have been placed. Beneficiaries should be able to access such classes within one month of their arrival and they should be made available until such time as suitable mainstream provision becomes available or until 12 months after arrival (whichever is sooner).
- 2.9 Any language support provision should be delivered by an accredited provider.
- 2.10 Throughout the period of resettlement support the Recipient will ensure interpreting services are available.
- 2.11 The above outcomes will be provided through a combination of office based appointments, drop in sessions, outreach surgeries and home visits.
- 2.12 The Recipient shall collate such casework information as is agreed to enable the Authority to monitor and evaluate the effectiveness of the Programme's delivery.

Requirements for Beneficiaries with special needs/assessed community care needs:

- 2.13 Where Beneficiaries are identified as potentially having special needs/community care needs the Authority will ensure, as far as possible that these needs are clearly identified and communicated to the Recipient six (6) weeks prior to the arrival of the Beneficiaries.
- 2.14 Where special needs/community care needs are identified only after arrival in the UK, the Recipient will use its best endeavours to ensure that care is provided by the appropriate mainstream services as quickly as possible.
- 2.15 Where sensitive issues (including safeguarding issues or incidents of domestic abuse, violence or criminality) are identified pre-arrival by the Authority, the Authority will notify the Recipient immediately, and not longer than 24 hours, after its receipt of the information.
- 2.16 Where sensitive issues such as the above are identified post-arrival by the Recipient, the Recipient shall notify the Authority within 24 hours, setting out what procedures are to be put in place to mitigate the situation.

Sevenoaks District Council Summary of Safeguarding Policy (Flowchart Summary)



For full details please see the Sevenoaks District Council’s Safeguarding Policy and related forms at: https://www.sevenoaks.gov.uk/downloads/file/3/safeguarding_policy_for_children_and_vulnerable_adults

Alternatively email the Safeguarding Leads: safeguarding@sevenoaks.gov.uk

Summary of decision to be made:	UK Resettlement Scheme		
Lead Officer (job title):	Sarah Robson, Chief Officer People & Places		
Date the final decision is due to be made:	21/04/2020	Date this assessment commenced:	04/02/2020
Is the decision relevant to the aims of the Public Sector Equality Duty?	Yes / No		
Eliminate discrimination, harassment and victimisation	Yes / No		
Advance equality of opportunity	Yes / No		
Foster good relations	Yes / No		
If the answer is yes to any of the above, proceed with the assessment. If the answer is no, please say why and summarise any evidence:			
For each of the following characteristics, summarise any existing data, consultation activity, interpretation of the impacts and actions that can be taken to reduce or mitigate any negative impacts:			
Characteristic:	Data and consultation	Summary of impact	Actions
Disability	UK Resettlement Scheme	Provides accommodation and services for vulnerable family where one or more member may have been identified as being a refugee with medical needs or disabilities..	WKEP Aim: Other actions as a community leader
Carers	As above	Provides accommodation and services for vulnerable family where one or more member may be a caring for a family member who has been identified as a refugee with medical needs or disabilities.	WKEP Aim: Other actions as a community leader
Race	As above	Provides accommodation and services for vulnerable family where one or more member is a survivor of violence and/or torture because of their race.	WKEP Aim: Other actions as a community leader
Gender	As above	Provides accommodation and services for vulnerable family where one or more member has been identified as a woman or girl at risk.	WKEP Aim: Other actions as a community leader

Appendix B

Age	As above	Provides accommodation and services for vulnerable family where one or more member may be children or adolescents at risk.	WKEP Aim: Other actions as a community leader
Religion / Belief	As above	Provides accommodation and services for vulnerable family that are refugees and survivors of violence and/or torture because of their religion or belief.	WKEP Aim: Other actions as a community leader
Sexual Orientation	As above	Provides accommodation and services for vulnerable family where one or more member may be persons at risk due to their sexual orientation or gender identity	WKEP Aim: Other actions as a community leader
Pregnancy / Maternity	As above	Provides accommodation and services for vulnerable family where one or more member has been identified as a woman or girl at risk who is pregnant or with small children.	WKEP Aim: Other actions as a community leader
Marital or Civil Partnership Status	As above	Provides accommodation and services for vulnerable family where one or more member may be persons at risk due to their sexual orientation or gender identity	WKEP Aim: Other actions as a community leader
Gender reassignment	As above	Provides accommodation and services for vulnerable family where one or more member may be persons at risk due to their sexual orientation or gender identity	WKEP Aim: Other actions as a community leader

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<p>Summary of impacts : (to be included in committee reports)</p>	<p>Under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The impact has been analysed and does not vary between groups of people. The decisions recommended through this paper will assist vulnerable families.</p>			
<p>Please tick the outcome of this assessment:</p>	<p>No impact</p>	<p>Adjust the policy</p>	<p>Continue the Policy</p>	<p>Stop and remove the policy</p>
<p>Date assessment will be reviewed:</p>	<p>04/02/2021</p>			

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TEMPORARY ACCOMMODATION PLACEMENT POLICY

Housing and Health Advisory Committee - 19 March 2020

Report of Chief Officer People & Places

Status For Consideration

Also considered by Cabinet - 16 April 2020

Key Decision No

Executive Summary: A Temporary Accommodation Placement Policy has been developed to improve outcomes for customers by ensuring they are supported to move on into suitable and more permanent housing. Members are asked to approve this Policy.

This report supports the Key Aim of the District Council's Housing Strategy (2017), West Kent Homelessness Strategy (2016-21) and wider elements of the Community Plan (2019-22).

Portfolio Holder Cllr. Robert Piper

Contact Officer Hayley Brooks, Ext. 7272

Recommendation to Housing & Health Advisory Committee: That Members agree the recommendation to Cabinet below.

Recommendation to Cabinet: That Members approve the Temporary Accommodation Placement Policy.

Reason for recommendation: The Council has a legal requirement to provide temporary accommodation, this Policy sets out this Council's framework when placing households in temporary accommodation and supporting customers to move into more permanent housing.

Introduction and Background

- 1 This Council has a legal obligation and a duty of care to provide emergency and temporary accommodation in certain circumstances in response to the needs of local people. This responds to the needs of local people who have been evacuated as part of an emergency incident (such as flooding or fire) and those who are in priority need and facing homelessness.

