

The Temporary Accommodation Policy details the Councils approach to placements into temporary accommodation, including consideration of the statutory requirements on Councils and introducing charging under s206(2) Housing Act 1996 to charge homeless people for temporary accommodation.

1 Identify the aims of the policy/service/function and how it is implemented.			
	Key questions	Answers / Notes	Actions required
1.1	Is this an existing or a new policy / function?	New policy	
1.2	Who defines or defined the policy/function?	The policy takes into account the statutory requirements on local authorities in respect of the suitability of accommodation, including the suitability of Accommodation orders, the Homelessness code of guidance, and any supplementary guidance. It has been formulated having regard to the need to safeguard and promote the welfare of children, as required by section 11 of the Children Act 2004.	
1.3	Who is the policy/function being aimed at?	All households that are placed into accommodation made under Section 188 & Section 202 of the Housing Act 1996, whilst investigations are conducted as well as when households are accepted as homeless under Section 193.	Raise awareness of the policy within the service to officer level.
1.4	Who implements the policy/function?	Central Govt provide guidance Lead Officer – V May Key Officers – Operational responsibility Housing Options Service Doing the work – Homeless Officers / Temporary Accommodation Officers	Regular review of case law round temporary accommodation and/change of Local Housing Allowance rates
1.5	What is the objective or purpose of the policy/service/function?	The Homelessness Code of Guidance for Local Authorities, published by MHCLG states (at paras 17.48 -17.62) that housing authorities are advised to develop policies for the procurement and allocation of accommodation which will help ensure that suitability requirements, including the location of the accommodation, are met. This policy has taken the statutory guidance into account when making decisions about out of borough temporary accommodation placements.	Review meetings / level of communication between officer to ensure better working.
1.6	What outcomes do you want to achieve with this policy / function and for whom?	Achieving well-balanced fair decisions to customers in crisis who have to go into temporary accommodation. Corporately ensure officers are protected and have a framework when	

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		<p>decisions making.</p> <p>To guide officers in the process – ensure consistency of approach.</p>	
1.7	Do these outcomes complement or hinder other policies, values or objectives of the organisation?	<p>Complement</p> <ul style="list-style-type: none"> • Perception among customers of fairness of the allocation of temporary accommodation • Audit to ensure the service can demonstrate a consistent approach with temporary accommodation placements • Enables us to sustain customers in accommodation by closely managing this area <p>Hinder</p> <ul style="list-style-type: none"> • As numbers rise there is more pressure to move households out of temporary accommodation. 	
1.8	What factors or forces are at play that could contribute or detract from the outcomes identified earlier?	<p>Contribute</p> <ul style="list-style-type: none"> • Remove the pressure from homeless officers when making decisions as this provides a consistent approach • Provides applicants with an understanding on the considerations taken when an offer of accommodation has been made. • Failure to provide good quality emergency temporary accommodation could leave the council exposed to legal challenge through judicial review <p>Detract</p> <ul style="list-style-type: none"> • Supply of local temporary accommodation • Supply of adapted temporary accommodation • The cost of temporary accommodation to the council. 	

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1.9	How does the organisation interface with other bodies in relation to the implementation of this policy / function?	The Council has a statutory duty to provide temporary accommodation. The policy is to help ensure that the Council's duties to provide suitable temporary accommodation for homeless households are met. This practice can be shared with other bodies to raise awareness of Gravesham's policy.	
1.10	Taking the nine protected characteristics is there anything in the policy or how the service is delivered that could discriminate or disadvantage any of these groups?	<p>Age This policy doesn't address any difference that may be encountered in relation to people from different age brackets.</p> <p>Marriage and Civil Partnership This policy doesn't address any difference that may be encountered in relation to people who are married or in a civil partnership.</p> <p>Race This policy doesn't address any difference that may be encountered in relation to people from different backgrounds.</p> <p>Pregnancy and maternity This policy does set out consideration for households that have health factors and that have care and support provided by other statutory agencies or the need to access any specialist medical services that are only available in Gravesham.</p> <p>Religion and belief This policy doesn't address any difference that may be encountered in relation to people from different backgrounds.</p>	

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		<p>Sexual Orientation This policy doesn't address any difference that may be encountered in relation to people from different backgrounds.</p> <p>Gender This policy doesn't address any difference that may be encountered in relation to people from different backgrounds.</p> <p>Gender Reassignment This policy does set out consideration for households that have health factors and that have care and support provided by other statutory agencies or the need to access any specialist medical services that are only available in Gravesham.</p> <p>Disability This policy does set out consideration for households that have health factors and that have care and support provided by other statutory agencies or the need to access any specialist medical services that are only available in Gravesham.</p>	
1.11	From your perspective, how is the policy actually working in practice for each equalities group?	N/a at this stage as it is a new policy.	

2 Consideration of available data, research and information			
	Key questions	Answers / Notes	Actions required
2.1	What do you already know about who uses and delivers	There are currently 161 households in temporary accommodation of which 76 are GBC accommodation and 85 are in nightly-paid accommodation. 112	All staff to be made familiar with the new

	<p>this service?</p>	<p>households have been accepted as homeless under the Housing Act 1996 (amended 2202) and therefore there is a duty to find a housing pathway so that the Council can discharge their legal duty to them.</p> <p>Officers are already using Locata to log data and a new spreadsheet has been devised by the Temporary Accommodation Officer to monitor these households more carefully.</p> <p>A new bolt-on to the Housings Locata system has been purchased and the software has been built. This will enable all TA management related subjects to sit here and enables a workflow on a dashboard.</p>	<p>Locata TA system.</p> <p>In depth training with the TA officer.</p>
<p>2.2</p>	<p>What additional information is needed to ensure that all equality groups' needs are taken into account?</p>	<p>Introductory letter needs to be sent to all households in temporary accommodation</p> <p>All cases need to be checked that they have a completed suitability questionnaire.</p> <p>All nightly paid accommodation needs to be inspected under Health and Safety Rating System (HHSRS) to ensure accommodation is suitable.</p>	<p>Drafted letter needs approval and letters to be sent.</p> <p>Providers need to be contacted to inform them of the councils intentions</p> <p>Cases need to be referred to PSH</p> <p>PSH need to manage this area of work and also fall back on qualified Landlord Liaison Officers to assist in inspection</p> <p>All cases need to be written up and imported onto the new Locata TA management system</p> <p>All cases to be verified to ensure there is a suitability questionnaire on file. If not, Homeless Officers will need to complete one.</p>

2.3	How are you going to go about getting the extra information that is required?	To be considered.	
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Formal consultation			
	Key questions	Answers / Notes	Actions required
3.1	Who do we need to consult with?	No formal consultation is required. However, consultation has already taken place with The Housing Options Team, Director of Housing and Cabinet Member for Housing Services.	

4			
Assessment of impact			
	Key questions	Answers / Notes	Actions required
4.1	Have you identified any differential impact and does this adversely affect any equalities groups?	No discrimination / differential impact identified. Most of the actions are service improvements for all users.	
4.2	If there is an adverse impact can it be avoided, can we make changes, can we lessen it etc?	N/a	
4.3	If there is nothing you can do, can the reasons be fairly justified?	N/a	

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5.1	Do any of the changes in relation to the adverse impact have a further adverse affect on any other group?	N/a	
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