

North East Derbyshire District Council

Cabinet

5 December 2019

Temporary Accommodation Out of Area Placement Policy

Report of Councillor Richard Welton, Portfolio Holder for Housing

This report is public

Purpose of the Report

- To update Cabinet on the Supreme Court judgement Nzolameso Vs City of Westminster which tightened rules on councils' providing accommodation outside their own districts.
- To ask Cabinet to approve the Temporary Accommodation Out of Area Placement Policy (**Appendix 1**).

1 Background and report details

- 1.1 The Council has a statutory duty under Part VII (7) of the Housing Act 1996 to provide temporary accommodation to households, who it has reason to believe may be eligible, homeless and have a priority need until a decision has been reached on their application. If the Council decides that it owes a "full housing duty" because the applicant is:

- Homeless
- Eligible for assistance
- Has a local connection
- Is not homeless intentionally
- Has a priority need

He/she will be offered temporary accommodation until a permanent housing solution is found.

- 1.2 There have been a number of recent Supreme Court judgments which have impacted upon how the Council responds and deals with homeless applications. The most relevant to this report is the judgment Nzolameso Vs City of Westminster which tightened rules on councils' providing accommodation outside their own districts.
- 1.3 The Courts found that Local Authorities were obliged to provide in Borough accommodation so far as was reasonably practical which provides a stronger duty than simply being reasonable. If it was not possible to provide such accommodation, the Authority should attempt to provide accommodation that was as close as possible to where the applicant had previously been living. The court highlighted that although

an applicant can ask for a decision to be reviewed under s202, the decision to place the applicant out of the borough is in itself not reviewable. However, the suitability of the accommodation is reviewable, and the location of the property is relevant in the accommodation's suitability.

- 1.4 The Court emphasized the duty of Councils to have regard to the need to safeguard and promote the welfare of children under the Children Act 2004, and the fact that these considerations would be relevant in determining whether accommodation was suitable. The Court found that the Local Authority should identify and have regard to the principle needs of the children, which must be evidenced in their decision. These do not need to be regarded as paramount or primary considerations in making the decision, but it must be demonstrated that they have been considered and in these circumstances merely asking whether the children were approaching GCSEs was not sufficient.
- 1.5 It must also be clear from a Council's decision that proper consideration has been given to the relevant matters required by the relevant Act and the Homelessness Code of Guidance for Local Authorities and Supplementary Guidance. The Court found that amongst others, the Authority had not made necessary enquiries into the practicalities of moving schools, whether school places were available and the implications of the Appellant's medical conditions. The Court also criticised the fact that the Authority had not indicated what type of accommodation was available in and around Westminster or a recognised that alternative accommodation offered should be as close to Westminster as possible. The standard paragraph utilised by the Respondents in this instance was not sufficient to discharge their duty and consequently the above the decision was quashed.
- 1.6 This judgement provides guidance to the Council as to how they should go about explaining their decisions as to the location of properties offered. The guidance recognises that local authorities are entitled to take account of the resources available to them, the difficulties of procuring sufficient accommodation at affordable prices in their own district and the practicalities of procuring accommodation in nearby authorities. However, the decision on an individual case will depend on the policies which the Council has adopted for the procurement and allocation of these units.
- 1.7 This judgment lays the foundation for a more transparent and accountable system for placing tenants out of the borough, hopefully enabling a tenant to see more clearly why and how the decision has been made. Emphasis is also placed on the Authority's duty to house the tenant as close to the borough as possible, and if this is not possible to provide an explanation.

Such obligations will hopefully prevent such drastic moves as the one proposed in Ms Nzolameso's case and enable the tenant to continue to access the help and support they require and have already secured.

As a consequence of the Nzolameso Judgement the Council must develop a policy which:

- Explains how the Council will decide who will receive priority for accommodation "in borough", "closer to home" and further away.
- Outline the Council's approach to procuring accommodation.