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- 2 The legal duty of this Council is to provide, or secure the provision of, advice and information about homelessness and the prevention of homelessness, and to ensure advice meets the needs of particular vulnerable groups. The Government defines someone who is homeless as: a person is homeless if they have no accommodation available for occupation, this includes someone who cannot secure entry or it is not reasonable for them to stay/return to the accommodation.
- 3 Types of homelessness includes rough sleeping, statutory homelessness (where local authorities have a duty to secure a home for some groups of people) and hidden homelessness such as people who are sofa surfing, staying in hotels/squats and in overcrowded accommodation.
- 4 The Council has a responsibility to ensure that temporary accommodation goes to those in greatest need with a local connection. The local connection is defined as a previous or current connection to this District through living, working, family associations and other special circumstances. Support is provided to customers at risk of homelessness to help them to manage their finances and sustain longer term tenancies.
- 5 The Council works in close partnership with other organisations to provide tailored support services for vulnerable people at risk of homelessness. The Council has recently secured additional funding from the MHCLG to support people with addictions, provide specialist nurses to support people with mental health and medical issues and provide accommodation and support to rough sleepers during severe weather.

Temporary Accommodation - Homelessness Duty

- 6 As of 1 April 2018 under the new Homelessness Reduction Act 2017 (HRA), this Council has a legal duty to prevent and relieve homelessness. This Duty also includes the provision of temporary accommodation to households who are eligible and in priority need and at risk of homelessness, if suitable permanent accommodation is not available.
- 7 Where temporary accommodation is provided, the Council aims to:
 - Reduce any stays to a minimum by supporting customers into more permanent housing through a range of housing options
 - Ensure that the standard of accommodation provided meets the needs of individuals and where required, support services are provided
 - Support customers to sustain longer term tenancies by providing advice and support on managing finances, budgeting and maintaining a successful tenancy
- 8 At present, the District Council has access to a number of temporary accommodation properties and which are provided by two housing associations in the District, West Kent Housing Association (WKHA) and Moat. These properties are provided at no cost to this Council as the household

receive a short-term tenancy, whilst they are supported to find more suitable longer-term accommodation.

- 9 This existing supply of temporary accommodation is not adequate to meet current levels of need. This has included an extension within the HRA from 28 to 56 days whereby the District Council is duty-bound to provide certain support measures to those threatened with homelessness. As a result of this, the District Council has seen an increase in the number of qualifying households and with an additional consequent need for temporary accommodation.
- 10 With the District having a limited supply of temporary accommodation in the District, there is no alternative but to secure placements from private Housing Providers elsewhere in Kent. These properties are provided at a nightly paid rental rate based on the size of the household/property. This cost ranges between £35-£80 per night.
- 11 This nightly paid accommodation is funded through the Flexible Homelessness Support Grant provided by Government (MHCLG) to this Council. However, with the increased numbers requiring temporary accommodation, it is important to ensure that this accommodation is provided to those with the greatest needs, to make best use of the funding available. Where possible, this Council recovers Housing Benefit contributions to help towards this cost, but the Local Housing Allowance (LHA) rate for this District does not cover the nightly costs of providing this accommodation. Therefore it is essential that the Council ensures the temporary accommodation is being used appropriately to those who cannot make alternative temporary housing arrangements.
- 12 The Council is exploring other housing options to ensure that there are a greater range of opportunities available to customers. These include working with: Kent Savers who can provide community loan and savings schemes, Young Lives to offer an advocacy service and working with other landlords and housing providers to offer rooms in shared houses, support services and develop our own affordable tenancies through Quercus Housing.

Strategising

- 13 The District Council's 'Housing Strategy (2017)' highlighted the likely effects of the (then) upcoming changes to legislation and consequently committed the District Council to update its 'Housing Allocations Policy' as part of a fuller review of its homelessness support services. A new 'Housing Allocations Policy' has subsequently been adopted, helping the District Council to make more effective use of its housing advice staff and temporary accommodation resources.
- 14 The Council has around 80 households at any one time in temporary accommodation, with 50 in housing association properties within the District and a further 30 outside the District. Although this is one of the lowest in Kent, the Council has put actions in place to reduce stays in temporary

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accommodation and make best use of the properties available to the Council by:

- Agreeing standardised nightly rates with Providers to ensure best use of funds available;
- Work with housing associations to develop Pre-eviction Panels to support them to address and prevent evictions at the earliest opportunities. This will aim to prevent homelessness by wrapping services around vulnerable tenants.
- Developing the landlord incentives to support customers to access private rented properties;
- Introducing sign in/out sheets at properties to ensure that temporary accommodation is being used appropriately. If a customer does not stay at the property, the Council is still charged for the booking;
- Introducing property inspections to ensure a good standard of accommodation is provided;
- Working with housing association to move customers quicker into vacant temporary accommodation properties within the district so they are closer to their support network;
- Working with *Quercus Housing* to explore opportunities for purchasing new forms of temporary accommodation in the District.
- Improve the Housing Benefit claim process across internal teams to maximise funding for providing this accommodation.

- 15 In order to reduce the need for temporary accommodation, a key objective of the District Council's 'Housing Strategy (2017)' is to maximise delivery of new affordable housing. With evidence suggesting a requirement of 604 new affordable dwellings annually to meet existing and newly-arising need, the District Council will only ever be in a position to part-achieve this objective, however, and so the procurement, provision and control of externally-sourced temporary accommodation will continue to be required into the long-term.

Short-term approach

- 16 The District Council must continue to work to maximise the use of locally-based temporary accommodation. Where it secures properties for a nightly rate rental amount from elsewhere in Kent, seek to ensure it secures the best and most cost-effective accommodation possible.
- 17 In order to support this approach, a 'Temporary Accommodation Placement Policy' (Appendix A) has been produced in order to provide a suitable framework within which to work and improve the outcomes for customers.

Key Implications

Financial

- 18 The use of temporary accommodation is currently funded via the Government's Flexible Homelessness Support Grant (FHSG). A key aim of this policy is to reduce unnecessary costs associated with temporary accommodation. The current LHA rates for Housing Benefit that can be reclaimed only covers a third of the overall expenditure on this accommodation, therefore it is essential that Government funding is used effectively to cover the remainder of the costs.

Legal Implications and Risk Assessment Statement

- 19 The District Council has a legal duty to households in priority need at risk of or presenting as homeless and the use of temporary accommodation is essential to meet with relevant legal requirements. If the District Council were to not secure this temporary accommodation, it would not be able to meet its legal duties.

Equality Assessment

- 20 Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and does not vary between groups of people. The results of this analysis are set out immediately below.
- 21 The Policy aims to provide accommodation assistance to all households with a priority need at risk of homelessness, in accordance with the Housing Act. The Equalities Impact Assessment is set out at Appendix B.

Conclusions

- 22 Members are asked to approve the Temporary Accommodation Placement Policy to make best use of the properties available and ensure they are provided to those with the greatest need, whilst achieving the best outcomes for customers.

