

Brentwood Borough Council

Homelessness and Rough Sleeping Strategy 2020 - 2025 Delivery Plan

Date - December 2021

The following delivery plan covers the work that has been implemented and also the work planned to be completed.

Area	Strategic Priorities	Evidence	Brentwood Lead Person	Completion Date	RAG Status
To increase effectiveness of the homelessness prevention service	Updated Personal Housing Plans (PHP) include assistance through private rented accommodation and the rent deposit scheme.	PHPs are in place and can be provided on request.	Housing Options Team Leader	2020	
	Improved IT systems.	Following an internal audit the locator system was updated with additional functionality. There are further areas to be improved related to the access of customers and the provision of information.	Temporary Accommodation Officer	2020	
	Mitigate the impact of Welfare Reform.	Welfare reform changes have not had a significant impact on the response to homelessness and rough sleepers. Training has been provided to the team to help the focus on prevention.	Housing Options Team Leader	2020	
	Early signposting of individuals.	Triage approach introduced with a response provided within 2 working days. Information is provided to ensure people approaching the service can take the initiative.	Temporary Accommodation Officer	December 2020	

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	Maximise the use of the Homeless Prevention Fund.	There remains an issue for the Council to provide suitable and affordable properties within the Borough. The Council continues to work with accommodation providers on the long-term supply of good quality accommodation.	Temporary Accommodation Officer	Ongoing	
	Expansion of the Rent Deposit Scheme (RDS).	The literature for the RDS has been reviewed. There remains the issue of the affordability of rented accommodation and the ability to access the RDS due to this.	Temporary Accommodation Officer	Ongoing	
	Increased partnership working.	The RSI partnership and the work with Peabody are two good examples of effective partnership working.	Housing Options Team Leader	June 2021	
	Regular training for new and existing staff to ensure best practice in relation to homelessness and prevention techniques.	Training is provided on a regular basis and records kept by the Council's HR team.	Housing Options Team Leader	2020	
To deliver and expand the choice of housing options available to customers	Create an Affordable Housing Strategy.	Presented to the EEH Committee July 2021.	Director of Housing & Community Safety	July 2021	
	Develop an affordable housing register for housing products such as shared equity schemes.	Through the housing register the applicants who wish to be considered for other affordable housing products can be filtered.	Housing Options Team Leader	2020	

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	Utilise Section 106 payments to expand affordable house building.	The S106 contributions are tracked by finance and the SHDT and are allocated to individual sites. The figures are updated quarterly.	Corporate Manager – Housing Needs & Delivery	September 2021	
	Target large developments to support the provision of affordable housing through the Local Plan.	The published Local Plan.	Director of Housing & Community Safety	December 2021	
	Work alongside the Council's approach to empty homes to bring accommodation back into use.	Performance on empty homes, the updated Empty Homes Strategy and Delivery Plan has been approved.	Director of Housing & Community Safety	March 2022	
	Expand access to the private rented sector through tailored service provision.	The Council is working with a number of accommodation providers to offer 48 month assured shorthold tenancies for homeless applicants.	Temporary Accommodation Officer	March 2022	
	Enable residents to obtain housing in the private rented sector through tailored support and financial assistance.	Triage approach introduced with a response provided within 2 working days. Information is provided to ensure people approaching the service can take the initiative.	Temporary Accommodation Officer	June 2020	
To enhance and extend partnership working to obtain meaningful results	The Council completes joint agency visits with Peabody to vulnerable applicants who require support from both the Council and Peabody. Recently due to the COVID restrictions, phone calls with applicants are supported by Peabody and the CAB.	The arrangement with Peabody is reviewed on a regular basis and action taken as needed.	Temporary Accommodation Officer	June 2020	

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To reduce need for Temporary Accommodation and to improve the quality of provision	Reports of Rough Sleepers and suspected homeless cases are referred to Community Safety to ensure we are able to provide assistance whilst working remotely.	The Community Safety team works out of hours to respond to issues that occur. The Council provides a responsive service.	Housing Options Team Leader	January 2021	
	Increased work and support with Essex County Council agencies such as Leaving Care and Children and Families Service.	There is a joint programme of work in place, and there are further meetings planned to address the areas for improvement.	Housing Options Team Leader	December 2021	
	Implement a Placement Policy.	The policy has been implemented and is available.	Temporary Accommodation Officer	2020	
	Promote contact with support services for those entering and exiting temporary accommodation provision.	A risk assessment for those in temporary accommodation is in place and referrals are made based on the review.	Temporary Accommodation Officer	June 2020	
	Implement a rolling programme of accommodation provider reviews.	There are regular visits to those households, including out of borough. A plan for the future reviews and those completed is to be produced.	Temporary Accommodation Officer	September 2021	
	Secure affordable temporary accommodation options.	The Council has been using its own accommodation to provide temporary accommodation to help provide affordable solutions, especially those properties due to be regenerated.	Temporary Accommodation Officer	January 2021	