1.8 The Council currently has 9 units of accommodation all located in the District comprising of:

- 4 x 1-bedroom properties
- 3 x 2-bedroom properties
- 2 x 3-bedroom properties

The only out of area placements currently made relate to bed & breakfast bookings and these are limited as much as possible. Government guidance states that bed and breakfast accommodation should be avoided where possible and is not to be used for families, other than in an emergency and where no alternative exists. So far in 2019 / 20 no families have been placed in B&B and there have only been 19 placements. In September 2018 we undertook a public procurement exercise where all B&B establishments and hotels could apply for our business. The 3 successful preferred bidders were in the Chesterfield Borough area. Many of the B&B/ hotels within our area cater for the tourism and/or business trade and are cost prohibitive or do not wish to take guests placed by the council.

1.9 For every household placed in our own TA or in B&B a thorough assessment is carried out in relation to the suitability, location and access to relevant support services and networks before placements are made.

2 Conclusions and Reasons for Recommendation

2.1 To ensure that the council conforms to the relevant legal requirements it is requested that this policy be adopted.

3 Consultation and Equality Impact

3.1 The Equality Act 2010 sets out the Public Sector Equality Duty. In discharging this duty, the Council must have “due regard” to a number of equality considerations and the potential impact on groups with protected characteristics under the Act. An Equality Impact Assessment (EIA) has been carried out (see **Appendix 2**) for the Out of Area Placement Policy. In addition to the impact on groups identified in the EIA, the Council must consider the individual equality impact on each case before making a placement decision.

3.2 The placement policy is compliant with this and makes provision to deal with individual needs arising from each case. It is important to review implementation of this policy as detailed in this report in 12 months, thus ensuring its impact continues to remain compliant with the Equality Act 2010.

4 Alternative Options and Reasons for Rejection

4.1 To not adopt this policy has been rejected as it is a requirement to satisfy the Nzolameso Judgement.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 The Council has an annual budget of £18,000 per annum for B&B costs and the homelessness prevention service has successfully kept within this target. The 9 units of council owned TA provide a net surplus of £39,780 per annum based on a 30% void rate which off sets the salary costs of the Temporary Accommodation & Prevention Officer post. This post has an overall responsibility of managing the TA service.

5.2 Legal Implications including Data Protection

- 5.2.1 The judgement made by the Supreme Court in *Nzolameso vs Westminster Council* [2015] are set out in this report. Section 188 of the Housing Act 1996 Part 7 imposes a duty on the Council to secure accommodation for an applicant where it has reason to believe that they may be homeless, eligible for assistance and has a priority need. Section 193 of the Housing Act 1996 Part 7 imposes a duty on the Council to secure accommodation for an applicant where it is satisfied that they are homeless, eligible for assistance, has a priority need and are not homeless intentionally.
- 5.2.2 Section 17 of the Children's Act 1989 also provides a general duty on the Council to safeguard and promote the welfare of children within their areas who are in need by providing a range of services to the child and/or his family, which may include the provision of temporary accommodation on a temporary basis.
- 5.2.3 Section 208 of the 1996 Act also provides that so far as reasonably practicable the Council shall in discharging their housing functions secure that accommodation is available for the occupation of the applicant in their district and that if it secures accommodation outside its district it shall give notice to the local housing authority in whose district the accommodation is situated.
- 5.2.4 The Homelessness (Suitability of Accommodation) Order 2012 sets out factors to be taken into account in determining whether accommodation provided under part 7 is suitable, which includes the location of the accommodation. The Homelessness Code of Guidance and Supplementary Guidance include various provisions on suitability of accommodation in relation to part 7.

5.3 Human Resources Implications

- 5.3.1 The TA service and the monitoring of this policy will be managed by existing resources.

6 Recommendations

- 6.1 That Cabinet notes the content of this report.
- 6.2 That Cabinet agrees to adopt the Temporary Accommodation Out of Area Placement Policy.