Appendices

Appendix A - Temporary Accommodation Placement Policy (Draft)

Appendix B - Equalities Impact Assessment

Background Papers

Homelessness Reduction Act 2017

<https://www.gov.uk/guidance/homelessness-code-of-guidance-for-local-authorities/chapter-14-ending-the-prevention-and-relief-duties>

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Housing Strategy (2017)

https://www.sevenoaks.gov.uk/downloads/file/1028/housing_strategy_2017

West Kent Homelessness Strategy

https://www.sevenoaks.gov.uk/site_search/results/?q=west+kent+housing+strategy&jadu-search-type=1

Community Plan

https://www.sevenoaks.gov.uk/info/20026/your_community/290/community_plan

Housing Register Allocations Policy

https://www.sevenoaks.gov.uk/downloads/file/1742/housing_register_allocation_policy

Sarah Robson

Chief Officer People & Places

Sevenoaks District Council

Policy	Temporary Accommodation Placement Policy
Key legislation	<ul style="list-style-type: none"> – Housing Act 1996; – Homelessness Code of Guidance for Local Authorities (MHCLG, 2018); – Homelessness (Suitability of Accommodation) England Order 2012; – Homelessness Reduction Act 2017; – Children Act 2004; – Equality Act 2010; and – Civil Contingencies Act 2004.
Key strategies and policies	<ul style="list-style-type: none"> – Community Plan (2019-22); – Housing Strategy (2017); – Housing Allocations Policy (2019); – West Kent Homelessness Strategy (2016-21); and – Kent & Medway Housing Strategy (2020).
Version	Draft v1 (06/02/20)

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1. Introduction

Under the Housing Act 1996 and, more recently, the Homelessness Reduction Act 2017, the District Council has a legal duty to prevent and relieve homelessness. In certain circumstances, this duty also includes the provision of temporary accommodation to households in priority need, as per below:

a) Those having been defined as ‘Legally Homeless’:

Legally homeless includes those who are homeless or threatened with homelessness and have been identified as eligible and in priority need, as set out in the Housing Act 1996 (Part 7), Homelessness (Priority Need for Accommodation) (England) Order 2002 and the Homelessness Reduction Act 2017;

b) When activating a Major Emergency Plan:

This includes those who have been evacuated from their home and unable to return for a period of time as set out in the Civil Contingencies Act 2004. It also includes those with a priority need for accommodation having been made homeless or threatened with homelessness as a result of an emergency such as flood, fire or other disaster, as set out in the Housing Act 1996 (Section 189).¹

With limited affordable housing in the District (c15% of total housing stock), the District Council has difficulty in acquiring suitable accommodation to meet growing demand. In addition, the District’s private rented sector is similarly limited (c12.3% of total housing stock) and, with Local Housing Allowance (LHA) levels no longer reflecting local lower-quartile rents, this sector is unattainable for many low-income households and particularly those reliant on welfare benefits. See Appendix B for the Local Housing Allowance rates at the time of producing this Policy.

The District is designated 93% Green Belt and 60% Areas of Natural Beauty (AONB) with land and property prices amongst some of the highest in the UK. As a result, the development of all forms of affordable housing, including temporary accommodation, are limited and use of the existing housing stock must be increasingly prioritised to best effect, therefore.

The District Council continues to work with a wide-range of partners across sectors to enable the provision of additional temporary accommodation. At present, the District Council’s Large-Scale Voluntary Transfer (LSVT) partner, West Kent Housing Association, provides a number of self-contained and shared-facilities properties for the use of temporary accommodation. Some proprieties are also provided by other housing associations such as Moat.

¹ <http://www.legislation.gov.uk/ukpga/1996/52/section/189>

Through its new affordable housing company, Quercus Housing, the District Council will be aiming to increase the supply of good quality in-District temporary accommodation in future years to help meet demand. This is a longer-term objective, however, and so short-term solutions continue to be required to meet urgent and anticipated demand moving through 2020 and beyond.

With the above in mind, this policy provides a local framework for the allocation of temporary accommodation within the District and, where required, elsewhere in Kent. The policy has been developed in accordance with the allocation of temporary accommodation under relevant legislation and accords with standards set out in the Homelessness Code of Guidance for Local Authorities (MHCLG, 2018).

Whilst the District Council will have regard to this policy when allocating temporary accommodation to qualifying households, it will retain the discretion to take into account any particular personal circumstances of a household when allocating any form of temporary accommodation - either within or outside of the District.

Note: This policy does not cover allocations into the District's permanent social housing stock as a secure or assured tenant. This is instead covered by the District Council's Housing Allocations Policy (2019) and which relates to the Sevenoaks District Housing Register.

2. Council's Responsibility

The legal duty of this Council is to provide, or secure the provision of, advice and information about homelessness and the prevention of homelessness, and to ensure advice meets the needs of particular vulnerable groups. The Government defines someone who is homeless as: a person is homeless if they have no accommodation available for occupation, this includes someone who cannot secure entry or it is not reasonable for them to stay/return to the accommodation. Types of homelessness includes rough sleeping, statutory homelessness (where local authorities have a duty to secure a home for some groups of people) and hidden homelessness such as people who are sofa surfing, staying in hotels/squats and in overcrowded accommodation.

The Council has a responsibility to ensure that temporary accommodation goes to those in greatest need with a local connection. The local connection is defined as a previous or current connection to this District through living, working, family associations and other special circumstances. Support is provided to customers at risk of homelessness to help them to manage their finances and sustain longer term tenancies.

The District Council's 'Severe Weather Emergency Protocol for Rough Sleepers' sets out the arrangements that will be put in place to ensure that people are not at risk of ill health or death when sleeping rough within the District during extreme cold and severe weather. The Protocol explains the steps that the District Council

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will take to ensure actions are taken during periods of severe weather in order to offer and provide overnight accommodation to anyone sleeping rough in the District and believed to be at risk due to these conditions.²

As with other local authorities in Kent, the District Council is experiencing a significant increase in households at risk of homelessness and/or in need of assistance into suitable housing to meet their urgent housing needs.

3. Cost of Temporary Accommodation

Introduced back in 2017, Government's 'Flexible Homelessness Support Grant' was brought in to support local authorities to deliver a wide-range of homelessness services and with a key focus on prevention. With LHA rates below lower-quartile rents, however, and as set out above, the District Council is only able to claim up to relevant LHA thresholds when procuring temporary accommodation and this further restricts the supply of suitable accommodation available to use.

