



# People and Health Scrutiny Committee

**Date:** Monday, 3 July 2023  
**Time:** 10.00 am  
**Venue:** Council Chamber, County Hall, Dorchester, DT1 1XJ

**Members (Quorum: 3)**

Gill Taylor (Chairman), Molly Rennie (Vice-Chairman), Piers Brown, Robin Cook, Nick Ireland, Paul Kimber, Louie O'Leary, Jon Orrell, Mary Penfold and Belinda Ridout

**Chief Executive:** Matt Prosser, County Hall, Dorchester, Dorset DT1 1XJ

For more information about this agenda please contact Democratic Services Meeting Contact 01305 224185 - [george.dare@dorsetcouncil.gov.uk](mailto:george.dare@dorsetcouncil.gov.uk)

Members of the public are welcome to attend this meeting, apart from any items listed in the exempt part of this agenda.

For easy access to all the council's committee agendas and minutes download the free public app called Modern.Gov for use on any iPad, Android, and Windows tablet. Once downloaded select Dorset Council.

## Agenda

Item		Pages
1.	<b>APOLOGIES</b>	
	To receive any apologies for absence.	
2.	<b>DECLARATIONS OF INTEREST</b>	
	To disclose any pecuniary, other registrable or non-registrable interest as set out in the adopted Code of Conduct. In making their disclosure councillors are asked to state the agenda item, the nature of the interest and any action they propose to take as part of their declaration.	
	If required, further advice should be sought from the Monitoring Officer in advance of the meeting.	
3.	<b>MINUTES</b>	5 - 10
	To confirm the minutes of the meeting held on 9 March 2023.	

#### 4. PUBLIC PARTICIPATION

Representatives of town or parish councils and members of the public who live, work, or represent an organisation within the Dorset Council area are welcome to submit either 1 question or 1 statement for each meeting. You are welcome to attend the meeting in person or via Microsoft Teams to read out your question and to receive the response. If you submit a statement for the committee this will be circulated to all members of the committee in advance of the meeting as a supplement to the agenda and appended to the minutes for the formal record but will not be read out at the meeting. **The first 8 questions and the first 8 statements received from members of the public or organisations for each meeting will be accepted on a first come first served basis in accordance with the deadline set out below.** For further information read [Public Participation - Dorset Council](#)

All submissions must be emailed in full to [george.dare@dorsetcouncil.gov.uk](mailto:george.dare@dorsetcouncil.gov.uk) by 8.30am on Wednesday, 28 June 2023.

When submitting your question or statement please note that:

- You can submit 1 question or 1 statement.
- a question may include a short pre-amble to set the context.
- It must be a single question and any sub-divided questions will not be permitted.
- Each question will consist of no more than 450 words, and you will be given up to 3 minutes to present your question.
- when submitting a question please indicate who the question is for (e.g., the name of the committee or Portfolio Holder)
- Include your name, address, and contact details. Only your name will be published but we may need your other details to contact you about your question or statement in advance of the meeting.
- questions and statements received in line with the council's rules for public participation will be published as a supplement to the agenda.
- all questions, statements and responses will be published in full within the minutes of the meeting.

#### 5. COUNCILLOR QUESTIONS

To receive questions submitted by councillors.

Councillors can submit up to two valid questions at each meeting and sub divided questions count towards this total. Questions and statements received will be published as a supplement to the agenda and all questions, statements and responses will be published in full within the minutes of the meeting.

The submissions must be emailed in full to [george.dare@dorsetcouncil.gov.uk](mailto:george.dare@dorsetcouncil.gov.uk) by 8.30am on Wednesday, 28 June 2023.

[Dorset Council Constitution](#) – Procedure Rule 13

**6. URGENT ITEMS**

To consider any items of business which the Chairman has had prior notification and considers to be urgent pursuant to section 100B (4)b) of the Local Government Act 1972. The reason for the urgency shall be recorded in the minutes.

**7. PERFORMANCE OF OUT OF HOSPITAL**

To receive a presentation by the Corporate Director for Commissioning and the Chief Operating Officer, NHS Dorset.

**8. HOMELESSNESS AND ROUGH SLEEPING STRATEGY REVIEW 2023** 11 - 56

To consider a report by the Service Manager for Housing Strategy & Performance and the Service Manager for Housing Advice and Homelessness.

**9. HOUSING ALLOCATION POLICY REVIEW 2023** 57 - 98

To consider a report by the Service Manager for Housing Strategy & Performance and the Service Manager for Housing Solutions.

**10. SCRUTINY PERFORMANCE REVIEW**

A review of the relevant Dorset Council performance dashboard to inform the Scrutiny Committee's work programme and identify items for deep dives.

The following link is the dashboard for the committee:

[People and Health Scrutiny Committee Dashboard](#)

**11. COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD PLAN** 99 - 114

To consider the committee's Work Programme and the Cabinet Forward Plan.

**12. EXEMPT BUSINESS**

To move the exclusion of the press and public for the following item in view of the likely disclosure of exempt information within the meaning of paragraph x of schedule 12A to the Local Government Act 1972 (as

amended).

The public and press will be asked to leave the meeting whilst the item of business is considered.

There is no planned exempt business for this meeting.



## PEOPLE AND HEALTH SCRUTINY COMMITTEE

### MINUTES OF MEETING HELD ON THURSDAY 9 MARCH 2023

**Present:** Cllrs Gill Taylor (Chairman), Molly Rennie (Vice-Chairman), Robin Cook, Nick Ireland, Louie O'Leary, Jon Orrell, Mary Penfold and Belinda Ridout

**Apologies:** Cllrs Bill Pipe

**Also present:** Cllr Jon Andrews, Cllr Robin Legg and Cllr Peter Wharf

**Also present remotely:** Cllr Andrew Parry and Cllr Byron Quayle

**Officers present (for all or part of the meeting):**

Theresa Leavy (Executive Director of People - Children), Jonathan Price (Interim Corporate Director for Commissioning), Claire Shiels (Corporate Director - Commissioning, Quality & Partnerships), Amanda Davis (Corporate Director for Education and Learning), Paul Dempsey (Corporate Director - Care & Protection), Kerry Smith (Service Manager for Inclusion), Andy Frost (Service Manager for Community Safety), Ian Grant (Programme Coordinator), Joshua Kennedy (Apprentice Democratic Services Officer) and George Dare (Senior Democratic Services Officer)

**Officers present remotely (for all or part of the meeting):**

David Bonner (Service Manager for Business Intelligence and Performance), Julie Jones (Programme Manager Stroke, Somerset NHS Foundation Trust), Sally Banister (Deputy Director, NHS Dorset)

60. **Apologies**

An apology for absence was received from Cllr Bill Pipe.

61. **Declarations of Interest**

Cllr Ireland declared that he was a governor at Dorset County Hospital and his wife worked at Yeovil District Hospital.

62. **Minutes**

The minutes of the meeting held on 10 January 2023 were confirmed and signed.

63. **Public Participation**

There was no public participation.

64. **Councillor Questions**

There were no questions from councillors.

65. **Chairman's Updates**

The vice-chairman gave updates on the work of the committee since the previous meeting. This included two briefings on stroke service reconfiguration in Somerset and at Dorset County Hospital. The committee also received a briefing from the South-West Ambulance Service, joint with BCP Council's Health & Adult Social Care Overview and Scrutiny Committee.

66. **Improving acute hospital based Stroke services in Somerset - Consultation**

The committee considered proposals for reconfiguration of stroke services in Somerset and responding to the consultation with a preferred option.

Non-Committee members asked questions about the decision to have one hyperacute stroke unit at Musgrove Park and how it would affect ambulance journey times and times to receive treatment. The Programme Manager responded that the longer journey times were outweighed by getting the right support by the right teams and specialists upon arrival at the hospital.

Committee members discussed the options in the consultation and raised the following points:

- An acute unit at Yeovil would allow for local people to stay closer to home and family, and it would take pressure off Dorset County Hospital.
- There were good transport links to Musgrove Park.
- A member found the reasons for option B to be compelling.
- The hospital a patient attends should not matter as long as they receive the best care and treatment.
- A member sought assurance that there would be funding available for either option.

Proposed by Cllr Taylor, seconded by Cllr Ridout.

**Decision: That the Committee respond to the consultation in favour of Option A – An acute stroke unit at both Musgrove Park Hospital and Yeovil District Hospital.**

Cllrs Cook, Ridout, and Taylor volunteered to sit on a working group to respond to the consultation.

67. **Community Safety Annual Scrutiny Report**

The Service Manager for Community Safety introduced the report. The report outlined the main areas of progress against the Community Safety Plan. The service had received safer streets funding, new burdens funding for domestic abuse, and was expecting further funding. The council has new duties relating to serious violence.

The committee discussed the report, and the following points were raised:

- Violence reduction units were arranged between the Home Office and police.
- The threshold for a violence reduction unit in Dorset is not met, however there can still be a focus on reducing crime and violence related to it.
- The Committee could have training around rural crime or fraud.
- A member attended online training on coercive behaviour and would share the recording of the session with the committee.
- A member asked for information on the theft aspect of rural crime.

The Committee noted the report. Officers would explore options for the committee receiving more information on rural crime.

## **68. School Exclusions and Suspensions**

The Service Manager for Inclusion introduced the report and gave a presentation outlining the number of permanent exclusions and suspensions. They were both above the national average, with the most suspensions and exclusions in the East and Chesil Localities. The support available to schools was outlined. The presentation is attached to these minutes.

The Chesil Challenge included addressing the concerns of school leaders in the chesil locality and visiting schools with the independent chair of the Dorset Education Board to enhance inclusion in schools.

Committee members asked questions of the officers and about the report. Officers responded to questions with the following points:

- Some permanent exclusions could be overturned, however reasons for permanent exclusions could be very serious.
- All exclusions are reviewed by the children's leadership team.
- There was wrap-around support for excluded children and they receive full time education.
- Most children in the Youth Justice System had been excluded or received multiple suspensions.
- The Dorset Education Board was considering how skills delivery could be included in the Dorset curriculum.
- Each school has an inclusion lead link that can support schools and pupils before and after a suspension.
- There was significant spend in the area and schools use pupil premium money.
- There were links between people receiving free school meals and poverty.
- Excluded pupils attended learning centres or alternative provision.
- Local Alliance Groups will use the funding to focus on what is important in their areas.
- A social mobility commissioner was being recruited.

- The financial implications of schools becoming academies would need to be considered.
- There was a range of support available to children at any school.

Committee members raised the following points during the discussion:

- Many young people are encouraged to attend university which creates a lack of skills.
- There was a high cost for an excluded child to attend a community centre for education.
- Excluded children were at risk of crime and it may have been caused by a domestic abuse situation.
- Every child had something to give.
- The committee should receive further information on the role of the Social Mobility Commissioner.

The committee noted the report and thanked officers.

## 69. **Performance Review**

The Service Manager for Business Intelligence and Performance raised several performance areas which were identified by the committee while reviewing the performance dashboards. The areas were:

- Net number of households in B&B for the month.
- Percentage of pregnant women / families in B&B exceeding 6 week stay
- Number of active foster carers.
- Percentage of looked after children placed outside the council area.
- Percentage of children's needs assessments completed in 45 days.
- Total number of hospital discharges.
- Permanent admissions per 100k population to adults' residential homes.

Officers responded to each of the performance indicators with the following points:

- There were concerns about the number of foster carers. There was a national shortage of them, and an increase in the number of children in care.
- The foster carers recruitment campaign was not going as well as it was liked.
- It takes approximately 6 months to become an approved foster carer.
- For children in care placed out of county, the number had increased due to the number of unaccompanied minors.
- More new children in care would be placed locally.
- There were poor financial implications for independent residential provision.
- The percentage of children in foster care was increasing and the number of children in commissioned placements were reducing.
- There were a number of children in care that were not well planned for by the former Dorset County Council.



- Additional capacity in the care leavers service was being planned for.
- In relation to children's needs assessments, it was an area for improvement.
- There is normally a higher number in January due to breaks at Christmas.
- In some cases, it was appropriate for some assessments to be completed outside the timeframe and sometimes there could be issues with response times and sign-off times.
- Hospital discharges and the permanent admissions to residential homes were connected.
- A report would be prepared for the committee on hospital discharges and adult social care.

**70. Work Programme and Cabinet's Forward Plan**

The items for the next meeting were noted.

The Chairman informed the committee that it would need to meet informally to develop an annual work programme.

**71. Urgent Items**

There were no urgent items.

**72. Exempt Business**

There was no exempt business.

**Duration of meeting:** 10.00 am - 12.53 pm

**Chairman**

.....