7 Decision Information

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: BDC: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
Has the relevant Portfolio Holder been informed?	Yes
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	All

8 Document Information

Appendix No	Title	
1	Temporary Accommodation Out of Area Placement Policy	
2	Equalities Impact Assessment	
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)		
Report Author		Contact Number
Lee Pepper Housing Options Manager Karl Apps Acting Joint Head of Service Economic Development		7625 7289

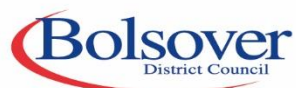
Appendix 1



**North East
Derbyshire**
District Council

Temporary Accommodation out of area placement policy

(Date here – month / year)



North East
Derbyshire
District Council

We speak your language

Polish

Mówimy Twoim językiem

French

Nous parlons votre langue

Spanish

Hablamos su idioma

Slovak

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01246 242424 or

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Council on **01246 231111**

CONTROL SHEET FOR [policy title here]

Policy Details	Comments / Confirmation (To be updated as the document progresses)
Policy title	NEDDC Temporary Accommodation out of area policy.
Current status – i.e. first draft, version 2 or final version	Version 1
Policy author (post title only)	Accommodation and Prevention officer
Location of policy (whilst in development)	Housing Options
Relevant Cabinet Member (if applicable)	
Equality Impact Assessment approval date	
Partnership involvement (if applicable)	
Final policy approval route i.e. Cabinet/ Council	
Date policy approved	
Date policy due for review (maximum three years)	
Date policy forwarded to Performance & Communications (to include on Extranet and Internet if applicable to the public)	

RECOMMENDED STRUCTURE OF POLICY

1. Introduction

This document sets out the Council's policy for how homeless households will be prioritized for temporary accommodation (TA) when there is no TA available in:

- a) The local authority area, or
- b) An area within the local authority district that an applicant would prefer to be placed into to access for example, schools, place of work, family.

2. Scope

The policy applies to all households placed in temporary accommodation by the Council under Section 188 The Relief of Homelessness Duty and Section 193 The Main Homelessness Duty arising out of the Housing Act 1996. It also applies to any accommodation:

- 1. Secured under a power to provide temporary accommodation pending a review or appeal
- 2. Secured to meet any duty owed to an intentionally homeless household
- 3. Secured to meet any interim accommodation duty pending the outcome of a local connection referral to another local authority

3. Principles

This document should be read in conjunction with the Council's most recent Homelessness Strategy and action plan as this document sets out how the Council is seeking to develop more local temporary and permanent accommodation options to meet demand for households owed any duty under the Part 7 of the Housing Act 1996 as amended by the Homelessness Reduction Act 2017.

This out of area placement policy is compliant with the advice set by the Supreme Court in April 2015 for the case of *Nzolameso and Westminster Council*.

This Temporary Accommodation (TA) Out of Area Placement Policy seeks to ensure that all placements are made on the basis of:

- a. A comprehensive assessment of a household's circumstances and needs, and
- b. A balanced assessment of the needs of all households requiring temporary accommodation set against consideration of the type and location of accommodation that is available to be allocated at any given point

Our policy is to provide, wherever reasonably practicable, suitable accommodation within our Local Authority area and to consider a person's links to any area within our district, except in cases where there is a specific reason why the household should not be accommodated within our district (for example, applicants at risk of domestic violence or other violence). However, our ability to meet this policy objective is subject to the supply of suitable temporary accommodation being available.

The Council is making efforts to ensure that its temporary accommodation portfolio reflects the most common locations for applicants presenting as homeless in our district. We review our needs and will consider developing new schemes to increase the number of units in areas within our district where the evidence indicates there may

be a shortage of temporary accommodation. However, inevitably we cannot always meet the requested location that an applicant presenting as homeless may wish to be temporarily housed in.

If as an authority we need to place a customer in Bed and Breakfast accommodation we will look for an establishment which is as near to our area as possible and that is of an affordable price. In September 2018 we undertook a public procurement exercise where all the B&B establishments and hotels could apply for our business. The 3 successful preferred bidders were in the Chesterfield Borough area. Many of the B&B/hotels within our area cater for the tourism and/or business trade and are cost prohibitive or do not wish to take guests placed by us.

4. Statement

The Out of Area Temporary Accommodation Placement Policy

This policy is intended to ensure that we prioritise those who have the greatest need to be accommodated within our district.

In assessing the suitability of the location of any property to be used as temporary accommodation for a homeless household, the Council will consider whether the applicant can afford to pay for their temporary accommodation without being deprived of basic essentials such as food, clothing, heating, transport costs and all other reasonable expenditure. We will therefore take into account the rent that the household can afford as well as any additional costs, such as travel costs, resulting from the location of the accommodation.