Where a household in temporary accommodation is eligible for Housing Benefit towards their housing costs, the Council will seek to recover 100% of the rent charged. The Council may support households in temporary accommodation who are in receipt of Housing Benefit to claim Discretionary Housing Payments (DHP), where further financial assistance is required to meet their housing costs. The Council's Housing Advice Service will provide tenants with information and advice about discretionary housing payments, including the application process.

A key aim of this policy is to reduce unnecessary costs associated with temporary accommodation. The current LHA rates for Housing Benefit that can be reclaimed only covers a third of the overall expenditure on this accommodation, therefore it is essential that Government funding is used effectively to cover the remainder of the costs incurred by this Council.

4. Suitability of accommodation

The District Council relies on a mix of self-contained and shared-facilities housing provided by housing association partners and a range of nightly-paid accommodation procured through private providers. Temporary accommodation can include in-District or out-of-District (see below for out of District placements) and be designated either short-term or long-term.

Short-term temporary accommodation

Short-term temporary accommodation will normally be allocated to households accepted as requiring assistance in accordance with Section 188 of the Housing Act 1996. This is because the District Council will have reason to believe that the household is homeless, eligible for assistance and also in priority need. This

² See Severe Weather Emergency Protocol (SWEP) at www.sevenoaks.gov.uk/housing

type of accommodation should only be occupied for a short period of time whilst the District Council makes enquiries and so may not achieve as high a degree of suitability for the household.

Longer-term temporary accommodation

This type of accommodation will normally be allocated to households that have been accepted as requiring assistance in accordance with Section 193 of the Housing Act 1996 and/or have other exceptional circumstances that the District Council considers appropriate to be offered long-term temporary accommodation. Households in nightly paid accommodation for over 56-days will also be considered for this form of temporary accommodation. Longer-term is often provided through a short term six months license or tenancy with a housing association for an interim period.

Bed & Breakfast (B&B)

Under The Homelessness (Suitability of Accommodation) (England) Order 2003, local authorities cannot use B&B accommodation for households with dependent children and/or expectant mothers, unless: 1) there is no other accommodation other than B&B available for occupation by a household with family commitments; and 2) the household occupies B&B accommodation for a period, or a total of separate periods, which does not exceed 6-weeks. The District Council will only use B&B accommodation if there is no other alternative accommodation available for the household.

Any health and mobility issues of a household will be taken into account if they are likely to have an impact on the suitability of a temporary accommodation placement. If any medical grounds were not revealed during an initial assessment, a medical form must be submitted to the District Council for further consideration. Any medical grounds for the unsuitability of the property must be specific. Conditions that would persist in any form of accommodation will not usually be considered to have an impact on the suitability of temporary accommodation. Travel to all from all forms of temporary accommodation, whether within or outside the District, will only be funded by the District Council in exceptional circumstances and with the prior approval from a senior member of the Housing Advice Service.

5. Offers of Temporary Accommodation

Where the District Council has a duty to secure temporary accommodation for a household, the allocated Housing Advice Officer will carry out an assessment to determine the requirements of the household and any children. This will include any physical, medical or disability needs. It will also take into account the availability of all types of temporary accommodation available at the time. There is no guarantee of accommodation in any particular area, including inside or outside the District. A letter will then be provided to the household setting out the District Council's offer (Appendix A).

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Relief Duty

Section 189(b) of the Housing Act 1996 (the 'Relief Duty') requires the District Council to help people who are homeless to secure accommodation. The Relief Duty applies when the District Council is satisfied that the household is both homeless and eligible for assistance. The District Council is obliged to take reasonable steps to help the applicant secure suitable accommodation with a reasonable prospect that it will be available for their occupation for at least 6-months.

Where the District Council has reason to believe that a household may be homeless, eligible and have a priority need, it must provide interim accommodation whilst fulfilling the Relief Duty.

There are different circumstances under which a Relief Duty can be brought to an end. In addition to these common circumstances, the Relief Duty will end when 56-days has passed and the District Council is satisfied that the household has a priority need and is homeless unintentionally; on refusal of a final accommodation offer; or Part 6 offer.³

The District Council will make one offer of temporary accommodation to a qualifying household and it will be advised to accept this. The District Council has no obligation to allow households to view any temporary accommodation placements beforehand and this will not be permitted unless in exceptional circumstances and with prior approval of the Council's Housing Advice Service. If a household is placed in temporary accommodation and more suitable accommodation subsequently becomes available, the household may be moved by agreement of a senior member of the Housing Advice Service.

6. Out-of-District Placements

With a limited supply of temporary accommodation in the District and demand far outstripping supply, there will be occasions when out-of-District placements cannot be avoided. In such cases, the District Council will provide accommodation in other districts/boroughs having considered factors such as type, availability, suitability, cost and condition of accommodation elsewhere. This will also include travelling times/distances between the District and respective area using public and private transport, as opposed to actual distances.

When making any offer of accommodation, the District Council will consider what accommodation is available at the time and prioritise the use of the nearest accommodation to households in greatest need for the type of accommodation available. Where there are households with equal priority, length of waiting times

³ <https://www.gov.uk/guidance/homelessness-code-of-guidance-for-local-authorities/chapter-13-relief-duty>

will further determine allocations, i.e. those waiting the longest will be given preference.

Out-of-District placements may be more appropriate if, for instance, a person is fleeing domestic abuse and/or other forms of intimidation/violence and needs to move away from the area for reasons of safety; or to enable rehabilitation and in an area away from previous neighbourhoods/contacts; and/or to improve educational, training or employment opportunities. In such cases, the District Council will work with the household and liaise with housing providers across the county, and potentially further afield (in exceptional circumstances), in order to identify the best solutions bespoke to each particular case. Specialist forms of housing will also be considered in appropriate cases, such as domestic abuse refuges and different forms of supported housing.

7. Charging Policy

Under the Housing Act 1996, the District Council has a right to make a reasonable charge for temporary accommodation, to reduce inappropriate use of this accommodation and to ensure it is available to those with the greatest housing need. Where a household is to be placed into temporary accommodation, an affordability assessment (means test calculation) will be carried out in order to determine whether a contribution or full payment will be required. This assessment will be based on the national standards for assessing affordability as outlined in the Government’s Code of Guidance to Local Authorities.⁴ When doing so, regard will also be given to the Homelessness (Sustainability of Accommodation) Order 1996.⁵

Affordability Assessment

The Council will give due consideration to the affordability of any offer made. Where the household in temporary accommodation is eligible for Housing Benefit, the Council will seek to recover 100% of the Housing Benefit of the rent charged. If the household is required to pay a cost towards rent charges, the household’s entire income will be taken into account as part of the affordability assessment. This includes any welfare state benefits, the cost of additional travel to and from the applicants’ normal place of work, children’s school or educational institute and access medical services for on-going treatment or aftercare. Further details on how this assessment will be carried out can be found at Appendix D.