This page is intentionally left blank

## People and Health Scrutiny Committee

3 July 2023

## Homelessness and Rough Sleeping Strategy Review 2023

### For Review and Consultation

**Portfolio Holder:** Cllr J Somper, Adult Social Care, Health and Housing

**Local Councillor(s):** All

**Executive Director:** V Broadhurst, Executive Director of People - Adults

**Report Author:** Sharon Attwater/Sam Brand  
**Job Title:** Service Manager for Housing Strategy and Performance/ Service Manager for Housing Advice and Homelessness

**Tel:** 01929 557375

**Email:** [sharon.attwater@dorsetcouncil.gov.uk](mailto:sharon.attwater@dorsetcouncil.gov.uk)  
[sam.brand@dorsetcouncil.gov.uk](mailto:sam.brand@dorsetcouncil.gov.uk)

**Report Status:** Public

#### Brief Summary:

The Dorset Council Homelessness and Rough Sleeping Strategy was approved in July 2021 and complies with our obligations in the Homeless Act 2002. It provides a plan to tackle and prevent homelessness in our area for 5 years and will be revised if there are changes to homeless legislation or significant revisions to statutory guidance on homelessness.

The strategy is supported by an action plan that explains the roles of relevant organisations, actions, deadlines, resources, and intended outcomes.

The approved strategic objectives are:

- a) reduce current and future likely levels of homelessness.
- b) prevent homelessness.
- c) ensure there is enough suitable accommodation for people who are homeless or threatened with homelessness.

- d) ensure there are adequate services to support people who are homeless, or threatened with homelessness, or were previously homeless, to prevent a reoccurrence of homelessness.
- e) appropriately resource the delivery of this Homelessness and Rough Sleeping Strategy.

This is the first review to consider the progress against the action plan, the strategy, and any identified modifications for recommendation to cabinet.

**Recommendation:**

To receive and comment on the review.

**Reason for Recommendation:**

To ensure the homelessness and rough sleeping strategy and action plan are delivered appropriately and the objectives are achieved.

**1. Report**

- 1.1 The strategy sets out delivery arrangements for the strategy. Since the approval of the strategy a new Dorset Council service manager for housing advice and homelessness was appointed. The service agreed the prioritisation of activity in the plan should focus on essential operational matters.
- 1.2 The existing strong partnership arrangements and regular joint working in place with relevant organisations and services have been used to focus on addressing the most urgent homeless matters first, responding to the current cost of living pressures and impacts on increased levels of homeless service demand.
- 1.3 The first homeless forum is scheduled for 4<sup>th</sup> July 2023. This will include feedback from the work undertaken as part of this strategy.
- 1.4 The Department for Levelling Up Housing and Local Communities (DLUHC) have invited Dorset Council homeless service to attend a peer group of suitable local housing authorities for benchmarking activities.
- 1.5 A lived experience panel is yet to be set up but will be completed in 2023.

**2. Levels of Homelessness in Dorset**

- 2.1 The full national data set is not yet published for overall comparison. However, data for the Dorset Council area is available and has been used

to compare 2021/22 and 2022/23. The current cost of living issues are evident in the local area as households and landlords react to financial pressure and uncertainty. There has been an overall increase of 17.25% in our homeless approaches between 2021 and 2022. This increase in demand has led to an uplift in the work carried out by our homeless service. The number of initial assessments increased by 17% leading to an increase in other duties. These were prevention duty owed cases that increased by 13% and an increase of 44% in successful prevention outcomes. Additionally, the number of relief duties increased by 62% and increase of 67% in successful relief outcomes. The number of main duty cases also increased by 46.5%.

- 2.2 Nationally the numbers of households sleeping rough is rising, however, single night numbers in our area are low and gradually reducing. Our data illustrates a monthly average of 30 and highlights there is a steady flow coming into the area across a month. Our numbers can fluctuate when the severe weather protocol is triggered due to extreme hot or cold weather conditions and because Dorset is a holiday destination.
- 2.3 Detailed data is available in appendix 1
- 2.4 The existing imbalance between supply and demand has been exacerbated by the current cost of living crisis. Our programme to increase the supply of temporary accommodation increased as we responded to increased demand levels and multiple new government grant funded schemes. We increased the number of temporary accommodation units we can access from 224 units in 2021 to 369 in 2022. The programme continues with current bids submitted to new schemes focussed on delivering accommodation to specific homeless cohorts.
- 2.5 The top reasons for homelessness across the southwest using 2021/22 data are the end of assured shorthold tenancy (AST); friends and family eviction; and domestic abuse. In Dorset, relationship breakdowns (non-violent) replace domestic abuse (which is number 4) and ending an AST the highest.
3. **Progress toward achieving the objectives and actions of the strategy.**
  - 3.1 The action plan details 37 actions to complete over the 5-year period of the strategy and they were heavily front loaded to the first 2 years. The delivery of the actions has been impacted by increase in homelessness approaches and our need to respond to the needs of our local people. There are 31 actions due to have been completed by now. Of these, 12

are complete, 12 are underway and 7 are not started. A detailed breakdown of work carried out is at Appendix 2.

- 3.2 Since the strategy was approved, we have implemented new software, ensured our staff are trained and supported and continue to configure new enhancements as data analytics and service design has completed. Our homeless households now benefit from modern, easy to use electronic services that include online self-referral, online homeless applications, SMS messaging and customer portal to track progress where they can self-serve or work with support providers. Those who need assistance can access this via support providers or the homeless service.
- 3.3 We have examined our data at numerous stages in the customer's homeless journey as detailed in the action plan and identified additional information and advice to be added to our housing allocation policy to support homeless households who wish to access social housing.
- 3.4 Pre-prevention resources have been increased within the service to reduce the number of households who become homeless, helping them to sustain their current accommodation, better manage their finances and signpost to other services they need.
- 3.5 We have worked with adult services, health, criminal justice services and the voluntary sector to increase bespoke resources for households who are at risk of homelessness or are homeless.
- 3.6 We have worked with Children's Services to complete training, provide support to colleagues and vulnerable households. New care leaver protocols and 16–17-year-old protocols were jointly created, and implementation is progressing.
- 3.7 Opportunities to improve health and homelessness services continue to develop. We were able to contribute to a health review about the provision of supported accommodation for households leaving mental health hospitals, attend an engagement event leading to a draft homeless health strategy and continue to be part of the Integrated Care Board.
- 3.8 Our new software has improved our ability to analyse our data. We are delivering better quality data inputting and monitoring arrangements via the actions identified.
- 3.9 In addition to this strategy and action plan a new Bed & Breakfast Exit Plan has been approved by DLUHC. Feedback from a recent audit have

also been considered. Actions required by each of these programmes overlap and are replicated. To meet the commitments of all plans and continue to meet the increased levels of demand for homeless services, changes are required to the original timescales of this action plan. Details of the proposed changes consider any necessary prioritisation and are in Appendix 3

**4. Financial Implications**

Temporary accommodation budgets are overspent, and this is exacerbated by the levels of housing benefit the council can recover. Private rent levels are high and often unaffordable to homeless people. This is expected to continue if the level of demand continues to rise. We mitigate this by focussing on prevention activities, increasing the amount of temporary accommodation units we have and stopping the use of bed and breakfast placements for homeless households. We continue to maximise external capital grant opportunities when possible.

**5. Natural Environment, Climate & Ecology Implications**

None

**6. Well-being and Health Implications**

Being homeless impacts negatively on a person's health and well-being. We are aware of the levels of low, medium, and high needs within our rough sleeping cohort and those with multiple needs. We use this information to plan and monitor the most appropriate services and support.

**7. Other Implications**

None

**8. Risk Assessment**

8.1 HAVING CONSIDERED: the risks associated with this decision; the level of risk has been identified as:

Current Risk: Medium  
Residual Risk: Medium

**9. Equalities Impact Assessment**

Actions identified in the approved EqIA are in progress as they are linked to specific tasks in the action plan.

10. **Appendices**

Appendix 1 – Homeless data

Appendix 2 – Detailed progress report

Appendix 3 – Revised action plan

11. **Background Papers**

Approved Homeless and Rough Sleeping Strategy 2021 – 2026 [here](#)

Approved Homeless and Rough Sleeping Action Plan [here](#)



## Appendix 1 Homeless Levels Data

**Dorset Council Area – Number of households initially assessed for a homeless duty post enactment of Homeless Reduction Act 2017 (HRA 2017)**

2021	Initial Assessments	1,459		2022	Initial Assessment	1,702
2021	P/R Duty Owed	1,362		2022	P/R Duty Owed	1,870
2021	Main Duty	303		2022	Main Duty	444

### Department for Levelling Up Housing Communities Data – Homelessness Tables

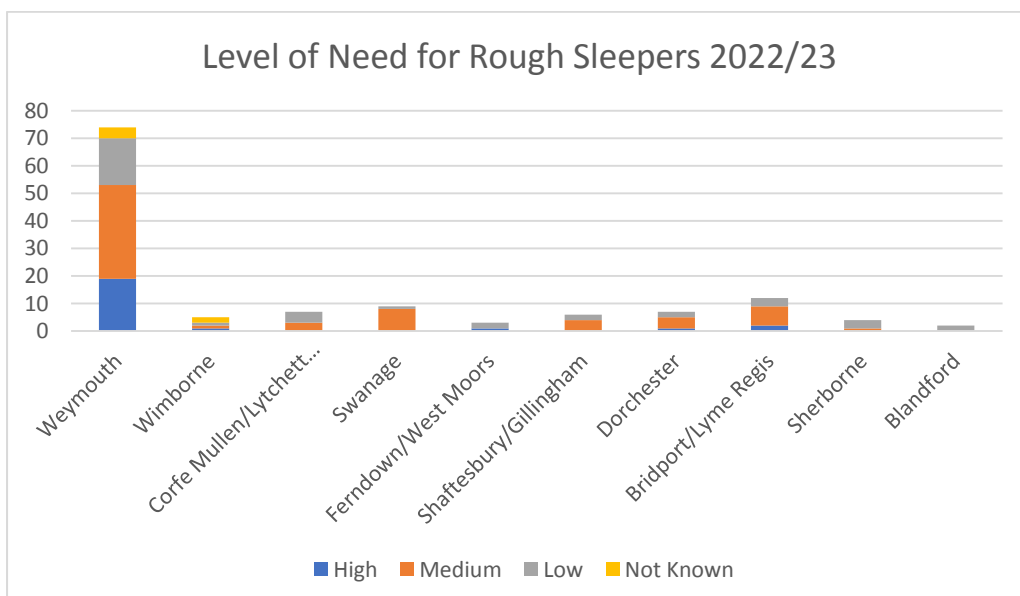
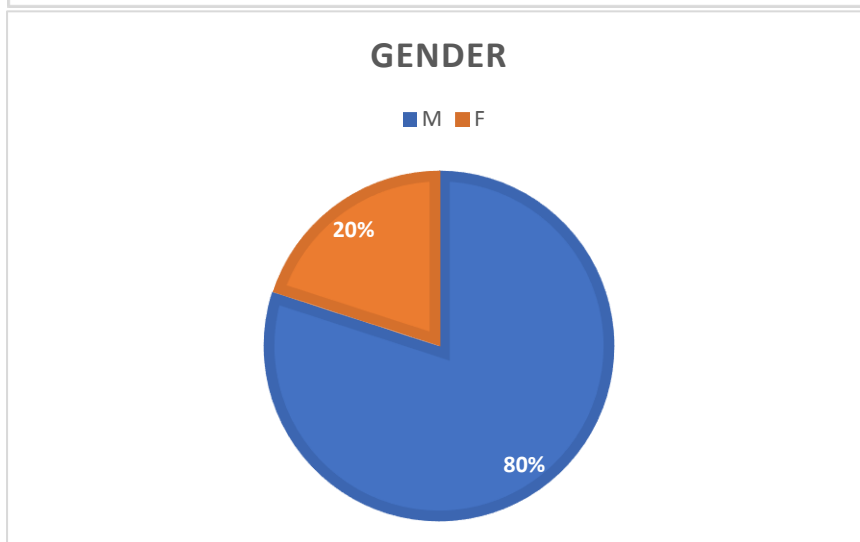
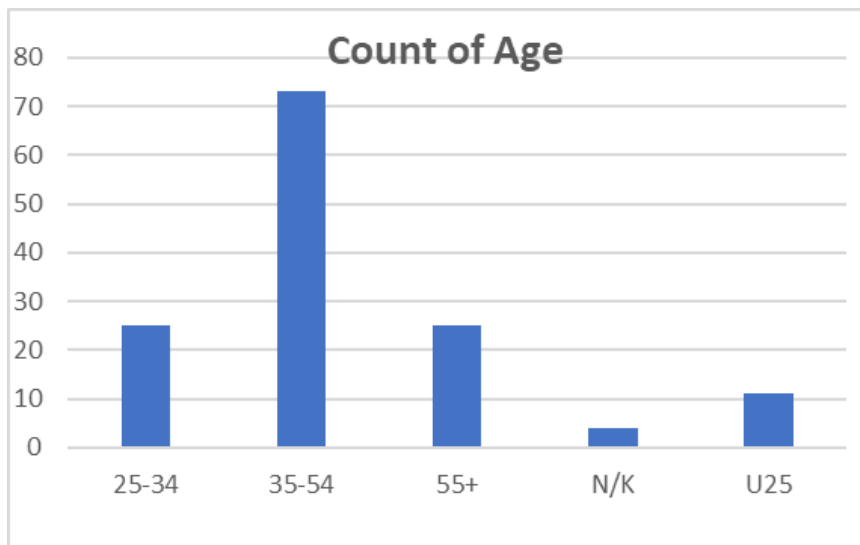
Prevention	2021	2022	Increase/decrease
Southwest	13,590		
Dorset Council area	683	771	13%
Relief			
Southwest	14,320		
Dorset Council area	679	1099	48.60%
Main Duty			
Southwest	7,320		
Dorset Council area	303	444	46.50%