The Council will also take account the distance of any offer of temporary accommodation from the last address they have presented as homeless. We will consider any possible disruption to employment, education or caring responsibilities, accessibility of essential medical facilities and support that are essential to the wellbeing of any household member, and accessibility of local amenities, services and transport.

An assessment of these matters will be completed when an applicant is being matched to any available temporary accommodation unit. A copy of the assessment procedure we use can be requested.

Any decision regarding an allocation of temporary accommodation will have regard to the Council's obligations under Section 11 of the Children Act 2004 including the need to both safeguard and promote the welfare of children.

This policy fully complies with the requirements of:

- a) Sections 206, 208, and 210 of the Housing Act 1996 as amended by the Homelessness Reduction Act 2017
- b) The Homelessness (Suitability of Accommodation) (England) Order 2012.
- c) Whether the accommodation is affordable
- d) The relevant sections of the DCLG Allocations and Homelessness
- e) The MHCLG Supplementary Guidance on the homelessness changes in the Localism Act 2011 and on the Homelessness (Suitability of Accommodation) (England) Order

2012 (November 2012) Applicants accommodated under this policy under section 193 of the Housing Act 1996 can request a statutory review of the suitability of any accommodation offered to them, in accordance with section 202 of the Act.

- f) Advice from the Courts to local authorities regarding when temporary accommodation is suitable including the leading case of Nzolameso and Westminster Council.
- g) The Equalities Act 2010

Guidelines on the Location of Accommodation

For the purposes of making an allocation, all units of TA that may be offered to an applicant owed a temporary accommodation duty will be categorised simply as:

‘Within the local authority area, or ‘Outside of the local authority area - Defined as Temporary Accommodation located ideally in a neighbouring authority but if this is not possible located no more than 90 minutes travelling distance by public transport

Where there are insufficient units of temporary accommodation in this Council’s Geographical boundaries a suitable offer will be made outside of our area.

The Council may also keep aside local vacant units in anticipation of applicants presenting who meet the criteria for a local placement. This has been confirmed as a reasonable practice in the 2018 Court of Appeal case for Adam and Alibkhiat v Westminster and Brent Councils.

How we will prioritise households for an offer of temporary accommodation in our area where there are more applicants requiring a local area placement than properties available.

All households will be placed in accommodation in our area if a sufficient number of suitable units are available at the time of placement. Where there is a shortage of local units on any given day the Council may decide to keep aside a number of local vacant units in anticipation of applicants presenting who meet the criteria for a local placement.

If there isn’t a sufficient number of local temporary accommodation units available, a household will be placed in a suitable unit outside of our area, but as close to this local authority’s district as possible based on the practicality of sourcing units on any given day.

Relevant facts regarding the household’s circumstances will be gathered by officers in the course of their enquiries through completing their assessment of an applicant’s circumstances under section 189A of the Housing Act 1996.

Households will be given priority for a placement in area if they meet the following criteria. Please note this does not mean that they are guaranteed to receive an offer of ‘in area’ accommodation when any TA duty arises. It may be that at the time any temporary accommodation duty is owed there are no vacancies in area and, if this is the case, an offer of suitable TA will be made as close as possible with priority given to any household that meets one or more of the criteria set out below, to be given a suitable offer of temporary accommodation within area as soon as is reasonably practicable to do so.

The ‘in area placement criteria’