Charge	Description
Accommodation Rental charges	Fees will reflect the relevant Broad Rental Market Area (BRMA) LHA levels for shared-accommodation and will form the basis of any related needs assessments. ⁶ The

⁴ <https://www.gov.uk/guidance/homelessness-code-of-guidance-for-local-authorities/chapter-17-suitability-of-accommodation>

⁵ <http://www.legislation.gov.uk/ukxi/1996/3204/made?view=plain>

⁶ See Appendix B for LHA rates

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	household will be required to either contribute up to a set amount deemed suitable from the affordability assessment. This may include any shortfall between the Housing Benefit claimed and the cost of the nightly rental charge for the accommodation. Where the household in temporary accommodation is not eligible for Housing Benefit, the Council will only seek to recover a reasonable charge towards the rent. Where it is affordable to the household, they may be required to pay full costs associated with temporary accommodation for the full duration of the stay.
Cancellation/non-attendance charge	Where a household is booked into temporary accommodation and does not take up the accommodation, the District Council will still be charged by the provider for the booking. In such cases, the District Council may recharge the full amount to the household and seek to recover these costs in line with accommodation fees, as per above.
Storage of household possessions	The District Council will have due regard to Chapter 20 of the Homelessness Code for Guidance relating to the protection of personal property. ⁷ Where possible, the District Council will work with housing association partners to utilise any vacant residential garages for storage, if considered safe and secure. Where this is not available, a household may be recharged for any removal/storage requirements during occupation of any temporary accommodation.
Utilities charges	Where utilities charges are separate to rent costs, the District Council may recharge for utilities costs up to the full amount or based on an affordability assessment. Alternatively, the household may be required to pay the utility costs directly to the Housing Provider.
Damage to property and/or loss to ancillary items	Where any temporary accommodation is damaged and/or ancillary items (e.g. furniture; fixtures and fittings etc) are removed/lost, the District Council may recharge the full amount to the household and seek to recover costs up to the full amount, based on an affordability assessment.
Cleaning	Where temporary accommodation units require cleaning over and above what is considered reasonable, either whilst the household is occupying the accommodation

⁷ <https://www.gov.uk/guidance/homelessness-code-of-guidance-for-local-authorities/chapter-20-protection-of-personal-property>

	and/or when vacated, the District Council may recharge the full amount to the household and seek to recover costs up to the full amount based on an affordability assessment.
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Recovery of outstanding costs

The Council will aim to minimise the level of arrears in a sensitive but effective manner, ensuring that there is early intervention in all cases before a debt becomes unmanageable. The process will be based on a preventative approach that seeks to maximise tenants' entitlement to benefits and secure regular payments. If arrears occur, prompt action will be taken to ensure that the arrears do not increase. Any decision to take legal action to recover outstanding payments will only be taken when all other means of recovery have been exhausted, in line with the Council's Debt Recovery Procedures.

8. Refusing and Ending Temporary Accommodation

Refusal of Interim/Temporary Accommodation

If a household refuses an offer of temporary accommodation, it must provide reasons satisfactory to the District Council for this refusal. The District Council will consider any reasons given and make any further enquiries, as necessary. If the District Council concludes that the offer is in fact unsuitable, it will be withdrawn and another suitable offer made. There is no statutory right to review of an offer of Section 188 interim accommodation.

Where an applicant rejects an offer of suitable interim accommodation (or accepts and moves into the interim accommodation and then later rejects it), this will bring the Council's interim accommodation duty to an end and the Council will not provide alternative accommodation. In this case, the household will be required to make its own arrangements. There will be no right of appeal against the suitability of accommodation offered to the household. Note, however, that an applicant's rejection of interim accommodation does not affect other homelessness duties that the Council may owe under Part 7 of the Housing Act 1996.

Ending Interim/Temporary Accommodation - No Homelessness Duty

If it is subsequently found that a homelessness duty is not owed to a household, they will be asked to leave the temporary accommodation in line with relevant 'Intentionally Homeless' guidelines or in line with the end of the Homelessness Relief Duty. An appropriate notice period of 28 days will be given. In this instance, the household has the right to review this homelessness decision. At the Council's discretion, the Council may continue to provide temporary accommodation during the review period. Each case will be considered on an individual basis, with any new information considered as part of the Review process, that may affect the original decision. The particular circumstances of the household and possible effects of loss of any accommodation will be considered.

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Where required, the Council will seek independent advice when reviewing the decision.

9. Behaviour and Conduct

The Council aims to ensure that all its tenants in temporary accommodation and their neighbours enjoy the right to a quiet and peaceful living environment, where they can enjoy their home without disturbance from neighbours or other people. At the start of a temporary accommodation placement, the lead member of household will be asked to sign a Temporary Accommodation Agreement.

If a household in temporary accommodation feels unsafe or threatened, they should try and solve the problem calmly or speak to their Housing Provider. If they feel it is not something they can deal with, depending on the nature of the nuisance, they should contact the Police immediately (if they feel threatened or suspect that the nuisance is criminal in nature), making a note of the crime reference number. They should also contact their Housing Officer at the Council who will investigate and aim to resolve the issues and where necessary provide alternative accommodation.

Tenant responsibilities

When the Temporary Accommodation Agreement is signed by the lead member of the household (known as the tenant), they agree to abide by the rules and conditions laid down by the Council in the agreement. These rules include the following:

As a tenant, they are responsible for:

- The behaviour/conduct of every person, including children and visitors living in or visiting your home.
- Their behaviour/conduct not only in their property but in communal areas and in the locality.
- Ensuring there is no nuisance, annoyance or harassment to other tenants, their visitors, and people legally going about their business. This includes staff, members of the Council, contractors and Housing Providers.
- Ensuring that all person living with or visiting, do not use the property for any illegal or immoral activity.
- Ensuring that no criminal offences are committed at the property, in any communal areas, or in the local area.

What action the Council may take

The Council will do all that it can to help resolve the situation. It will seek to settle disputes by offering support and advice to all parties. If the nuisance continues and communication can't resolve the situation, the Council is able to pursue the following options:

- Formal warnings

If anti-social or inappropriate behaviour is proven, the Council or Housing Provider will issue the tenant with a formal warning. If the tenant ignores this warning, this may result in the loss of the temporary accommodation. The Council is under no obligation to provide alternative accommodation as the Council's duty to provide interim accommodation (under Section 188 of the Housing Act 1996) has ended.