### Rough Sleepers in Dorset Council Area Data

Year	Number on a single night
2019	18
2020	16
2021	13
2022	12

Locations	Count
Weymouth	72
Swanage	9
Dorchester	7
Bridport	6
Lyme	6
Wimborne	5
Shaftesbury	5
Corfe Mullen	4
Sherborne	4

## Demographics of rough sleepers in Dorset Council area

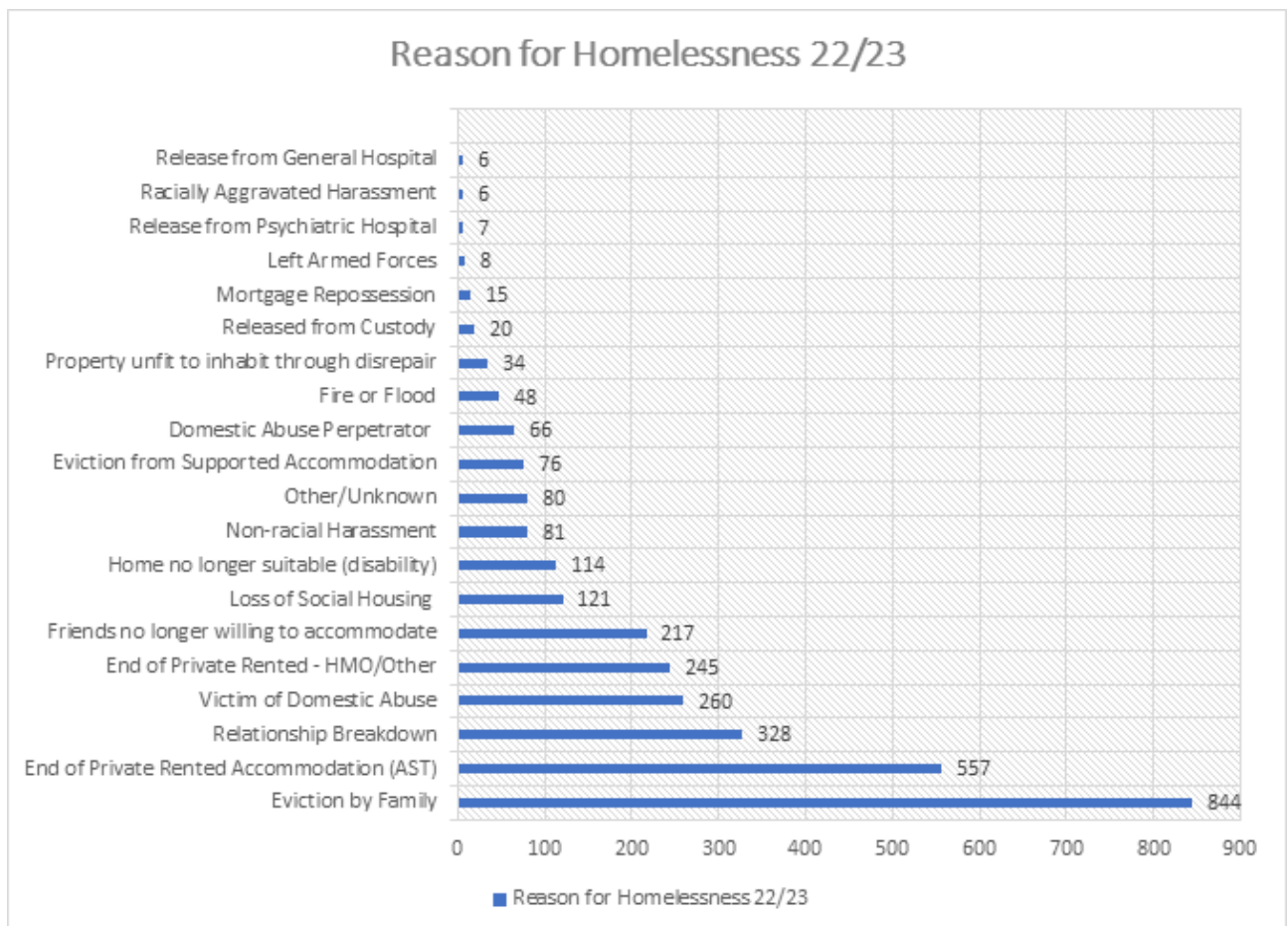


## Needs of Rough Sleepers

Type	Total
Alcohol	59
M/H	95
Drugs	41
L/D	6
Offending	34
P/H or disability	24

Dual diagnosis - Substance misuse & MH	53
3 or more support needs	35
4 or more support needs	14

## Dorset Council area data – reasons for homelessness 2022/23



This page is intentionally left blank

**Detailed Progress Report 2023**

**Homeless and Rough Sleeping Strategy Actions to have completed by 31 March 2023.**

Task Number	Action	Progress	Outcomes	
<b>Objective 1</b>				
1.2.1	<b>Housing waiting list as early prevention tool</b> Ensure the housing register application and assessment process include mandatory identification of applicants who are homeless or threatened with homelessness, and automatically refer to Homelessness Services to provide prevention/relief support to those identified.	Complete	The housing register application forms includes a tick box for applicants who are homeless, at risk of or threatened with homelessness to complete. The homeless prevention team received electronic alert on their digital dashboard and the case appears for the team to contact the applicant to offer prevention support.	
1.2.2	Identify through housing register applicants who are not eligible for housing association accommodation due to housing association (HA) lettings policies and provide advice/prevention/relief support or signpost to other services.	Complete	Task identified a variation in HA policies about rent arrears, unacceptable behaviour and homelessness. Case by case liaison between the service and HAs is good. Actions implemented: expand guidance about rent arrears and unacceptable behaviour in the council's housing allocation policy; strengthen routine joint management and monitoring of homeless clients in TA to be tenancy ready, and electronic tracking and management of void properties.	
1.4.1	Improve joint working with mental health and public health services to prevent homelessness, especially people who misuse alcohol and/or drugs.	Underway	Prevention work has focussed on operational essentials initially. New posts now in place (mental health housing officer and offender housing officer) will support the development of this task and have strengthened partnership working with health and probation as well as early prevention support for clients. An initial review of current support via the Reach Out Programme, The Lantern and the Homeless Health team has started.	Oct-23
1.4.2	Improve joint working with diversity and inclusion services to review and mitigate challenges and ensure suitable support is available to households with protected characteristics.	Not started	Initial engagement with the local Equality, Diversity and Inclusion group has taken place as part of the development of the new housing strategy. Findings from this work will form part of this task.	Mar-24
<b>Objective 2</b>				
<b>Prevent Homelessness</b>				
2.2.1	Review homelessness cases that move from the prevention stage to the relief stage, and to the main duty stage. Map the flow from the prevention duty owed stage to other stages to determine why households move through the stages to establish any trends, including household type or location, that require specialist support to prevent homelessness.	Complete	Prevention cases have been reviewed and mapped. The top 2 reasons for failed prevention are: landlord selling/ending tenancy and family breakdown/asked to leave. New tools have been configured to track the flow from prevention onward and monitor reasons for unsuccessful prevention. The review identified some data recategorisation was required which is complete. We identified additional staff training about data recording and awareness which has been implemented. We will develop a new BI dashboard to illustrate the flow and provide additional monitoring.	

2.2.2	Capture homelessness prevention outcomes achieved by all stakeholders, including Dorset Council, to inform a strategic approach to prevention. This includes early prevention activity that has not been commissioned as a homelessness prevention service, (e.g. housing association tenancy support, DWP employment support, money advice workshops at food banks, etc.)	Underway	Prevention outcomes achieved by Dorset Council is complete and being monitored. Next steps - to review other early prevention activity as listed.	Mar-24
2.2.3	Duplicate of 2.2.1 to be removed	N/A	N/A	
2.3.1	Review commissioned services to ensure best practice and achieve improved value for money in priority areas. Matching services to identified need to provide greater financial security to a wider range of organisations who provide services within Dorset.	Underway	We have commissioned with Citizens Advice to create a dedicated income maximisation worker to respond to cost of living pressures. We are also working with the directorate's commissioning team to review and recommission the Dorset Integrated Prevention and Support Services in autumn 2023. Linked to completion of task 2.2.2	Mar-24
2.3.2	Review existing arrangements with criminal justice agencies and agree a joint pathway with to prevent offenders becoming homeless following release from all secure estates. Consider carrying out case reviews of a selection of cases over last 12 to 18 months in all areas.	Complete	Outcomes: Secured funding for a 3-year, fixed term Criminal Justice Housing Officer (via Rough Sleeper Initiative funding and the Probation Service) who will provide a dedicated point of contact to support those leaving Prison; created a specialist Prison Release Panel, which meets monthly to look upstream at those being released to ensure smoother transitions into the community; reviewed the 'Duty to Refer' data to ensure the statutory requirement to refer cases to the Local Authority is happening consistently and effectively; secured funding, via the Accommodation for Ex-Offenders (AFEO) scheme, to provide a 2 year Tenancy Sustainment Officer, as well as funds for an enhanced Landlord incentive package for this cohort of customers.	
2.3.3	Review existing arrangements of the joint work to update how care leavers and other young people are prevented from becoming homeless, including: a) updating the 16 /17 year olds protocol to include any new legislative developments; b) building on the key trained officer role within housing to develop a champions role in each service where joint cases can be administered; c) Take up co-location opportunities to maximise benefit to service user	Complete	Outcomes: a) delivered a new joint Care Leaver protocol b) delivered a new 16/17 year old protocol c) delivered new dedicated web page for homelessness and young people d) planned training for both housing and children's services to improve joint working and understanding of the client group. We are also opening up housing surgeries in customer access points across the area and at The Lantern/veteran's projects/refuges. We will also be working from a new care leavers accommodation site in Weymouth that opened recently. We have recently agreed a Care Leavers' Housing Officer to work as a hybrid role to cover tenancy sustainment for care leavers and also a housing officer - we are currently recruiting to that role.	

2.3.4	Review homeless prevention activities available to members or former members of the Armed Forces and ways of identifying former serving personnel to raise awareness of and refer to the specialist support available.	Complete	The number of homeless households that meet the definition of service personnel is very low. We have created a dedicated webpage for veterans with significant signposting and support available for households leaving service accommodation and/or those facing homelessness. We have also provided guidance to staff on the meaning of the Armed Forces Covenant and liaised directly with Veteran's representatives in the creation of our webpage to ensure it was an inclusive of local services as possible.	
2.3.5	Adopt a Homeless from Hospital Discharge Policy to prevent patients from becoming homeless when leaving acute and mental health hospitals.	Underway	Hospital discharge policy exists and under review by directorate. Housing service is providing feedback to improve homeless prevention element - ongoing.	Mar-24
2.3.6	Explore opportunities with Clinical Commissioning Group for a multi-disciplinary approach.	Underway	We worked with Dorset Healthcare University NHS Foundation Trust (DHC) and the Housing Association's Charitable Trust (HACT) around working with housing associations in Dorset in the way they deliver their mental health services, a summary was provided by HACT with recommendations. One of the recommendations was to embed housing expertise into mental health services and teams. Delivery has started with a new housing mental health worker at Forston and St Annes. A new homeless health strategy has been drafted by NHS and is pending approval. Opportunities to be explored via integrated care board (ICB)	Ongoing
2.4.1	Review social landlord activity against the Dorset Tenancy Strategy, then carry forward the findings to formulate a new tenancy strategy.	Not Started	Delayed due to other operational priorities. To be delivered in 2023/24	Mar-24
2.4.2	Develop an early warning system for tenancies coming to an end in a) the social sector and b) the private sector	Not Started	To be undertaken after 2.4.1 is complete	Oct-23
2.5.1	Research and analyse local patterns of and reasons for rough sleeping and rough sleeper service provision with neighbouring counties to ensure: a) appropriate services and accommodation are in place locally to support rough sleepers; b) reduce the transience of rough sleepers and help to prevent rough sleeping; c) rough sleeper action plan is updated	Underway	Data analytics in progress at local level. Assertive outreach data reviewed street contacts between October 2021 and October 2022; user research complete to understand reasons for rough sleeping and their journey; we used the data to successfully bid for £1.5 million grant for a 3 year period; the data has been used to submit a first bid to government in the Single Homeless Accommodation Programme - identifying additional accommodation and support at two local sites and await the outcome; used the data to write and publish a new ' <b>Ending Rough Sleeping Accommodation Plan</b> '.	Mar-24