- 1) Households with one child (or more) in secondary school in their final year of Key Stage 4 (generally Year 11) with exams to be taken within the next six months. Wherever practicable we will seek to place such households within area and as close as possible to existing schools to minimise public transport travelling distance and costs.
- 2) Households with one child (or more) who has a Statement of Special Educational Needs who is receiving education or educational support in our area and where a change of schools would be extremely detrimental to their well-being because either the impact of moving on that child or that a similar package of support is unlikely to be available. Wherever practicable we will seek to place such households within area and as close as possible to existing schools to minimise public transport travelling distance and costs
- 3) Households with significant medical or severe learning disability where a child attends a special school. Wherever practicable we will seek to place such households within area and as close as possible to existing schools to minimise public transport travelling distance and costs
- 4) Households where one person (or more) has a severe and enduring mental health problem where they are receiving psychiatric treatment and aftercare provided by community mental health services and have an established support network in this area so that a placement outside of this area may severely impact on their well being.
- 5) Households where one person (or more) is in permanent and settled employment This group will be prioritised for temporary accommodation as close as possible to their workplace. Where this is not possible we will endeavor to place a household no more than 60 minutes by public transport away from their place of employment and will continue to seek suitable accommodation closer to their place of work.
- 6) Households who have a longstanding arrangement to provide care and support to another family member in the local area, and that person would be likely to require statutory health and social care support if that care and support ceased and there are no other relatives willing and able to provide that care and no other suitable alternative arrangements available.
- 7) Households where one person (or more) has a severe and enduring health problem where they are receiving treatment and aftercare provided by specialist health services and have an established support network in this area so that a placement outside of this area may severely impact on their well-being.

Please note the following:

1. The above categories do not mean that no other special circumstances will be taken into account. Whenever an applicant is owed an interim or full temporary accommodation duty a full assessment will be carried out of their household's housing needs and circumstances. Following that assessment it may be decided that an applicant should qualify for a local area offer for a special reason despite not meeting the criteria set.
2. The time likely to be spent in the accommodation will also be taken into account when determining the suitability of any offer of temporary accommodation out of area.
3. Where there are no in area temporary accommodation units immediately available which meets the household's identified needs, a homeless household may be placed on an emergency basis into accommodation in any location where there is availability on that day as long as it has been assessed as being suitable.
4. Households in receipt of welfare benefits or who may be on a low income may be subject to restrictions on the amount of benefit they can receive, which may affect their

ability to pay their temporary accommodation rent. Placement in a local area is subject to suitable accommodation being available that the applicant can afford.

5. Given the shortage of available properties, it may be required to make a decision regarding how to prioritise the allocation of a particular property on a particular day where more than one household requires TA and more than one household meets the local area criteria set out above. The following circumstances will be taken into account when prioritising between households. Please note the circumstances listed are not in descending order of importance and do not form an exclusive set of criteria as other factors may also be relevant:

- ☐ Level of need relating to the welfare and safeguarding of any children in the household
- ☐ Level of educational need
- ☐ Identified risks posed by living in particular areas
- ☐ Permanency/flexibility of employment
- ☐ Access to transport
- ☐ Level of need to be close to services and amenities
- ☐ Level of need to be close to health services
- ☐ Level of need to be close to support networks
- ☐ Level of need to be close to cultural or religious amenities
- ☐ Impact on caring responsibilities
- ☐ Affordability of the accommodation
- ☐ Impact of the relocation, and of occupying the accommodation on a continuing basis, on the well-being of household members
- ☐ Impact of the relocation, and of occupying the accommodation on a continuing basis, on the well-being of any children in the household, having regard to the Council's duty under the Children Act 2004 to safeguard and promote their well-being

The impact of these and any other relevant circumstances will be considered both individually and cumulatively.

5. Responsibility for Implementation

Lee Pepper Housing Options manager and Jo Richardson Accommodation and Prevention Officer

This Temporary Accommodation Out of Area Placement Policy has been Adopted by (insert which Council Committee/Member adopted it) on date

Any Policy update – date

Equality Impact Assessment

Responsibility and Ownership

Name of policy, practice, service or function: ...North East Derbyshire District Council: Temporary Accommodation out of area placement policy.....

Responsible department: Economic growth.....

Service area: Housing Options.....