- Ending the accommodation
The Council or Housing Provider may ask the household to leave the accommodation due to anti-social or inappropriate behaviour that has a detrimental or negative impact on other tenants or/and the wider community. The Council is under no obligation to provide alternative accommodation as the Council's duty to provide interim accommodation (under Section 188 of the Housing Act 1996) has ended.

10. Duty of Care and Safeguarding

The District Council's Safeguarding Policy aims to protect and promote the welfare of children, young people and vulnerable adults using or receiving services which are either provided by or commissioned by the District Council.

When undertaking priority assessments, the District Council will have due regard to the principle needs of any children, young people and/or vulnerable adults in the household and the need to safeguard and promote their welfare. In particular, regard will be had to any disruption to schools and education, medical care, social work, and/or other key support and services.⁸ The District Council will work with its partners to ensure any form of temporary accommodation is suitable for the relevant household and its particular make-up.⁹

The District Council will have due regard to the Equality Act 2010 and ensure the needs of those with disabilities and/or any other protected status characteristics are fully considered to ensure their needs are met when determining the type and location of any form of temporary accommodation.¹⁰

For safeguarding purposes, the District Council may be required to divulge any potential risk and/or safeguarding issues to a temporary accommodation provider prior to any placement and the provider will be at liberty to refuse that placement. This is in line with the temporary accommodation protocol which is operational across Kent.

In such circumstances, the District Council will do all that is reasonably possible to provide temporary accommodation. Where a referral is refused by the provider,

⁸ Section 11 of the Children Act 2004

⁹ See Policy for the protection of children, young people and vulnerable adults:
https://www.sevenoaks.gov.uk/downloads/file/3/safeguarding_policy_for_children_and_vulnerable_adults

¹⁰ <https://www.gov.uk/guidance/homelessness-code-of-guidance-for-local-authorities/chapter-16-securing-accommodation>

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the District Council will try other providers and contact other local authorities in Kent to help find a solution. There may be occasions when the risk presented by a client means that no providers will accept a referral, however. In such situations, the District Council will continue to seek temporary accommodation and as required under relevant legislation.

11. Out of Hours Service

If a duty to accommodate a household is accepted outside of the District Council's normal office hours, which are: Monday-Thursday 8.45am-5.00pm and Friday 8.45am-4.45pm, the applicant will be placed in temporary accommodation available at that time. This service can be accessed via the Council's main telephone number on 01732 227000 and customers are then contacted by a specialist housing out-of-hours provider, such as Clarion, who will assist and advise the customer. Where required, the household will be offered emergency overnight accommodation until the next working day when they will be contacted by a Housing Advice Officer to complete a homelessness assessment and application. When the customer requires homelessness advice only, contact details for other local support organisations will be provided such as Porchlight.

12. Monitoring

The District Council will continually monitor placements into temporary accommodation, both within and outside of the District, and this will also include protected characteristics of households and where they are placed. Senior housing officers work closely with local housing associations to support households in temporary accommodation into more permanent suitable properties. A number of Key Performance Indicators (KPIs) are also associated with this work programme and more detailed monitoring of separate elements will be undertaken, therefore, and with a view to adjusting and improving strategy as time goes by.

APPENDIX A: Offer of Temporary Accommodation Template Letter

Dear Customer

No s.188 interim accommodation duty - Housing Act 1996 Part 7, Section 188

Rent/ Accommodation charge:

This letter is to offer you the above property as interim accommodation. We believe the offer is suitable for you to accept. Should you refuse to accept this offer of accommodation, we will regard ourselves as having notified you, by virtue of this letter that the duty owed to provide you with interim accommodation (under s.188 Housing Act 1996 Part 7), whilst we investigate your application for assistance, will cease.

If you do not agree that the offer is suitable as interim accommodation for you, then we may reconsider the offer. We will consider your comments and let you know whether we still consider the offer of interim accommodation to be suitable for you.

However, we will not be making any alternative offers of interim accommodation at this stage.

If you refuse to accept this offer, or if you lose this interim accommodation as a result of any deliberate act or omission or if fail to occupy the accommodation then the Council may choose to cease its duty to provide you with interim accommodation. This means that no further interim accommodation would be made available to you.

As per the temporary accommodation placement policy, you will need to pay the required contribution for your temporary accommodation. Details of how to make payment are attached to this letter. This is in line with national guidance for assessing affordability.

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me.

APPENDIX B: Local Housing Allowances Rates (LHA)

WEEKLY LHA RATES BY BRMA (2019/20)			
High Weald		North West Kent	
Shared-accommodation	£79.71	Shared-accommodation	£75.16
1-bed	£139.42	1-bed	£128.43
2-bed	£181.86	2-bed	£162.34
3-bed	£223.19	3-bed	£179.66
4-bed	£336.82	4-bed	£264.87

APPENDIX C: Glossary of Terms

AONB	Area of Outstanding Natural Beauty
B&B	Bed & Breakfast
BRMA	Broad Rental Market Area
DHP	Discretionary Housing Payment
HHAC	Housing & Health Advisory Committee
KPI	Key Performance Indicator
LHA	Local Housing Allowance
LSVT	Large-Scale Voluntary Transfer
MHCLG	Ministry of Housing, Communities & Local Government
SMT	Strategic Management Team
SWEP	Severe Weather Emergency Protocol
TA	Temporary Accommodation
WKHA	West Kent Housing Association

APPENDIX D: Affordability Assessment Calculations

Homelessness Code of Guidance for Local Authorities

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Under section 210(2), the Secretary of State has made the Homelessness (Suitability of Accommodation) Order 1996. The 1996 Order specifies that in determining whether it would be, or would have been, reasonable for a person to occupy accommodation and in determining whether accommodation is suitable a housing authority must take into account whether the accommodation is affordable by them, and in particular must take account:

- (a) The financial resources available to them (i.e. all forms of income), including, but not limited to:
 - (i) salary, fees and other remuneration (from such sources as investments, grants, pensions, tax credits etc.);
 - (ii) Social security benefits
 - (iii) Payments due under a court order for the making of periodical payments to a spouse or a former spouse, or to, or for the benefit of, a child;
 - (iv) Payments of child support maintenance due under the Child Support Act 1991;
 - (v) pensions;
 - (vi) Contributions to the costs in respect of the accommodation which are or were made or which might reasonably be expected to be, or have been, made by other members of their household (most members can be assumed to contribute, but the amount depends on various factors including their age and income);
 - (vii) Financial assistance towards the costs in respect of the accommodation, including loans, provided by a local authority, voluntary organisation or other body;
 - (viii) benefits derived from a policy of insurance (such as cover against unemployment or sickness);
- (b) Savings and other capital sums which may be a source of income or might be available to meet accommodation expenses;
- (c) the costs in respect of the accommodation, including, but not limited to:
 - (i) payments of, or by way of, rent (including rent default/property damage deposits);
 - (ii) payments in respect of a licence or permission to occupy the accommodation;
 - (iii) mortgage costs (including an assessment of entitlement to support for mortgage interest (SMI) in income support/income-based jobseeker's allowance/income-related employment and support allowance/universal credit);
 - (iv) payments of, or by way of, service charges (e.g. maintenance or other costs required as a condition of occupation of the accommodation);
 - (v) mooring charges payable for a houseboat;
 - (vi) where the accommodation is a caravan or a mobile home, payments in respect of the site on which it stands;

- (vii) the amount of council tax payable in respect of the accommodation;
 - (viii) payments by way of deposit or security in respect of the accommodation;
 - (ix) payments required by an accommodation agency;
- (d) payments which that person is required to make under a court order for the making of periodical payments to a spouse or former spouse, or to, or for the benefit of, a child and payments of child support maintenance required to be made under the Child Support Act 1991; and,
- (e) other reasonable living expenses

Affordability Assessment

The Council will consider whether the applicant can afford the housing costs without being deprived of basic essentials such as food, clothing, heating, transport and other essentials specific to their circumstances. The Council will be guided by Universal Credit standard allowances (<https://www.gov.uk/universal-credit/what-youll-get>) when assessing the income that an applicant will require to meet essential needs aside from housing costs. The Council will ensure that the needs and circumstances of the applicant and their household are taken into account. The wider context of the household's particular circumstances will be considered when looking at the household overall expenditure.

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Summary of decision to be made:	Temporary Accommodation (TA) Placement Policy		
Lead Officer (job title):	Hayley Brooks, Head of Housing and Health		
Date the final decision is due to be made:	20/04/2020	Date this assessment commenced:	11/02/2020
Is the decision relevant to the aims of the Public Sector Equality Duty?	Yes / No		
Eliminate discrimination, harassment and victimisation	Yes / No		
Advance equality of opportunity	Yes / No		
Foster good relations	Yes / No		
If the answer is yes to any of the above, proceed with the assessment. If the answer is no, please say why and summarise any evidence:			
For each of the following characteristics, summarise any existing data, consultation activity, interpretation of the impacts and actions that can be taken to reduce or mitigate any negative impacts:			
Characteristic:	Data and consultation	Summary of impact	Actions
Disability	Local Housing Needs Study 2017, Health Profiles; Census, Sevenoaks District Housing Strategy 2017, West Kent Homelessness Strategy	<p>TA assessments include safeguarding elements and related groups.</p> <p>The Policy includes provision for disabled clients and sets out measures to ensure accommodation is suitable for related needs. Allocations are based on a priority system and so, again, clients would be better supported when occupying different forms of temporary housing sourced by the District Council. Where disabled clients may have additional needs with support from family, carers and/or friends etc., and that are situated in their home area,</p>	<p>Ensure the District Council's TA assessments suitably consider and, where appropriate, prioritise this client group</p> <p>Analyse 2021 Census data, when received.</p>

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		out-of -District placements may have more of a negative effect.	
Carers	As above	The needs of children and disabled people and, by extension, those who care for them are a particular focus of the priority categories in the Policy.	Ensure the District Council’s TA assessments suitably consider and, where appropriate, prioritise this client group
Race	As above	TA assessments include safeguarding elements and related groups.	Ensure the District Council’s TA assessments suitably consider and, where appropriate, prioritise this client group
Gender	As above	TA assessments include safeguarding elements and related groups. A range of TA is procured by the District Council and some is designated as single-sex where required	Ensure the District Council’s TA assessments suitably consider and, where appropriate, prioritise this client group
Age	As above	TA assessments include safeguarding elements and related groups.	Ensure the District Council’s TA assessments suitably consider and, where appropriate, prioritise this client group. Kent Protocols in place for appropriate placements for care leavers and 16/17 year olds.

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Religion / Belief	As above	TA assessments include safeguarding elements and related groups.	Ensure the District Council's TA assessments suitably consider and, where appropriate, prioritise this client group
Sexual Orientation	As above	TA assessments include safeguarding elements and related groups	Ensure the District Council's TA assessments suitably consider and, where appropriate, prioritise this client group
Pregnancy / Maternity	As above	TA assessments include safeguarding elements and related groups.	Ensure the District Council's TA assessments suitably consider and, where appropriate, prioritise this client group
Marital or Civil Partnership Status	As above	TA assessments include safeguarding elements and related groups.	Ensure TA assessments suitably consider and, where appropriate, prioritise this client group. Double rooms or multiple bedrooms provided where required
Gender reassignment	As above	TA assessments include safeguarding elements and related groups.	Ensure TA assessments suitably consider and, where appropriate, prioritise this client group
Summary of impacts : (to be included in committee reports)	Under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between		

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	<p>people from different groups, and (iii) foster good relations between people from different groups. The impact has been analysed and does not vary between groups of people. The decisions recommended through this paper aims to provide accommodation assistance to all households with a priority need at risk of homelessness, in accordance with the Housing Act.</p>			
<p>Please tick the outcome of this assessment:</p>	<p>No impact</p>	<p>Adjust the policy</p>	<p>Continue the policy</p>	<p>Stop and remove the policy</p>
<p>Date assessment will be reviewed:</p>				

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HEALTH LIAISON BOARD

Minutes of the meeting held on 5 February 2020 commencing at 12.00 pm

Present: Cllr. Piper (Chairman)

Cllr. Parkin (Vice Chairman)

Cllrs. Dr. Canet, Perry Cole, G. Darrington and Foster

Apologies for absence were received from Cllrs. Harrison and Hunter

Cllrs. P. Darrington, Dyball and Griffiths were also present.

22. Minutes

Resolved: That the Minutes of the Health Liaison Board held on 6 November be approved and signed by the Chairman as a correct record.

23. Declarations of Interest

No additional declarations of interest were made.

24. Action from Previous Meeting

There were none.

25. Update on Patient Transport Services

The Chairman welcomed Tom Maidman, Manager of G4S Patient Transport Services and James Ransom, Head of Surgical Elective Care at West Kent Clinical Commissioning Group (CCG), who was the lead Commissioner of the Service to the meeting. A [supplementary agenda](#) with additional information from G4S had been circulated. The non-emergency patient transport service had been provided by G4S across Kent and Medway CCGs since July 2016. Following a rebasing exercise in March 2018, supported by the CCG, there was a deployment of additional staff and vehicles which resulted in improved service levels and performance stabilisation by merging Kent & Medway, Darent Valley Hospital and Renal patients.