## Objective 3

## Arrange suitable accommodation for everyone

3.1.1	Formulate housing strategy that prioritises: a) increasing the supply of affordable housing, including one-bedroom accommodation suitable for single people with complex needs; b) maximise the potential of the private rented sector across Dorset; c) bringing empty homes back into use; d) rough sleepers or with temporary housing solutions due to end.	Underway	The housing strategy is now scheduled to be presented to full council in December 2023. The draft and consultation plans are being considered at People and Health Overview in June 2023.	New completion date December 2023
3.2.1	Undertake a strategic review of all temporary accommodation including an options appraisal into future TA arrangements, including private sector leasing and use findings to update policy for how temporary accommodation will be procured and allocated.	Underway	A review of TA conditions, location, costs, legal arrangements has commenced. Resource capacity has impacted on the project.	Mar-24
3.2.2	Adopt a new temporary accommodation placement policy which includes information to the service user on costs of the accommodation, the standards, the level of housing management and any support they can expect as early as possible.	Not started	Delayed due to operational priorities.	Mar-24
3.3.	Develop pre-tenancy training and a qualification to equip households to become tenancy ready, including saving for rent in advance, resolving former tenancy debts or demonstrating sustained improvement in behaviour which would normally be a barrier to being offered a tenancy.	Not started	Shared early learning and examples with children's service to see if this could benefit from a joint approach. Planned provision is different and requires bespoke solution to be created.	Sep-24
<b>Objective 4</b>	<b>Support households to retain their accommodation</b>			
4.2.1	Complete a housing needs and gap analysis for properties where support is provided, to better understand whether current provision reflects the needs of actual and potential users who are homeless or threatened with homelessness	Underway	the vast majority of supported accommodation is dedicated to rough sleeping households with a very small amount available to households with no rough sleeping background. Task 2.5.1 is in progress to review of this support.	Mar-24



4.2.2	Agree a method for carrying out performance inspections of support services that benefit people who are homeless or threatened with homelessness to understand if collaboration, co-location or other partnership initiatives would improve performance and outcomes of these services.	Underway	A new post - Rough Sleeping Initiative Co-ordinator, is now in place and includes management of the support service contracts for rough sleeping households and associated key performance indicators. Feedback has been acted upon to co-locate and the homeless service is due to start housing surgeries in customer access locations across the area shortly. Support services all co-locate via the Lantern Hub (except The Bus) in Weymouth. The remainder of the task continues.	Mar-24
4.2.3	Develop a series of prevention, relief and support initiatives that will benefit people who otherwise would remain in unsupported temporary accommodation or 'sofa surfing' as hidden homeless.	Underway	3 new Tenancy Sustainment Officers are in post working upstream with households not yet homeless. We offer support by negotiating with landlords, arranging payment plans, conducting home visits in the case of parental eviction and to mediate to create solutions widely. The teams' remit is entirely preventative to help struggling households to meet their long-term housing needs, manage affordability and support them to remain living where they are (as long as it is suitable). We support households to access the Household Support Grant funding of the Department for Work and Pensions (DWP) for local authorities to help with the costs of eating and heating. The team work closely with the Citizens Advice and we have funded a housing benefit/debt worker within the Citizens Advice Income Max Project to help households with budgeting and to manage and prioritise their finances. We have analysed our data and know that family/friends evictions are a significant reason for homeless approaches in the local area due to relationship breakdowns, overcrowding pressures or changes in circumstances e.g. pregnancy. Further case audits are being undertaken to unpick the household's last accommodation to identify any masking of the end of ASTs by temporary moves to family/friend accommodation. Increased home visits will be part of this work but the rural nature of the local area and the intensive resources required are expected to be impactful and require support.	Dec-23
<b>Objective 5 Suitably resource activities for tackling homelessness</b>				
5.1.1	Ensure staff levels are sufficient to administer statutory homeless duties and deliver activities identified.	Complete	Restructure completed July 2022. New posts created were: 1.4 FTE Housing Officer. Since the restructure additional posts focussed on pre-prevention and to build capacity to respond to increase demand have been created using other funding including NHS, Probation, Rough Sleeper Initiative and Homeless Prevention Grant. They are: 3 x Tenancy Sustainment Officers; 2 x Refugee Housing Officers; 1 x Offender Housing Officer; 1 x Mental Health Housing Officer; 2 x Domestic Abuse Housing Officers. This will need to be kept under constant review given the increased service demands.	

5.1.2

Procure and implement a new housing software system that can deliver the necessary functionality to deliver the requirements of the Housing Service.

Complete

New software was implemented for homelessness in January 2022. Initial design of homeless functions were completed to enable homeless services to operate. the software links with a new suite of accessible letters for service users. This suite is not yet completed. Linked webpages including referral forms and shortened customer friendly homeless applications have been implemented. A new customer portal has been implemented providing a dashboard for service users and officers to interact and a new SMS functionality has been introduced for customers to receive short messages from the service. We agree to carry out a full service re-design process and update any software configuration based on these findings. The first phase included engagement and feedback with service users and professional partner organisations. These findings have been shared and phase 2 is due to commence in 2023 to scope new/additional software requirements to improve efficiency and ease of use for all service users.

5.1.3

Explore Care Act funding opportunities with Clinical Commissioning Group

Not started

There has been progress organically because the directorate is one. The two services are working together around hospital discharges and homelessness, some training has been provided by the homeless service for colleagues in Adult Social Care (ASC) to understand their roles and responsibilities, each service area shares learning and is able to attend webinar sessions delivered to update on new initiatives and developments routinely. Joint working groups exist to ensure consideration of housing matters are included in several ASC ventures. A formal task now needs to follow up on this initial work to identify areas of development and will commence in 2023.

Dec-23

5.2.1 Develop effective performance management arrangements through: a) regular auditing of performance information such as HCLIC. b) consistent application of appropriate quality assurance programmes. c) benchmarking the range and success of activities in place to prevent homelessness with other local authorities. d) monitoring and reporting on outcomes against each funding stream, including case studies in reporting. e) carrying out cost benefit analysis of activity within each programme to test value for money. f) the use of peer review assessments. g) form a benchmarking club with like housing authorities, potentially BCP and Wiltshire to: support the development of effective performance management; improvement; share staff training curriculum; external peer audit function for regular casework audits and independent file reviews.

Complete Homelessness Case Level Information Collection (HCLIC) is reviewed by the homeless service on a monthly basis. DLUHC delivered enhanced training to our homeless officers to improve data input quality as an outcome of other work at tasks 2.2.1 and 2.2.2. The service flexibly reviews data when working on specific trends and benchmarks against Wiltshire because of similarities in geographical, demographic and homeless issues. We have added data inputting into our auditing programme. BCP is not a suitable benchmarking partner because the nature of their service users is different. We compare with Wiltshire and members of a group including other similar housing authorities operated by DLUHC. Monitoring of outcomes from the Homeless Prevention Grant spend is in place and will be included in future annual reviews to demonstrate value for money. Spot check peer reviews and case auditing is used to examine specific issues as required by the service.

5.3.1 Review all operational policies, procedures, and paperwork associated with administering the homelessness service from the perspective of the merged council services and the new duties arising from the HRA17

Complete New service manager for homelessness undertook review and implemented required changes, provided additional training and increased resources. Service complies with HRA2017 duties.

5.3.2	<p>Develop a comprehensive training programme including:</p> <ol style="list-style-type: none"> <li>1. induction for new homelessness and housing allocations staff,</li> <li>2. 12 month programme in housing and homelessness policy, practice and law for those new to the housing service,</li> <li>3. regular refresher training for homelessness and allocations assessment officers</li> <li>4. additional regular training for all staff covering case law and other legislative updates training</li> <li>5. best practice and new initiatives updates training</li> <li>6. ICT and monitoring systems training for all system users</li> <li>7. Specialised training for those managing the monitoring and reporting of H-CLIC Budget: Within existing resources People: Project manager homelessness &amp; improvements; Homelessness officers; Housing allocations officers; Housing solutions lead; Service users; Budget: Training budget; Officer time for training People: Service manager for homelessness prevention &amp; housing advice; Homeless team leaders; Service manager for housing solutions; Housing benefits lead; Housing association lead; Adult services; Children's services; Service users; Diversity &amp; Inclusion lead; Service Manager for Homelessness Prevention &amp; Housing Advice Service Manager for Housing Strategy April 2022 Programme in place March 2022 26 No Action Resources Required Lead Officer Timescale: Progress and other data to ensure that evidence is always accurate and current to provide for evidence-based decision making.</li> <li>8. Housing benefit regulations and practice annual update training from Housing Benefits Team.</li> <li>9. Internal training programme for internal services e.g. Adult and Children's</li> </ol>	Complete	<p>Training programme arranged and commenced using internal resources, external resources, other local authority resources; ICT system training provided by service specialist; available on line; regular updates available; HCLIC training completed via DLUHC</p>
5.4.1	<p>Through the established homelessness forum, harness stakeholder enthusiasm and resources for tackling homelessness by carrying out cost benefit analyses and joint bidding for external funding.</p>	Not started	<p>First homelessness forum is scheduled for 2023. This work will commence after that.</p>

5.4.2	<p>Seek out feedback from service users to ensure their knowledge helps to shape policy and practice. 1) during the provision of the service at regular points such as initial assessment, placement in temporary accommodation etc. 2) through regular customer satisfaction consultation including an annual consultation exercise which includes stakeholders 3) through an annual event, at which users of homelessness services are invited to put questions to key decision makers about what works well and what could work better during the provision of the service</p>	Underway	<p>Phase 1 of project to review homeless service is complete including feedback from service users. Phase 2 of the project will commence July 2023 to implement identified process and ICT enhancements. Phase 3 will establish points 2 &amp; 3 to monitor customer satisfaction.</p>
5.4.3	<p>Develop a process for feedback and complaints from service users to be cascaded to the homelessness and housing advice team. Consider any training needs or changes to processes if required.</p>	Complete	<p>Senior Housing Review Officer collates and provides feedback and insights via Service Development Group – training requirements are identified and implemented by relevant service leads.</p>

This page is intentionally left blank

## Objective No. 1

### Reduce the current and future likely levels of homelessness

#### Impact

1. Advice and information is accessible within communities at every opportunity to educate and inform those who are likely to face the threat of homelessness in the medium to long term
2. Families are able resolve the issues that lead to homelessness.
3. Homelessness in families and young people is reduced in long term.

#### Progress measures

- Number/amount of pre-56 days early prevention activity (new local measure)
- Ratio or positive outcome duty ended prevention cases against all duty owed cases of families with children (Higher is good)
- Number of 'no duty owed' initial assessment outcomes (lower is positive)
- Ratio of potential or threatened homelessness cases referred by public authorities and other organisations against all referred cases

No.	Action	Resources Required	Lead Officer	Timescale	Progress
1.1	<b>Prevent today's six-to-eight-year olds from becoming homeless at 16 -18 years.</b>				
1.1.1	<p>Develop, implement and embed a proactive, early homelessness prevention and support service, beginning in the wards with the highest levels of child poverty, seeking out and targeting households in, or at risk of poverty including those:</p> <ul style="list-style-type: none"> <li>• with children living in poverty,</li> <li>• in receipt of in-work means tested welfare benefits</li> <li>• known to have difficulty managing welfare benefit claims</li> <li>• in receipt of Council Tax Benefit,</li> <li>• known to not engage with other services</li> </ul>	<p><b>Budget:</b> Funding through future recommissioning of prevention services and uplift in MHCLG Homelessness Prevention Grant.  <b>IT:</b> IT system to have progress measure a) added to integrated data collection, with reporting function.  <b>People:</b> Strategic housing commissioning resources; Dorset families matter; Homelessness services; Adult Services/ supporting people commissioning officer; Adult services mental health specialist worker; Revenue and Benefits service lead; Department for Work and Pensions local service lead; Children's social services Commissioning lead;</p>	<p>Service Manager - Housing Strategy &amp; Service Manager - Homelessness</p>	<p>Programme of early prevention services ready for commissioning March 2025</p> <p>Services go-live October 2026</p>	<p><b>Not started:</b></p> <p>Once implementation begins, progress on the above measures should be reported quarterly and annually. Review at year end to agree future of each activity depending on cost-benefit.</p>