Lead Officer: Jo Richardson

Other members of assessment team

Name	Position	Area of expertise
Lee Pepper	Team manager	Housing homelessness.
Victoria Dawson	Legal team manager	Law
Amar Bashir	Improvement Officer	Equality & Diversity

Scope of the assessment

1	What are the main aims/objectives or purpose of the policy, strategy, practice, service or function?	To meet our legal requirements we need to have a policy in place on how we place customers out of our area in temporary homeless accommodation if necessary. Housing Act 1996 as amended.
2	Are there any external factors we need to consider like changes in legislation?	We need to be mindful that this legal requirement may change in the future.
3	Who implements the policy, strategy, practice, service or function?	Housing Options team.
4	Who is affected by the policy, strategy, practice, service or function?	Customers who present as homeless and are considered priority need under Homelessness legislation. Strategy: Where we have our temporary homeless units. Which B&B's we use which are accessible and cost effective.
5	What outcomes do we want to achieve, why & for whom?	Meet legal requirements. Be transparent to our customers. Be able to manage the temporary homeless units efficiently. Keep free accommodation for potential tenants in high demand area in the North of the district.
6	What existing evidence do you have on the impact of the policy, strategy, practice, service or function?	Evidenced by the amount of Housing Officers time needed to manage the temporary homeless units efficiently. Being able to keep families out of B&B provision. Saving money on B&B placements. Meet our statutory obligations. Comply with law and Government guidance.
7	How is information about the policy, practice, service or function publicised?	This policy will need to be available on the NEDDC web site accessible to the public and Government.

Identifying Potential Equality Issues

Consider any impacts / barriers on each of the protected characteristics set out below and consider any that might cross over e.g.: between race / disability, gender / religion and belief, sexuality / age etc. Indicate where the policy, practice, service or function could have a positive or negative impact for different groups and your reasons. Specify which data sources have informed your assessment. **Each Council has a Single Equality Scheme which provides an equality profile for the district which may be helpful.**

Race

8	Identify any adverse impacts/barriers of the policy or procedure on people who may be disadvantaged because of their race		
	White	English / Welsh / Scottish / Northern Irish / British	For those customers where English is not a first language they may feel isolation in rural locations. We recognise that not everyone has good literacy skills. We do not want this to have an adverse impact on accessing services. We can provide Occupancy agreements in an easy read format.
		Irish	
		Gypsy or Irish Traveller	
		Any other White background	
	Asian / Asian British	Indian	As a mainly white community (ONS information) people from non-white communities may feel isolated when in either B&B provision or temporary homeless accommodation. .
		Pakistani	
		Bangladeshi	
		Chinese	
		Any other Asian background	
	Black / African / Caribbean / Black British	African	As above
		Caribbean	
		Any other Black / African / Caribbean / Black British background	
	Any other ethnicity	Arab	As above.
		Any other ethnic group	

Sex / gender

9	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their gender	
	Female	We recognise that women are disproportionately affected by DA. We will refer any victims of DV to specialist services and work in conjunction with these services. We will assess each individual and have a risk assessment in place if appropriate.
	Male	None apparent. There are limited services for men who are victims of DA especially for men with caring responsibilities for children. We will help customer's access specialist services. We will assess each individual and have a risk assessment in place if appropriate.
	Transgender	None apparent. Provision of services is limited for people who are transgender especially in the area of Domestic Abuse. We will help customer's access specialist services. We will assess each individual and have a risk assessment in place if appropriate.

Age

10	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their age	
	0-9 years	Being able to access to education if placed in B&B or a homeless unit away from normal school
	10-15 years	Being able to access to education if placed in B&B away from normal school
	16-18 years	Being able to access to education if placed in B&B away from normal school. Children with SEN up to the age of 19yrs will need to have access to any specialist education provision they are entitled to. The placement in temporary accommodation should allow this educational provision to continue without much disruption due to distance. A multi-agency approach may be needed for this to happen.
	19-24 years	Being able to access work, Job centres, medical facilities, etc. that customers are using.
	25-34 years	Being able to access work, Job centres, medical facilities, etc. that customers are using.
	35-44 years	Being able to access work, Job centres, medical facilities, etc. that customers are using.
	45-54 years	Being able to access work, Job centres, medical facilities, etc. that customers are using.
	55-59 years	Being able to access work, Job centres, medical facilities, etc. that customers are using.
	60-64 years	Being able to access work, Job centres, medical facilities, etc. that customers are using.
	65 years and over	Being able to access social groups, shopping hubs, work etc. that customers are using.