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	Create a package of advice and information for households using Council provided accommodation.	The information is available.	Temporary Accommodation Officer	September 2021	
To eliminate rough sleeping within Borough	To achieve a reduction in the number of households housed in temporary accommodation.	In 2020/2021 the numbers in temporary accommodation were: Q1 - 51, Q2 - 33, Q3 - 31, Q4 - 26.	Temporary Accommodation Officer	April 2021	
	To maintain the number of households in temporary accommodation at 35.	MG to consider what the proposed target should be.	Housing Options Team Leader	Ongoing	
	Co-ordinate working with the police.	The primary relationship is with the Community Safety team and the working relationships are well established, including with the police.	Housing Options Team Leader	2020	
	Focus on prevention working.	The Council works with the other agencies and to provide support (e.g. YMCA) and also provides a priority to rough sleepers on the housing register.	Housing Options Team Leader	2020	
	Identify rough sleepers via Homeless Link.	A dedicated officer reviews each case and identifies the support needed.	Housing Options Team Leader	2020	
	Actively monitor the streets of Brentwood and respond to intelligence.	Information is provided from Homeless Link, Councillors and Community Safety. A response is provided based on this information.	Housing Options Team Leader	2020	

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	Joint work with the Council's Community Safety and Enforcement Teams.	There are good relationships in place and this is demonstrated through the joint action taken.	Housing Options Team Leader	2020	
	Regular Rough Sleeper reviews with Essex County Council on a weekly and Fortnightly Basis.	There are regular returns in place (currently fortnightly).	Housing Options Team Leader	2020	
	Homeless Link: Attend Homeless Link training events to ensure Roughsleeper estimates are accurate and the correct procedures are followed.	Attendance at the meetings. Collaborative approaches to be adopted with neighbouring councils under Essex County Council.	Housing Options Team Leader	2021	
	Immediately investigate street homelessness.	Information is provided from Homeless Link, Councillors and Community Safety. A response is provided based on this information.	Housing Options Team Leader	2020	
	Support individuals to access services to ensure "No second Night Out".	Housing advice is provided and rough sleepers are signposted to other agencies (e.g. night shelter).	Housing Options Team Leader	2020	
	Signpost and assist individuals to engage with support services.	Housing advice is provided and rough sleepers are signposted to other agencies (e.g. night shelter).	Housing Options Team Leader	2020	
	Monthly Rough Sleeper Estimate Counts with external agencies such as Peabody to ensure figures are accurate.	There are regular returns in place (currently fortnightly).	Housing Options Team Leader	2020	

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	Regular monitoring and responding to StreetLink reports.	A dedicated officer reviews each case and identifies the support needed.	Housing Options Team Leader	2020	
	Weekly Rough Sleeper Meetings with Essex County Council.	These are in place and minutes are available.	Housing Options Team Leader	2020	
	Interdepartmental work with Enforcement and CCTV to monitor and tackle rough sleeper hotspots.	There are good relationships in place and this is demonstrated through the joint action taken.	Housing Options Team Leader	2020	
	To maintain the level of Rough Sleeping at nil.	Achieved and evidenced through the regular returns.	Housing Options Team Leader	2020	

Performance Measures for Homelessness and Rough Sleeping

Area	Measure	Target	Current Performance	RAG Status
Rough Sleepers	Number of recorded Rough Sleepers.	Nil	Nil	
Temporary Accommodation	Number of households in temporary accommodation.	35	32	
Accommodation Reviews	Number of completed accommodation reviews.	TBC	TBC	TBC
Housing Advice Triage	Triage advice provided within 2 working days.	2 working days	100%	
Housing Advice Appointments	Housing Advice appointments kept within 7 working days.	7 working days	100%	

Area	Measure	Target	Current Performance	RAG Status
Personal Housing Plan (PHP)	Number of PHPs published within 14 working days.	14 working days	100%	
Relief Duty	Relief duty accepted within 56 calendar days.	56 calendar days	100%	
Prevention duty	Prevention duty accepted within 56 calendar days.	56 calendar days	100%	
Homelessness decisions	Completing homelessness decisions within 57 calendar days.	100%	Within 57 calendar days	