No.	Action	Resources Required	Lead Officer	Timescale	Progress
1.1.2	<ul style="list-style-type: none"> <li>regularly visiting foodbanks</li> </ul> <p>Ensure that effective early prevention information, advice and support is available at points across Dorset that are naturally accessed, such as schools, DWP, supermarkets, sports clubs, foodbanks, GP surgeries and hospitals etc, to alleviate real poverty and prevent the threat of homeless at every possible opportunity.</p>	<p>Primary and secondary schools; Housing Associations; NHS Trust; Clinical Commissioning Group; Other public authorities; Voluntary organisations; <b>Other materials:</b> Training resources Printed and online Information Venues for training/promotion/information (e.g. foodbanks, sports clubs, etc.)</p> <p><b>Budget:</b> Funding through future recommissioning of prevention services and uplift in MHCLG Homelessness Prevention Grant <b>IT:</b> design of training resources <b>People:</b> Task and finish group of families in, and at risk of, poverty, as well as families at each stage of homelessness; Education authority; Homelessness services officer(s); Children's commissioning lead &amp; troubled family's worker; Project manager homelessness &amp; improvements;</p>	Service Manager - Housing Strategy & Service Manager	Material available by March 2025	<b>Not started</b>
1.1.3	Teach homelessness awareness in primary and secondary schools, plus provide teaching	<b>Budget:</b> Funding through future recommissioning of prevention		Teaching and training	<b>Not started</b>



No.	Action	Resources Required	Lead Officer	Timescale	Progress
	resources and training for teachers to deliver within curriculum.	services and uplift in MHCLG Homelessness Prevention Grant <b>IT:</b> design of training resources <b>People:</b> Task and finish group of families in, and at risk of, poverty, as well as families at each stage of homelessness; Education authority; Homelessness Services officer(s); Project manager homelessness and improvements;	Service Manager - homelessness	programme approved by the Local Education Authority approved and ready to start at September 2026 term.	
1.2	<b>Housing waiting list as early prevention tool</b>				
1.2.1	Ensure the housing register application and assessment process include mandatory identification of applicants who are homeless or threatened with homelessness, and automatically refer to Homelessness Services to provide prevention/relief support to those identified.	<b>Budget:</b> Funding for IT system alteration. <b>IT:</b> System to create mandatory fields and automated workflow or email referral and effective and reporting <b>People:</b> Software implementation team; Housing registration/allocations officers; Homelessness service team leaders; Strategic housing performance officer;	Service manager – housing solutions		<b>Complete</b>
1.2.2	Identify through housing register applicants who are not eligible for housing association accommodation due to housing association (HA) lettings policies and provide advice/prevention/relief support or signpost to other services.	<b>Budget:</b> Within existing resources <b>IT:</b> New housing system <b>People:</b> Housing registration/allocations officers; Housing officers; Other materials: HA lettings policies	Service manager – housing solutions		<b>Complete</b>
1.3	<b>Maximise early referral opportunities.</b>				

No.	Action	Resources Required	Lead Officer	Timescale	Progress
1.3.1	Use Duty to Refer data and other referral data to map service user route to the referring agency, using this information to identify and use early opportunities to divert early homelessness prevention interventions.	<b>Budget:</b> Within existing resources <b>IT:</b> simple analytical tool, e.g. spreadsheets <b>People</b> Project manager homelessness and improvements; Homelessness team leaders; Front Door programme; Homelessness Forum;	Service Manager - Homelessness	Review and mapping complete December 2023 using two year's Data to October 2023	<b>Underway</b>  Referral data is captured analysed at a high level. Next steps to map service user route to referring agency.
1.4	<b>Explore early homelessness prevention and support options for those with poor health outcomes, including mental health.</b>				
1.4.1	Improve joint working with mental health and public health services to prevent homelessness, especially people who misuse alcohol and/or drugs.	<b>Budget:</b> Within existing resources and potential funding opportunities <b>People:</b> Homelessness team leaders; Public health leads; Adult service leads; NHS mental health homeless service; NHS mental health and substance misuse lead(s); Dorset Healthcare; Relevant commissioned service providers; Police; Probation; Service Users;	Service manager - homelessness	Begin October 2021  <b>New completion date: Oct 2023</b>	<b>Underway:</b>  New mental health housing officer and new offender housing officer are in post. A review of current support via the Reach Out Programme, The Lantern and the Homeless Health team has started.
1.4.2	Improve joint working with diversity and inclusion services to review and mitigate challenges and ensure suitable support is available to households with protected characteristics.	<b>Budget:</b> Within existing resources and potential funding opportunities <b>People:</b> Homelessness team leaders; Diversity and inclusion service lead; Relevant support providers; Service users;	Service manager – homelessness	Begin December 2021  <b>New completion date: March 2024</b>	<b>Not started</b>  Initial engagement with the local Equality, Diversity and Inclusion group has taken place as part of the development of the

No.	Action	Resources Required	Lead Officer	Timescale	Progress
					new housing strategy. Findings from this work will form part of this task.

## Objective No. 2 Prevent homelessness

### Impact

- Homelessness is prevented at the earliest possible stage
- More households able to either remain in existing accommodation or move to a sustainable alternative home within the 56-day prevention of relief period,
- Proportionately fewer households needing temporary accommodation.

### Progress measures

- (a) Ratio of prevention duty owed cases against number of prevention or relief duty owed (higher is positive)
- (b) Ratio of relief duty owed cases against number of prevention or relief duty owed (lower is positive)
- (c) Ratio of numbers in temporary accommodation against number of cases owed a duty
- (c) Number of people whose homelessness resolved before leaving prison/young offenders institute, care, armed forces or hospital

Page 36

No.	Action	Resources Required	Lead Officer	Timescale:	Progress
2.2	<b>Continually improve the range and quality of homelessness assistance and housing advice services across Dorset.</b>				
2.2.1	Review homelessness cases that move from the prevention stage to the relief stage, and to the main duty stage. Map the flow from the prevention duty owed stage to other stages to determine why households move through the stages to establish any trends, including household type or location, that require specialist support to prevent homelessness.	<p><b>Budget:</b> Review within existing resources.</p> <p><b>People:</b> Homelessness team leaders; Homelessness services front line staff; Homelessness forum; Service users;</p>	Service manager - homelessness	Review to start September 2021	<p><b>Complete</b></p> <p>A new business intelligence dashboard in development will include this mapping and provide journey mapping function for future transparency.</p>
2.2.2	Capture homelessness prevention outcomes achieved by all stakeholders,	<b>Budget:</b>			<b>Underway:</b>

No.	Action	Resources Required	Lead Officer	Timescale:	Progress
	including Dorset Council, to inform a strategic approach to prevention. This includes early prevention activity that has not been commissioned as a homelessness prevention service, (e.g. housing association tenancy support, DWP employment support, money advice workshops at food banks, etc.)	Monitoring within existing resources. <b>IT:</b> possible adjustment to Housing software <b>People:</b> Local housing authority; Project manager for homelessness and improvement; Homelessness forum; Integrated prevention services commissioning officer; Public authorities; Housing associations; Voluntary organisations; Service users.	Service manager – housing strategy	Review to start October 2021  <b>New completion date; March.2024</b>	Prevention outcomes achieved by Dorset Council is complete and being monitored. Next steps - to review other early prevention activity.
2.2.3	Remove duplicate of 2.2.1				
2.3	<b>Using data from 2.2.1 and 2.2.2 above, Increase the range of early homelessness prevention activities within the recommissioning of Dorset Integrated Prevention Services.</b>				
2.3.1	Review commissioned services to ensure best practice and achieve improved value for money in priority areas. Matching services to identified need to provide greater financial security to a wider range of organisations who provide services within Dorset.	Budget: Within existing council resources. People: Integrated prevention services; Commissioning officer; Homeless service manager; Homelessness forum; Commissioned services; Project	Corporate Director for Housing & Service manager – housing strategy	1 December 2021  <b>New completion date: March 24</b>	Underway:  Directorate commissioning team are leading review during 2023/24. Housing are members of working group. Housing is working with Citizens Advice to commission a

No.	Action	Resources Required	Lead Officer	Timescale:	Progress
2.3.2	Review existing arrangements with criminal justice agencies and agree a joint pathway with to prevent offenders becoming homeless following release from all secure estates. Consider carrying out case reviews of a selection of cases over last 12 to 18 months in all areas.	<p>Manager homelessness &amp; Improvement; Service users.</p> <p><b>Budget:</b> Within existing resources</p> <p><b>People:</b> Service manager for housing solutions; Homelessness officers; Governors/Directors of prisons; Youth offenders service; Dorset Healthcare - forensic team; Probation service; Police; Jobcentre Plus; Voluntary organisations; Private registered providers of social housing; Adult services.</p>	Service manager – homelessness	Complete March 2022	<p>new dedicated income maximisation worker in response to the current cost of living crisis.</p> <p><b>Complete</b></p>
2.3.3	<p>Review existing arrangements of the joint work to update how care leavers and other young people are prevented from becoming homeless, including:</p> <ul style="list-style-type: none"> <li>• updating the 16 /17-year-olds protocol to include any new legislative developments</li> <li>• building on the key trained officer role within housing to develop a champions role in each service where joint cases can be administered</li> <li>• Take up co-location opportunities to maximise benefit to service user</li> </ul>	<p><b>Budget:</b> Review within existing resources</p> <p><b>IT:</b> None</p> <p><b>People:</b> Young persons; Homelessness officers: Homelessness Team leaders; Children’s social services; Adult services transitioning team; Service users; Youth</p>	Corporate Director for housing & Service manager - homelessness	Completed by March 2022	<b>Complete</b>

No.	Action	Resources Required	Lead Officer	Timescale:	Progress
2.3.4	Review homeless prevention activities available to members or former members of the Armed Forces and ways of identifying former serving personnel to raise awareness of and refer to the specialist support available.	<p>hub/advice and information centres.</p> <p><b>Budget:</b> Within Existing Resources <b>IT:</b> Possible modification to housing Software <b>People:</b> Homelessness team leader; Housing allocations team leader Armed Forces covenant lead officer.</p>	Changed to Service manager for homelessness.	To be completed by March 2022	<b>Complete</b>
2.3.5	Adopt a Homeless from Hospital Discharge Policy to prevent patients from becoming homeless when leaving acute and mental health hospitals.	<p><b>Budget:</b> Within existing resources <b>People:</b> Homelessness services team leaders; Project manager homelessness &amp; improvements; Adult services homes first lead; Adult services occupational therapy lead; Adult services mental health lead; NHS Hospitals Dorset Healthcare; Clinical Commissioning Group; Housing associations.</p>	Service manager – housing strategy	To be completed March 2022  <b>New completion date: March 2024</b>	<b>Underway:</b>  The directorate policy is under review and housing are part of this work.
2.3.6	Explore opportunities with Clinical Commissioning Group for a multidisciplinary approach.				Underway

No.	Action	Resources Required	Lead Officer	Timescale:	Progress
2.4	<p><b>Evaluate and improve early warning systems used to prevent homelessness when tenancies are coming to an end.</b></p> <p>Review social landlord activity against the Dorset Tenancy Strategy, then carry forward the findings to formulate a new tenancy strategy.</p>	<p><b>Budget:</b> Within existing resources <b>IT:</b> not applicable <b>People:</b> Homelessness team leaders; Clinical Commissioning Group; Dorset HealthCare; Community providers; Adult Services.</p>	Service manager - homelessness	<p>To be complete March 2022</p> <p><b>New completion date: ongoing</b></p>	<p>New mental health housing officer in post at two Dorset mental health hospitals; Housing involved in joint working leading to: NHS draft homeless health strategy pending; review of mental health supported housing complete by HACT.</p> <p>Next steps: Integrated care board actions</p>
2.4.1		<p><b>Budget:</b> Within existing resources <b>IT:</b> Council and Housing Association lettings IT <b>People:</b> Homelessness team leaders; Service Manager for housing solutions; Project manager homelessness &amp; improvement; Housing associations.</p>	Service Manager - Housing Strategy & Performance	<p>New Tenancy Strategy in Place March 2023 Ongoing monitoring and annual review</p> <p><b>New completion date: March 2024</b></p>	<b>Not started</b>
2.4.2	<p>Develop an early warning system for tenancies coming to an end in</p> <p>a) the social sector and b) private sector</p>				<b>Not started:</b>



No.	Action	Resources Required	Lead Officer	Timescale:	Progress
		<b>Budget:</b> Within existing resources <b>IT:</b> Potential modifications to existing <b>People:</b> Dorset landlord local authority partnership (LLAP); Chair of landlord forum; Housing associations; Homelessness forum; Housing benefits lead; Housing standards lead; Housing allocations officer.	Service manager - homelessness	To be complete March 2023  <b>New completion date: Oct 2023</b>	To follow action 2.4.1
2.5	<b>Improve understanding of local homelessness to encourage earlier approaches to homeless services to reduce repeat homelessness and seek out hidden homelessness.</b>				
2.5.1	Research and analyse local patterns of and reasons for rough sleeping and rough sleeper service provision with neighbouring counties to ensure: <ol style="list-style-type: none"> <li>1. appropriate services and accommodation are in place locally to support rough sleepers</li> <li>2. reduce the transience of rough sleepers and help to prevent rough sleeping</li> <li>3. rough sleeper action plan is updated</li> </ol>	<b>Budget:</b> Within existing budgets <b>People:</b> Homelessness forum Project manager homelessness & improvement; Homeless team leaders Bournemouth, Christchurch and Poole Council (BCP) and other neighbouring council homelessness leads;	Service manager - homelessness	To be completed March 2022  <b>New completion date March 24</b>	Underway:  Local data complete; successful bid for 3-year funding grant funding; bid submitted to Single Homeless Accommodation Programme June 2023; Ending Rough Sleeping Accommodation Plan complete and awaiting publication.