Disability		
11	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their disability or long term ill health	
	Physical or mobility impairments	The B&B's we use have limited ground floor accommodation for customers with mobility issues. There are a very limited number of rooms available for customers who need wheelchair access. We have 2 properties that are wheel chair accessible and have wet rooms. If we need more than this we would have to go back to Rykneld Homes for assistance in finding an additional property to meet this need.
	Sensory (hearing, visual, speech)	The temporary homeless units only have audio smoke alarms and carbon monoxide alarms. There are no visual alarms. These alarms may not be audible to children. (Research done by Derbyshire Fire and rescue service and Dundee University 2019). For any customers who have hearing loss this would be addressed in the Risk assessment the Housing Options team will do. Other agencies would be invited to support these customers as well as Housing Options team. Any families with children placed in Temporary accommodation will be advised that they will have to wake children up if the alarms are activated and asked to have a fire evacuation plan in place. If necessary we will offer to contact Derbyshire Fire and rescue service to arrange to visit the families to give fire safety advice.
	Mental health	Individual needs need to be taken into account as 'mental health' covers a myriad of conditions.
	Learning disabilities	We do have an easy read tenancy agreement for customers with learning disabilities. This can also be used for customers who are not fluent in English. Individual needs need to be taken into account as LD covers such a wide range of conditions including those who are high functioning.
	Non-visible conditions such as epilepsy or diabetes	Being able to store medication may be an issue but fridges are provided in all the temporary accommodation we use. Consent from customers to share relevant medical information with accommodation providers is needed.

Religion or belief

12	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their religion or belief, including non belief	
	No religion	
	Christian	The temporary homeless units and the B&B's we use are all within easy reach by public transport or walking distance of a Christian place of worship.
	Buddhist	The temporary homeless units including the B&B's we use are not in the vicinity of a Temple
	Hindu	The temporary homeless units including the B&B's we use are not in the vicinity of a Temple
	Jewish	The temporary homeless units including the B&B's we use are not in the vicinity of a Synagogue
	Muslim	There are 2 Mosques in the Chesterfield area which can be accessed by public transport from the temporary homeless units.
	Sikh	The temporary homeless units including the B&B's we use are not in the vicinity of a Gurdwara
	Any other religion	The temporary homeless units are in rural location where access to non Christian faith centres may be difficult to access. The B&B's used out of area have better if not limited accessibility these centres
	Any other philosophical belief	The temporary homeless units including the B&B's we use are not in the vicinity of many alternative philosophical belief organisations. Young people may be more vulnerable due to not following the beliefs of their parents, family or community. This can lead to homelessness and isolation. The Housing Options team will risk assess the situation and decide whether Temporary accommodation is appropriate or referrals to supported accommodation providers is more suitable.

Sexual orientation

13	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of their sexual orientation	
	Heterosexual	None known
	Lesbian	Housing Options team would always liaise with Rykneld homes who have greater knowledge of individual areas in our district to see if a 'sensitive let' is needed or if there is an obvious threat of Hate Crime. Young people may be more vulnerable due to their sexual orientation especially when they have first 'come out' and this has not been received positively by their parent, friends or community
	Gay	Housing Options team would always liaise with Rykneld homes who have greater knowledge of individual areas in our district to see if a 'sensitive let' is needed or if there is an obvious threat of Hate Crime. Young people may be more vulnerable due to their sexual orientation especially when they have first 'come out' and this has not been received positively by their parent, friends or community.
	Bisexual	Housing Options team would always liaise with Rykneld homes who have greater knowledge of individual areas in our district to see if a 'sensitive let' is needed or if there is an obvious threat of Hate Crime. Young people may be more vulnerable due to their sexual orientation especially when they have first 'come out' and this has not been received positively by their parent, friends or community
	Prefer not to say	Housing Options team would always liaise with Rykneld homes who have greater knowledge of individual areas in our district to see if a 'sensitive let' is needed or if there is an obvious threat of Hate Crime

Other categories

14	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of other factors	
	Rural / urban	People who are suffering DA without our knowledge may be disadvantaged in Rural areas (NRCN report 2019 Captive and Controlled) Lack of public transport to access major hubs for services.
	Carers	Carers will possibly need to travel to fore fill their caring responsibilities. Public transport may make this difficult.