The data provided covered the period of November 2018 to November 2019. On average 27,000 journeys a month were carried out and the contract was the largest of its kind due to the number of residents. Members looked at the key performance indicators and were advised that the minimum standards expected was 80% for on time arrivals and not more than 75 minutes early for outpatient arrivals.

Members discussed the figures and asked questions of clarification. In response, Members were advised that during November 2019, the minimum standard had dropped to below the 80% target and this was due to one of the larger hospitals in Kent dealing with an emergency situation. As a result, those patients who were fit enough, were being discharged earlier which had a knock on effect for those requiring patient transport services. There were also road blocks which also had an impact.

The meeting was advised that it would not be possible to have a standard of 100% for outpatient arrivals, as there were too many variables outside the control of the team. To ensure that standards and patient expectations were met, calls were made the day before the journey to confirm that travel was still required and the collection time. A call or text to confirm that the driver was on route was also made. All vehicles were tracked and once on the ambulance the Hospital Liaison Officer was notified.

The Manager of G4S Patient Transport Services advised that in November 2019 there were 6 missed appointment time slots. If the appointment was missed due to the travel, there would be an assessment carried out for the risk of harm and the patients, in most cases, would be seen at the next available appointment slot. Missed appointments were reported weekly to the Commissioners.

In response to questions regarding journeys made from the hospital to home, Members were advised that no more than 1% would wait more than 4 hours for pick up. The Head of Surgical Elective Care advised that hospital discharge could take a variable amount of time due to staffing or other issues. It was acknowledged that waiting over 4 hours for pickup was a long time and it was hope that this would continue to improve.

Members discussed that need for designated collection and drop of points in hospitals which would help make the transition easier.

Action 1: For the Head of Housing and Health to write a letter to Maidstone and Tunbridge Wells Hospital for a designated and signed area for patients pick up and drop off.

In response to a question, Members were advised that if a patient were to require medical care on the journey, a provision could be provided for the patients escort to be there. There was a criteria that had to be met as it was a space that a patient required being taken up. Journeys were based on patients pick up and drop off requirements.

Members discussed the complaints figures provided and noted that over the 18 month period the number of complaints had dropped. This was due to the steps taken from when the initial contract started and the figures did not necessarily represent every journey travel by patients as some renal patients would not complete a survey every time G4S was used. Members were also advised that in the event of adverse weather a decision would be taken 7 days in advance whether the journeys were necessary. It would be a decision taken by the Commissioners

for which appointments needed to be met. A majority of the ambulances did not have air suspension and were in the process of being replaced.

The Manager of G4S Patient Transport Services agreed to provide Members with additional information including the escort criteria, West Kent Performance figures, mileage bands, and the patient criteria for G4S travel.

The Board thanked and showed their appreciation to the Manager of G4S Patient Transport Services and the Head of Elective Surgical care for their attendance.

Resolved: That the report and update be noted.

At 1pm the Chairman adjourned for the comfort of Members and Officers and at 1.10pm the meeting reconvened.

CHANGE IN ORDER OF AGENDA ITEMS

The Chairman, with the Board's agreement moved agenda items 5 and 6 to follow after agenda item 9.

26. Update on NHS Urgent Care Services in Dartford, Gravesham & Swanley

The Committee considered the report which detailed the requirement for all areas in England to have Urgent Treatment Centres offering the same NHS Services in a timely manner. An extra-ordinary meeting of the (DGS) Dartford, Gravesham and Swanley CCG took place on 16 January 2020, and Members were updated by Cllr Perry Cole on the new location of the NHS urgent care services.

Members were informed that Cllr Perry Cole's notes had been published in the supplementary agenda and that, following a large number of mixed responses the consultation had received, a third option was discussed. It was highlighted that Bexley Health Overview & Scrutiny Committee had raised concerns over the further impact to their CCG if the DGS CCG were to conclude that the Gravesend Community Hospital site be chosen as the location for the new Urgent Treatment Centre. Other themes that emerged from the responses included proximity to sites, traffic, public transport and cost of parking.

As a result of feedback, a third option was agreed. As part of a networked urgent care services model, there would be Urgent Treatment Centres at Gravesham Community Hospital and one co-located with A&E at Darent Valley Hospital which would provide additional critical care.

It was expected that the two linked Urgent Treatment Centres would be in place by summer 2020 as part of the first phase towards fully networked sites providing 'joined up' urgent care services for the people of Dartford, Gravesham and Swanley.

Members expressed concern over whether there would be enough staff to cover the two sites.

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Health Liaison Board - 5 February 2020

The Chairman thanked Cllr Perry Cole for the update.

Resolved: That the report be noted.

27. Updates from Members

The Chairman tabled the amount of money received from section 106 agreements and how this was spent. He advised that he had also queried whether there was an increase in GP numbers rather than just facilities. He also informed the Board, that he had recently been a user of the 'Hospital at Home Service'. It was a well-developed service which was particularly helpful for those who had extra support at home, rather than having to be in hospital.

Members discussed their concerns with staff shortages and retention of staff. Wages and hours of work were also discussed and members queried the number of GP vacancies and support workers within the district. Members discussed CCG Board meetings and whether any Member of the Board would wish to attend.

Action 2: For the Head of Housing and Health to circulate the future dates of the CCG Governing Body meetings

28. Workplan

It was agreed that the Men's Shed project, would be invited to attend the June meeting of the Board and GP Finance would be extended to include work force planning.

29. Update on Local Care Plans

This item was deferred to a future meeting of the Board, to allow for the Clinical Commissioning Groups (CCGs) to attend.

30. Update on CCG District Nursing Services

This item was deferred to a future meeting of the Board, to allow for the Clinical Commissioning Groups (CCGs) to attend.

THE MEETING WAS CONCLUDED AT 2.00 PM

CHAIRMAN

Housing and Health Advisory Committee Work Plan 2019/20 (as at 24/02/20)

11 February 2020	9 June 2020	29 September 2020	24 November 2020
Health Liaison Board minutes Rural affordable housing work programme Temporary Accommodation Placement Policy	Health Liaison Board minutes Almshouses Report West Kent Housing Association Kent and Medway Housing Strategy Draft Tenancy Statement	Health Liaison Board minutes	Health Liaison Board minutes

Charging For Housing-Related Enforcement Action in the Private Sector under The Housing Act 2004

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