No.	Action	Resources Required	Lead Officer	Timescale:	Progress
		Commissioned rough sleeper services; Service users.			Next steps:  Review rough sleeping data for neighbouring authorities.
2.6  2.6.1	<p><b>Better demonstrate the impact of social landlords on tackling homelessness</b></p> <p>Introduce a peer led benchmarking scheme for social landlords to evidence activity against the following themes:</p> <ol style="list-style-type: none"> <li>1. Board member commitment to tackling homelessness and evidence of spend to tackle homelessness</li> <li>2. Prevention of evictions due to rent arrears</li> <li>3. Actions for tackling homelessness featuring in organisational strategy</li> <li>4. Involvement of tenants in activities to prevent homelessness</li> <li>5. Prioritisation of homeless applicants when letting homes</li> <li>6. Prevention of homelessness due to anti-social behaviour and neighbour nuisance</li> <li>7. Effective early warning and joint working with local authority homelessness and housing benefits services to prevent</li> </ol>	<p><b>Budget:</b> Within existing</p> <p><b>People:</b> Corporate director for housing &amp; community safety; Project manager homelessness &amp; improvement; Housing allocations officer; Service manager for homelessness prevention &amp; housing advice; Housing benefits lead; Housing association directors; Service users including those on waiting list not yet tenants;</p>	Service Manager - Housing Strategy	Complete April 2024	<b>Not started</b>

No.	Action	Resources Required	Lead Officer	Timescale:	Progress
	homelessness in complex cases				

**Objective No. 3  
Prevent Homelessness**

**Impact**

Homelessness is prevented at the earliest possible stage.

- More households able to either remain in existing accommodation or move to a sustainable alternative home within the 56-day prevention of relief period
- Proportionately fewer households needing temporary accommodation

<b>Progress measures</b>					
<ul style="list-style-type: none"> <li>• Ratio of prevention duty owed cases against number of prevention or relief duty owed (higher is positive)</li> <li>• Ratio of relief duty owed cases against number of prevention or relief duty owed (lower is positive)</li> <li>• Ratio of numbers in temporary accommodation against number of cases owed a duty</li> <li>• Number of people whose homelessness resolved before leaving prison/young offenders institute, care, armed forces or hospital</li> </ul>					
No	Action	Resources Required	Lead Officer	Timescale:	Progress
3.1	<b>Increase housing supply and make best use of stock.</b>				
3.1.1	Formulate housing strategy that prioritises: 1. increasing the supply of affordable housing, including one-bedroom accommodation suitable for single people with complex needs 2. maximise the potential of the private rented sector across Dorset 3. bringing empty homes back into use 4. rough sleepers or with temporary housing solutions due to end	<b>Budget:</b> Approved council transformation fund <b>People:</b> Corporate director of housing & community safety; Housing enabling team; Housing standards lead; Empty homes officer; Homelessness team leader; Planning lead; Housing associations; Housing developers; corporate property & estates lead; Housing benefits lead; Service users.	Service Manager – Housing strategy	Adopted by September 2022  <b>Change: new completion date: December 2023</b>	<b>Underway:</b>  Internal engagement complete; drafts in development; public consultation due July 2023; December 2023 scheduled for Full Council.

3.2	<b>Ensure all temporary accommodation (TA) is appropriate in size, type, location, quality, cost, and support levels.</b>				
3.2.1	Undertake a strategic review of all temporary accommodation including an options appraisal into future TA arrangements, including private sector leasing and use findings to update policy for how temporary accommodation will be procured and allocated.	<b>Budget:</b> MHCLG Next Steps Programme Fund; <b>IT:</b> Temporary accommodation module integrated with homelessness system <b>People:</b> Service manager for housing solutions; Temporary accommodation officer; Homelessness team lead; Temporary accommodation providers; Support providers; Housing benefits lead; Housing standards lead; Children's services; Adult services; Housing associations; Service users.	Service manager – housing strategy	Start October 2021  <b>New start date: April 2024</b>	Underway:  Review commenced.
3.2.2	Adopt a new temporary accommodation placement policy which includes information to the service user on costs of the accommodation, the standards, the level of housing management and any support they can expect as early as possible.	<b>Budget:</b> Within existing resources <b>People:</b> Homelessness services TA placement officers; Temporary accommodation owners; Housing Standards lead	Service manager – housing solutions	Complete September 2021  <b>New completion date: March 24</b>	Not started:  Delayed due to operational priorities

		Housing benefits lead; Service users.			
3.3.	<b>Create a pre-tenancy accreditation award for homeless households.</b>				
3.3.1	Develop pre-tenancy training and a qualification to equip households to become tenancy ready, including saving for rent in advance, resolving former tenancy debts or demonstrating sustained improvement in behaviour which would normally be a barrier to being offered a tenancy.	<b>Budget:</b> within existing resources <b>People:</b> Homelessness team leaders Resettlement officers Project manager homelessness & improvement; Service manager for housing solutions; Housing associations; Service users; Credit Union; Landlords;	Service manager – housing strategy	Available from October 2022  <b>New completion date: Sept 24</b>	<b>Not started:</b>  Examined feasibility of joint working with children's services but needs of cohort require separate offer to be developed, delayed due to reprioritisation.

## Objective No. 4 Support Households to retain their accommodation

**Impact**  
Improvement in tenancy sustainment, reduced homelessness and repeat homelessness, proportionate reduction in costs of temporary accommodation in the long term.

**Progress measures**  
Number of tenancies sustained for more than six months after homelessness • Number of cases of repeat homelessness • Number of relief cases • Proportion of households in temporary accommodation against those who are homeless or threatened with homelessness

No	Action	Resources Required	Lead Officer	Timescale:	Progress
4.2	<b>Improve monitoring and review of local support services in relation to homelessness outcomes.</b>				
4.2.1	Complete a housing needs and gap analysis for properties where support is provided, to better understand whether current provision reflects the needs of actual and potential users who are homeless or threatened with homelessness.	<p><b>Budget:</b> within existing resources</p> <p><b>IT:</b> Collection of H-CLIC style support data for wider groups, such as housing register applicants, as well as other agencies data.</p> <p><b>People:</b> Service manager for housing strategy &amp; performance; Project manager homelessness and improvements; Adult services; Children's services; NHS – Dorset Healthcare;</p>	Service manager - homelessness	<p>Complete by January 2022</p> <p><b>New completion date: March 2024</b></p>	<p>Underway:</p> <p>Task 2.5.1 to complete first.</p>

4.2.2.	<p>Agree a method for carrying out performance inspections of support services that benefit people who are homeless or threatened with homelessness to understand if collaboration, colocation or other partnership initiatives would improve performance and outcomes of these services.</p>	<p>CCG; Housing benefit lead; Supporting people commissioning officer; Commissioned services; Supported housing providers; Housing associations; Homelessness forum.</p> <p><b>Budget:</b> Within available resources. Will include the cost of inspection training and potentially additional staff resources.</p> <p><b>People:</b> Supporting people commissioning manager; Project manager for homelessness &amp; improvements; Support services; Service users.</p>	<p>Service manager – housing strategy &amp; commissioning manager for housing</p>	<p>Inspections Programme available March 2022</p> <p><b>New completion date March 24</b></p>	<p><b>Underway:</b></p> <p>New rough sleeping co-ordinator post in place; existing services co-locate at the Lantern hub (except the Bus); new housing surgeries at customer locations pending; new performance programme in progress.</p>
4.2.3	<p>Develop a series of prevention, relief and support initiatives that will benefit people who otherwise would remain in unsupported temporary accommodation or 'sofa surfing' as hidden homeless.</p>	<p><b>Budget:</b> within existing resources</p> <p><b>People:</b> Homelessness service team leaders; Service manager for housing</p>	<p>Service manager – housing strategy</p> <p><b>Change to service manager - homelessness</b></p>	<p>Start April 2022</p> <p><b>Change: New start date: Dec 2023</b></p>	<p>Underway:</p> <p>New tenancy sustainment officers x 3 pre-prevention focussed in</p>



5.3.2	<p>Develop a comprehensive training programme including:</p> <ol style="list-style-type: none"> <li>1. induction for new homelessness and housing allocations staff,</li> <li>2. 12 month programme in housing and homelessness policy, practice and law for those new to the housing service,</li> <li>3. regular refresher training for homelessness and allocations assessment officers</li> <li>4. additional regular training for all staff covering case law and other legislative updates training</li> </ol>	<p>solutions; Project manager homelessness &amp; improvements; Commissioned service manager; Housing benefits lead; Service users.</p> <p><b>Budget:</b> Within existing resources  <b>People:</b> Project manager homelessness &amp; improvements; Homelessness officers; Housing allocations officers; Housing solutions lead; Service users;</p>	Service Manager for Homelessness Prevention & Housing Advice	April 2022	<p>place; household support grant funding in place; jointly funded new post in Citizens Advice Income Maximisation Project; data analytics in progress.</p> <p>Next steps:  Complete case audits to test last accommodation arrangements; finalise ongoing monitoring arrangements.</p> <p><b>Complete</b></p>
-------	--	---	--	------------	--

	<ol style="list-style-type: none"> <li>5. best practice and new initiatives updates training</li> <li>6. ICT and monitoring systems training for all system users</li> <li>7. Specialised training for those managing the monitoring and reporting of H-CLIC and other data to ensure that evidence is always accurate and current to provide for evidence-based decision making.</li> <li>8. Housing benefit regulations and practice annual update training from Housing Benefits Team.</li> <li>9. Internal training programme for internal services e.g. Adult and Children's Services</li> <li>10. Diversity and Inclusion training for housing staff</li> </ol> <p>with consideration of making some of the above training available to stakeholders and peers.</p>	<p><b>Budget:</b> Training budget; Officer time for training</p> <p><b>People:</b> Service manager for homelessness prevention &amp; housing advice; Homeless team leaders; Service manager for housing solutions; Housing benefits lead; Housing association lead; Adult services; Children's services; Service users; Diversity &amp; Inclusion lead;</p> <p><b>Other materials:</b> Access to specialist legal texts and case law updates</p>	Service Manager for Housing Strategy	Programme in place March 2022	
<b>Objective No. 5</b>					

## Suitably resource activities for tackling homelessness

### Impact

The Council Homeless Service is lawful and effective at providing services to Dorset Residents, and commissioned services are appropriate in scale, scope, and effectiveness.

### Progress measures

Percentage of council funds spent on homelessness.

- Working days spent on receiving training
- Number of successful prevention cases
- Number of relief cases
- Number of main duty cases

No	Action	Resources Required	Lead Officer	Timescale:	Progress
5.1	<b>Ensure resources required to deliver activities are available.</b>				
5.1.1	Ensure staff levels are sufficient to administer statutory homeless duties and deliver activities identified.	<b>Budget:</b> Within existing resources subject to restructure and 22/23 budget setting <b>People:</b> Homelessness team leaders	Service manager - homelessness	September 2021	<b>Complete:</b>
5.1.2	Procure and implement a new housing software system that can deliver the necessary functionality to deliver the requirements of the Housing Service.	<b>Budget:</b> Capital identified from Dorset Council plus annual service and maintenance charges <b>IT:</b> Software supplier and Dorset Council ICT support <b>People:</b>	Service manager – housing strategy	October 2021	<b>Complete:</b>

		<p>Project manager for homelessness &amp; improvements;  Service manager for homelessness prevention &amp; housing advice; Homelessness team leaders; Service manager for housing solutions; Housing solutions team leader; Housing service officers; ICT; Procurement; Legal.</p>			
5.1.3	Explore Care Act funding opportunities with Clinical Commissioning Group.	<p><b>Budget:</b> within existing resources  <b>IT:</b> N/A  <b>People:</b> Homelessness team leaders; Clinical Commissioning Group; Housing enabling team; Adult social care MH lead.</p>	<p>Service manager – housing strategy</p> <p><b>Change: add Corporate Director of Housing</b></p>	<p>March 2022</p> <p><b>New date: Dec 2023</b></p>	<p><b>Not started:</b></p> <p>Options discussed at Integrated Care Board</p>
5.2.	<b>Demonstrate effective, value for money, services delivered to a high standard.</b>	<p><b>Budget:</b> within existing resources  <b>IT:</b></p>	<p>Service manager – housing strategy</p>	<p>All arrangements in</p>	<p><b>Complete</b></p>