14	Identify any adverse impact/barriers of policy, practice, service or function on people who may be disadvantaged because of other factors	
	Child poverty	Safe Guarding Children and Adults at Risk is a top priority when placing people in Temporary Homeless accommodation. We would only place families with children in B&B accommodation as a last resort and move them to suitable temporary homeless accommodation as soon as possible.
	Social value*	We acknowledge that the cost of our temporary homeless accommodation to customers who are benefit capped or in employment may be costly. We offer referrals to specialist benefit advisors and will look at each case individually to prevent customers getting into debt.
	Any other	

*The [Public Services \(Social Value\) Act](#) requires people who commission public services to think about how they can also secure wider social, economic and environmental benefits. Before they start the procurement process, commissioners should think about whether the services they are going to buy, or the way they are going to buy them, could secure these benefits for their area or stakeholders.

Analysing the information and setting equality objectives and targets

Service or function	Policy or practice	Findings	Which groups are affected and how	Whose needs are not being met and how?

Document the evidence of analysis

Data or information	When and how was it collected?	Where is it from?	What does it tell you?	Gaps in information
Customer feedback and complaints	Thank you cards and emails.	Customers	Customers value the service and support given by Housing Options Team.	We need to do exit interviews when Occupants move out.
Consultation and community involvement	We talk to the immediate neighbours of the Temporary accommodation units	Neighbours B&B providers.	We can see reoccurring issues if they arise.	

Data or information	When and how was it collected?	Where is it from?	What does it tell you?	Gaps in information
	<p>and keep them informed when an Occupant moves in. We respond to their concerns quickly.</p> <p>We talk to the B&B providers and get feedback. We pay their invoices quickly to promote a good working relationship.</p>			
Performance information including Best Value				
Take up and usage data	Data available on Locata (housing program)			
Comparative information or data where no local information available				
Census, regional or national statistics				
Access audits or other disability assessments				
Workforce profile				
Where service delivered under procurement arrangements – workforce profile	B&B provision went through Procurement September 2018 for preferred providers.			

Data or information	When and how was it collected?	Where is it from?	What does it tell you?	Gaps in information
Monitoring and scrutiny arrangements	Monitored via Locata. Quarterly figures. Weekly updates within the HOT.			

Recommendations and Decisions

Take immediate action by:

Amending the policy, strategy, practice, service or function	
Use an alternative policy, strategy, practice, service or function	
Develop equality objectives and targets for inclusion in the service plan	
Initiate further research	
Any other method (please state)	

All actions must be listed in the following Equality Impact Assessment Improvement Plan Summary

Equality Impact Assessment Improvement Plan Summary

Name of policy, practice, strategy, service or function

Department

Date of assessment

Please list all actions, recommendations and/or decisions you plan to take as a result of the equality impact assessment.

Recommendation/Decision	Action Required	Responsible Officer	Target Date	Resources	Progress	Actual Outcome

Please state where the departmental electronic assessment will be kept:

.....

Please send your completed assessment form to:

Amar Bashir Improvement Officer (NEDDC Equality Lead) Customer Service and Improvement Transformation Directorate Ext: 7047 Email: Bashir.Amar@ne-derbyshire.gov.uk	Kellie Bradford Improvement Officer (BDC Equality Lead) Customer Service and Improvement Transformation Directorate Ext: 2300 Email: Kellie.Bradford@bolsover.gov.uk
Please note the Improvement Team is a joint team and as such cover is provided across both councils– please contact the NEDDC/BDC leads as required.	

Improvement Officers

Approval Process		Comments
Date of assessment		
Date of IO review		
Signed off	Yes / No	
Subject to minor amendments	Yes / No	
Any advice given	Yes/ No	
Date published on corporate website		

Copies of all EIAs are stored electronically by the Improvement Team for internal reference. The Council publishes its Equality Impact Assessments as evidence of the analysis that it undertook to establish whether its policies, strategies, practices, services and functions would further or would have furthered the 3 aims of the general equality duty, details of the information that it considered and details of engagement undertaken when doing the analysis.

The general duty requires the council to:

- Eliminate discrimination, harassment & victimisation
- Advance equality
- Foster good relations between different groups