5.2.1	<p>Develop effective performance management arrangements through:</p> <ol style="list-style-type: none"> <li>1. regular auditing of performance information such as HCLIC</li> <li>2. consistent application of appropriate quality assurance systems</li> <li>3. benchmarking the range and success of activities in place to prevent homelessness with other local housing authorities.</li> <li>4. monitoring and reporting on outcomes against each funding stream, including case studies in reporting.</li> <li>5. carrying out cost benefit analysis of activity within each programme to test value for money</li> <li>6. the use of peer review assessments.</li> <li>7. Form a benchmarking club with like housing authorities, potentially BCP and Wiltshire to: <ul style="list-style-type: none"> <li>• support the development of effective performance management</li> <li>• improvement</li> <li>• share staff training curriculum</li> <li>• external peer audit function for regular casework</li> </ul> </li> </ol>	<p>Effective monitoring function on homelessness ICT system</p> <p><b>People:</b> Local housing authorities, e.g. BCP and Wiltshire; Project manager homelessness and improvements; Service manager for homelessness prevention &amp; housing advice; Homelessness team leaders; Corporate performance lead.</p>	<p><b>Change: add service manager - homelessness</b></p>	<p>place by April 2023</p>	
5.3.	<p><b>Maximise the productivity and effectiveness of operational resources.</b></p>	<p><b>Budget:</b> Within existing resources</p>	<p>Service manager - homelessness</p>	<p>April 2022</p>	<p><b>Complete</b></p>
5.3.1	<p>Review all operational policies, procedures, and paperwork associated with administering the homelessness service from the perspective of the merged council services and the new duties arising from the HRA17.</p>	<p><b>People:</b> Project manager homelessness &amp; improvements; Homelessness officers; Housing allocations officers; Housing solutions lead; Service users.</p>			
5.3.2	<p>Develop a comprehensive training programme including:</p>	<p><b>Budget:</b> Training budget; Officer time for training</p>			<p><b>Complete:</b></p>

	<p>11. induction for new homelessness and housing allocations staff,</p> <p>12. 12-month programme in housing and homelessness policy, practice, and law for those new to the housing service,</p> <p>13. regular refresher training for homelessness and allocations assessment officers</p> <p>14. additional regular training for all staff covering case law and other legislative updates training.</p> <p>15. best practice and new initiatives updates training</p> <p>16. ICT and monitoring systems training for all system users.</p> <p>17. Specialised training for those managing the monitoring and reporting of H-CLIC and other data to ensure that evidence is always accurate and current to provide for evidence-based decision making.</p> <p>18. Housing benefit regulations and practice annual update training from Housing Benefits Team.</p> <p>19. Internal training programme for internal services e.g., Adult and Children's Services</p> <p>20. Diversity and Inclusion training for housing staff</p> <p>with consideration of making some of the above training available to stakeholders and peers.</p>	<p><b>People:</b> Service manager for homelessness prevention &amp; housing advice; Homeless team leaders; Service manager for housing solutions; Housing benefits lead; Housing association lead; Adult services; Children's services; Service users; Diversity &amp; Inclusion lead;</p> <p><b>Other materials:</b> Access to specialist legal texts and case law updates</p>	<p>Service Manager for Housing Strategy</p> <p><b>Change to add: Service manager for homelessness</b></p>	<p>Programme in place March 2022</p>	
5.4	<p><b>Utilise feedback and consultation resources to help focus and refine activity that provides the most successful outcomes.</b></p>				
5.4.1	<p>Through the established homelessness forum, harness stakeholder enthusiasm and resources for tackling homelessness by carrying out cost benefit analyses and joint bidding for external funding.</p>	<p><b>Budget:</b> within existing budget</p> <p><b>People:</b> Elected members;</p>	<p>Service Manager for Housing Strategy &amp; Performance</p>	<p>April 2023</p>	<p><b>Not started:</b></p> <p>First homelessness forum is</p>

5.4.2	<p>Seek out feedback from service users to ensure their knowledge helps to shape policy and practice.</p> <ol style="list-style-type: none"> <li>1. during the provision of the service at regular points such as initial assessment, placement in temporary accommodation etc.</li> <li>2. through regular customer satisfaction consultation including an annual consultation exercise which includes stakeholders</li> <li>3. through an annual event, at which users of homelessness services are invited to put questions to key decisions makers about what works well and what could work better during the provision of the service at regular points such as initial assessment, placement in temporary accommodation etc.</li> </ol>	<p>Service manager for homelessness prevention &amp; housing advice; Homelessness forum; Adult services; Children services; Director of Public Health; Police and Crime Commissioner; Voluntary organisations; Youth offending team; Jobcentre Plus; Housing benefit administrators; NHS Trusts; Service users; Clinical Commissioning Group;</p> <p><b>Budget:</b> Consultation budget required</p> <p><b>People:</b> Lead Member for homelessness; Director of Housing; Service manager for housing strategy &amp; performance; Service manager for homelessness prevention &amp; housing advice;</p>	Project Manager for Homelessness & Improvements	<p><b>New completion date: 01.07.24</b></p> <p>Points 1 and 2 in place by July 2022 Point 3 planned for May 2023</p> <p><b>New completion date 31.3.24</b></p>	<p>scheduled for 2023. This work will commence after that.</p> <p>Underway:</p> <p>Phase 1 of project to review homeless service is complete including feedback from service users.</p> <p>Phase 2 of the project will commence July 2023 to implement identified process</p>
-------	--	---	---	--	---

5.4.3	Develop a process for feedback and complaints from service users to be cascaded to the homelessness and housing advice team. Consider any training needs or changes to processes if required.	<p>Service manager for housing solutions; Corporate consultation lead; Homelessness forum; Housing associations; Service users; People with lived experience of homelessness who are not service users;</p> <p><b>Budget:</b> Training Budget <b>People:</b> Homeless team leaders; Housing allocations officer; Housing review &amp; complaints officer; Corporate complaints lead; Homelessness forum.</p>	Service Manager for Housing Strategy & Performance	Training in Place December 2021	<p>and ICT enhancements.</p> <p>Phase 3 will establish points 2 &amp; 3 to monitor customer satisfaction</p> <p><b>Complete:</b> Senior Housing Review Officer collates and provides feedback and insights via Service Development Group – training requirements are identified and implemented by relevant service leads.</p>
-------	---	--	--	---------------------------------	--



## People and Health Scrutiny Committee

3 July 2023

## Housing Allocation Policy Review 2023

### For Review and Consultation

**Portfolio Holder:** Cllr J Somper, Adult Social Care, Health and Housing

**Local Councillor(s):** All

**Executive Director:** V Broadhurst, Executive Director of People - Adults

**Report Author:** Sharon Attwater & Sarah How  
**Job Title:** Service Manager for Housing Strategy & Performance  
/ Service Manager for Housing Solutions

**Tel:** 01929 557375

**Email:** sharon.attwater@dorsetcouncil.gov.uk

**Report Status:** Public

#### Brief Summary:

1. Dorset Council approved the current housing allocation policy in July 2021. A formal review after 2 years is the subject of this report.
2. The Dorset Council Housing Allocation policy is a choice-based scheme that describes how the council will meet its statutory duty to operate and manage its housing register. The policy includes statutory and discretionary reasonable preferences arranged across 4 different bands that reflect the prioritisation of the applicants assessed housing need and has 6 overarching scheme aims.
3. The implementation of the policy was timed to coincide with a new software system and began in December 2021. All applicants needed to re-register.
4. The portfolio holder for housing approved some minor amendments in March 2022 in accordance with delegated authority.

5. This formal review uses the information available from the 4686 applications assessed over the period December 2021 to May 2023, feedback gathered from housing reviews, complaints, enquiries, the Homeless and Rough Sleeping Strategy action plan tasks, and other information available to the housing service.

**Recommendation:**

1. The committee receive the review and support the further work identified.
2. The committee support the implementation of the minor amendments identified.

**Reason for Recommendation:**

To ensure service users benefit from the review findings.

**1. Review Findings**

- 1.1 The review identifies recommended minor amendments, future areas of focus and explains how the scheme aims are met.
- 1.2 Appendices attached provide detailed examination of:
  - a) Appendix 1 – Scheme Aims
  - b) Appendix 2 – Changes Introduced by the Policy
  - c) Appendix 3 – Feedback
  - d) Appendix 4 – Minor Amendments
- 1.3 The policy harmonised previous arrangements into one scheme for the whole Dorset Council area and introduced 6 scheme aims. The review identified the aims of the scheme are met.
- 1.4 The review identified the policy is supporting homeless households who achieved 47% of all lets.
- 1.5 Local connection is operating as expected. Applicants are bidding for homes outside the area they currently live in although bid to let ratio is low. The policy is effective in integrating mechanisms relating to specific local connection requirements (such as S106 planning requirements) and ensuring homes are prioritised for applicants living in a specific vicinity where appropriate.

1.6 The policy provides flexibility to temporarily prioritise bids from specific cohorts. This mechanism has been used for homeless households and could be used to support other applicants when there is an identified need or development:

- i) Keyworkers
- ii) Foster carers and/or adopters
- ii) Supported housing and ready to move on

## 2. Review Suggestions for Further Work

2.1 The review identified tasks the housing service could undertake to improve the data or promote the scheme.

2.2 One reasonable preference category appears underrepresented because there are no households with this assessed housing need. The housing service can conduct further work to:

- a) promote with social landlords the reasonable preference category in Band B for social tenants living in an adapted property (where the adaptations are no longer required) because there have been no applications assessed as meeting this housing need.

2.3 The number of applications assessed as meeting a Band D low housing need with housing related debt reasonable preference is lower than anticipated. Households are likely to be assessed with a higher reasonable preference as well but should be included in this data. Social landlords have various policies regarding housing related debt and this information could be used to identify these households, ensure appropriate support has been offered and encourage the applicants to become tenancy ready at the earliest opportunity. The housing service can conduct work to:

- a) reconcile all applications with housing related debt.

2.4 The analysis identified Band D Low Housing Need includes households who have met a homelessness category and could be excluded from this low housing need category. The housing service can conduct work to:

- a) reconcile all homeless households with a band d low housing need assessment and amend where appropriate.
- 2.5 The current financial resource limit has been reviewed and compared to other neighbouring housing authorities. A full description is found in appendix 3. Current increases in levels of homeless approaches, linked pressures around affordability due to the current cost of living crisis and calls for government to review local housing allowance rates have been taken into consideration and this review does not recommend a change the current limits at this time. The housing service could consider changing the financial resource limit at an appropriate time and would need to carry out a further exercise prior to the next review:
- a) investigate methods to increase related data intelligence and include in the next formal review.
- 2.6 The number of households who are social tenants who are currently under- occupying and have applied to the housing register could be increased releasing larger family homes which are in short supply. It is possible that changing the current policy to allow these households to bid for smaller homes that are still higher than their assessed bed need could improve this turnover. The housing service should:
- a) conduct a study to determine the likely success of this change and negotiate support with social landlords.

### **3. Minor Amendments**

- 3.1 The full list of minor amendments is found at appendix 4.
- 3.2 These amendments to the policy have been identified because clarification or expansion of the existing wording would be helpful to applicants; to meet the identified outcomes of the homeless and rough sleeping strategy actions or to make internal processes more efficient:
- a) expand informative text to the policy to explain how specific planning or other requirements impact on the general local connection criteria.
  - b) expand guidance in policy about rent arrears.

- c) expand guidance in policy about financial resources limit and deprivation of capital activities.
- d) expand guidance in policy about deliberately worsening circumstances and include examples.
- e) expand guidance in policy about housing disrepair.

4. **Financial Implications**

None

5. **Natural Environment, Climate & Ecology Implications**

None

6. **Well-being and Health Implications**

There are no recommendations related to medical or welfare housing needs. The policy is providing access to social housing and prioritising appropriately. The policy includes mechanisms to provide updated information for applicants whose circumstances change.

7. **Other Implications**

None

8. **Risk Assessment**

- 8.1 **HAVING CONSIDERED:** the risks associated with this decision; the level of risk has been identified as:

Current Risk: Low

Residual Risk: Low

9. **Equalities Impact Assessment**

The approved equality impact assessment linked to the policy identified applicants who meet the service personnel criteria as of special interest. A commitment was made to 'improving access to social housing for members of the Armed Forces and apply the service manager's discretion'. Data about service personnel applications is in appendix 2.

This review makes no recommendations for material amendments.

10. **Appendices**

Appendix 1 – Review of Scheme Aims

Appendix 2 – Review of Changes Introduced by the Policy

Appendix 3 – Review of Feedback

Appendix 4 – Recommended Minor Amendments

11. **Background Papers**

The current Dorset Council Housing Allocation Policy is found [here](#)

## **Appendix 1 - Aims of the Scheme**

The Dorset Council Housing Allocation Policy describes our choice based letting scheme that supports our duty to maintain and manage our housing register for social housing in the Dorset Council area. It is underpinned by 5 scheme aims:

- a) To ensure people understand their housing options and have an informed choice about where they live.
- b) To help create mixed and sustainable communities.
- c) To help social tenants be more mobile in where they live and work.
- d) To meet all legal requirements and be flexible and responsive to changes.
- e) A scheme for local people that is fair, modern, and easy to use.

This review has considered how the scheme aims are supported and/or impacted by the practical application of the housing allocation policy. The outcome of this work is described below together with any recommendations.

**Aim: To ensure people understand their housing options and have an informed choice about where they live.**

### *Local Connection*

The policy has a local connection criterion that applies to the whole of the area. There are standard exceptions to this for specific cohorts. This means applicants who are eligible can bid for properties anywhere in the Dorset Council area.

We balance choice and housing need by prioritising all applicant's housing needs and considering any specific criteria the social landlord may have and any restrictions in either a local letting plan or other planning requirement.

Our review identified a small number of complaints that directly related to local connection. These indicated a misunderstanding about general local connection and specific local connection requirements for individual properties or new build sites where any existed.

**Recommendation: Add more information in the policy to explain the difference.**

### *Bidding*

New software has been implemented that allows registered providers and the housing service to include detailed information about each home and local services the property letting advertisement.

Applicants have relevant information to make appropriate choices about which home to bid for.

Earlier software had made it possible for applicants to make bids on homes that did not meet their housing needs. The current software allows applicants to bid on the homes that could meet their housing needs only. This function helps to manage the register effectively and ensure applicants are clear about their choice of properties.

## **Aim: To help create mixed and sustainable communities.**

### *Enabling Team*

Information from the housing register is available to the Housing Enabling and Delivery Team who work with others to bring forward new affordable homes. The data is used to help promote the development of new homes that meet the needs of those on our register data. Information can include:

- location
- size of home
- type of home (accessible)
- age related (older people)

### *Local connection*

Some households are exempt from meeting the general local connection criterion. These include the following cohorts:

- Homeless (various)
- Armed Forces (various)
- Older People (restricted to hard to let or sheltered housing)
- Transient people
- Rough Sleepers

Without these exemptions these households may be unable to meet the general local connection and could not bid on homes under this scheme.

### *Specialist Needs*

In 'S18 Property Ownership' the policy describes that in general people who own their own home are excluded from the scheme. However, it also describes those households who are not excluded.

Allowing some households who own their own homes to access the housing register where they require specialist housing due to a medical condition or disability and their current accommodation cannot be adapted helps create mixed a sustainable community where households have a range of housing needs. Data from the register is used at consultation stages of new affordable housing developments to support the provision of the right type of home in the right location according to the housing needs of our community.

### *Young People*

The policy supports young people who are 16/17 and have a need to access social housing. Young people can be supported by a guarantor to access the housing register. Whilst the housing service can work directly with our registered providers on a case-by-case basis, the remit of the policy does not extend to the independent policies of these organisations which may impede the offer of a home.



**Aim: To help social tenants be more mobile in where they live and work.**

The policy includes 3 reasonable preference criteria in Band B High Housing Need and 1 reasonable preference criteria in Band C Medium Housing Need that all relate to existing social tenants.

- Band B – Under Occupying Social Housing.
- Band B – Social tenant living in an adapted property.
- Band B – Social tenant requiring extensive adaptations.
- Band C – Social tenant with right to move for work.

Prioritising these households is intended to meet this aim. For example, installing new adaptations to homes is costly and can cause delays for households who need this type of home. Releasing homes already adapted to others in need is one way of making best use of housing stock.

Maximising opportunities for social housing tenants to seek and take up employment anywhere in the Dorset Council area is improved when barriers are removed and including this reasonable preference meets the related legislative requirements.

*Under Occupying Social Housing*

These applicants already live in social housing in the Dorset Council area and under-occupy their current home. They are looking to move to a smaller, more suitable property that matches their need.

The data illustrates:

Band B Under Occupying Social Housing	No.
Applications	175
Housed	25
Active	132

These 25 homes are re-let to households from the housing register according to priority.

*Social tenant living in an adapted property.*

These applicants already live in social housing and the property has adaptations however, the adaptations are no longer required. There have been no applications assessed as meeting this need.

**Recommendation: Promote with social landlords.**

Social tenant requiring extensive adaptations.

The applicants will already be living in social housing in the Dorset Council area but require extensive adaptations and is prepared to move to a property with the adaptations rather than have them done in their current home. Extensive adaptations may include stair lifts, through floor lift, level access shower or ramp.

The data illustrates:

Band B Social Tenant Requiring Extensive Adaptations	No.
Applications	5
Housed	1
Active	4

**Aim: To meet all legal requirements and be flexible and responsive to change.**

Amendments to the policy have already been made to meet the requirements of changes in relevant legislation. Amendments were approved by the Portfolio holder under delegated authority and are:

- Section 9 Eligibility  
  
New item (e) 'People arriving the UK under the Ukrainian Family Scheme or Homes for Ukraine Scheme.'
- Section 14 Exceptions (to local connection)  
  
New item (q) 'People fleeing Ukraine who are British nationals or other persons not subject to immigration control with a right of abode in the UK.'

These amendments follow the guidance to local authorities.

**Aim: A scheme for local people that is fair, modern, and easy to use.**

The policy includes all the statutory reasonable preferences required:

- People who are homeless within the meaning of Part 7 of the 1996 Act (including those who are intentionally homeless and those not in priority need).
- People who are owed a duty by the local authority under section 190(2), 193(2), or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985 or who are occupying accommodation secured by any housing authority under section 192(3).
- People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
- People who need to move on medical or welfare grounds, including grounds relating to disability.
- People who need to move to a particular location in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or others).

Additionally, the policy excludes applicants for 12 months who would otherwise be eligible where there is evidence of deliberately worsening circumstances to access to the housing register or improve priority. The policy includes the applicants right to a review.

The policy implementation has been supported with a revised suite of letters, refreshed webpages, new processes, responsive configuration capabilities and digital technology. The

digital first approach is supported by officers who can support households who need to use other methods to participate in the scheme.

**Aim: To offer advice and housing solutions to those in greatest need including the reduction and prevention of homelessness.**

The policy provides advice and solutions to those in greatest need including homeless households by:

- meeting legislative requirements.
- exempting 17 vulnerable cohorts from meeting the general local connection criteria including homeless households.
- including high band reasonable preference where there is a corporate parenting responsibility to enable planned moves into suitable independent accommodation.
- including a high band reasonable preference where a corporate duty exists to prevent residential placements and placements outside of the Dorset Council area.
- including a high band reasonable preference for those living in supported accommodation who are ready to move into suitable independent accommodation.
- including a high band reasonable preference for service personnel.
- providing information about mitigating existing rent arrears with evidenced repayments.
- including exceptions from the financial resource limit for certain households.
- providing exceptions from property ownership restrictions for certain households.
- being available to prisoners within 2 months of their release date.
- supporting households to bid who need it.
- offering choice about where people live.
- including a mechanism for the council to make a direct offer of accommodation when reasonable bids are not made by the applicant.
- including a mechanism to automatically bid for households with a full statutory housing duty.
- discharging duty to a homeless household subject to S193(2) if a suitable offer of accommodation is refused.
- Providing examples or explanatory text for each reasonable preference.

Date: June 2023

This page is intentionally left blank

## Appendix 2 - Dorset Council Housing Allocation Policy Review of Changes

The current housing allocation policy replaced two housing allocation policies used by the five legacy housing authorities. Some of the changes introduced harmonised the previous policies and offer one approach for the whole of the Dorset Council area. This section reviews these changes and considers what the impact is for households.

When reviewing the data, it is relevant to note that applicants can have more than one reasonable preference. The data includes applicants who are 'housed' which may have been because of a second higher reasonable preference. Successful lettings may be because bids placed by applicants or a low level of direct lets by the housing service. The number of 'active' applications may not correlate because applications can be closed in a variety of circumstances for example closed; suspended, housed etc.

The following section reviews changes that affect a range of bands.

### Homelessness

Previously reasonable preference criterion relating to homeless households were found in Band A and/or Band C or the equivalent depending on the legacy authority. This policy introduced at least one reasonable preference criterion in Band A, Band B and Band C.

Previously, policies included a mechanism to uplift a homeless households' banding assessment from Band C to Band A after a period if they remained homeless (except for the former East area). The time allowed ranged from 3 months to 12 months depending on the former area. The current policy removed this uplift.

The new policy also aims to limit the time any household spends in Band A before their housing need is remedied.

Levels of homeless approaches have risen by 17.25% in 2022/23 compared to 2021/22. Some homeless households do not make a housing register application but are supported by our homeless service. A total of 47% of all lettings have been to homeless households. Applications are closed or ineligible for various reasons.

The data illustrates:

*Band A - Statutory homeless and owed the full housing duty by Dorset Council S193(2).*

Band A Statutory Homeless and owed the full Housing Duty S193(2)	
Applications	801
Housed	442
Active	253

Band A Statutory Homeless and owed the full Housing Duty S193(2)	Number of lets
1 Bed	175
2 Bed	177
3 Bed	71
4 Bed	19

*Band B - Owed a relief duty S189B(2)*

Owed a relief duty under S189B(2)	
Applications	344
Housed	146
Active	114

Owed a relief duty under S189B(2)	Number of lets
1 Bed	68
2 Bed	65
3 Bed	12
4 Bed	1

*Band B - Owed a relief duty under S189B(2) with no local connection*

Owed a relief duty with no local connection under S189B(2)	
Applications	98
Housed	17
Active	49

Owed a relief duty with no local connection under S189B(2)	Number of lets
1 Bed	10
2 Bed	7
3 Bed	0

4 Bed	0
-------	---

*Band C - Owed a prevention duty under S195(2)*

Owed a prevention duty under S195(2)	
Applications	201
Housed	59
Active	49

Owed a prevention duty under S195(2)	Number of lets
1 Bed	20
2 Bed	35
3 Bed	3
4 Bed	1

*Band C - Homeless Households*

Homeless Households	
Applications	202
Housed	50
Active	130

Homeless Households	Number of lets
1 Bed	28
2 Bed	21
3 Bed	1
4 Bed	0

*Band C - Accommodation Duty following deliberate and unreasonable refusal to co-operate S193C(4) duty owed*

Accommodation duty following deliberate and unreasonable refusal to co-operate S193C(4) duty owed	
Applications	0
Housed	0
Active	0

*Band C - Owed a prevention duty under S195(2) with no local connection.*

Owed a prevention duty under S195(2) with no local connection	
Applications	50
Housed	8
Active	32

Owed a prevention duty under S195(2) with no local connection	Number of lets
1 Bed	5
2 Bed	3
3 Bed	0
4 Bed	0

The data illustrates most lettings have been into 1- or 2-bedroom properties and a good rate of successful lets are being made to homeless applicants.

**Local Connection**

Applicants who are eligible and who qualify to join the housing register must also meet one of the local connection criteria unless they meet one of the exception criteria.

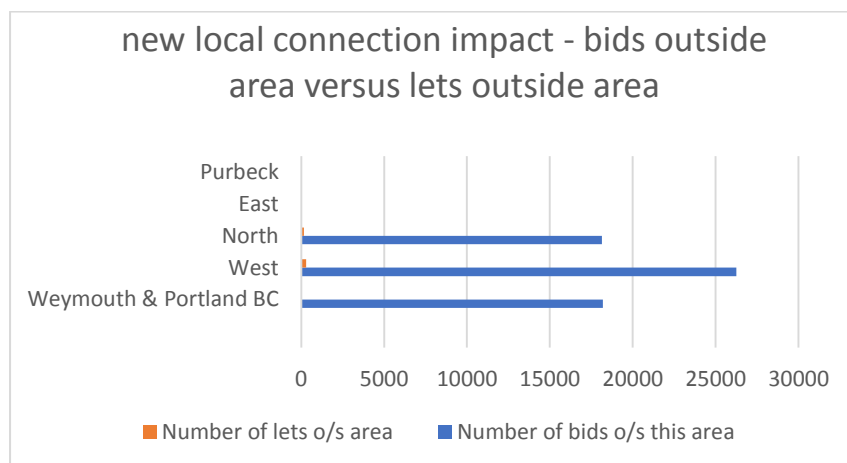
Local connection is underpinned by any specific connection criteria required by a local letting plan or social landlord relating to a specific property or development.



Previously, applicants needed to demonstrate either a residency, close family, or employment connection to the area boundary of the housing authority they lived in (with some exceptions). Currently, applicants need to demonstrate one of these connections to anywhere in the Dorset Council area to access the housing register.

Applicants can also place bids for suitable homes anywhere in the Dorset area. Where specific local connection requirements exist, applications are prioritised for those households who meet that requirement. A cascade mechanism is in place to widen the area where there are no or insufficient households in the immediate vicinity to fill the vacancies.

The data shows people are willing to move across our area to meet their housing need and have placed a good level of bids for homes that they would not have been able to bid for previously due to local connection. It also illustrates the number of successful lets made to households from outside the immediate area are low.



Previously, the residency local connection criteria required an applicant to evidence was different depending on where the applicant lived and ranged from 2 years to 5 years. Currently, this is 2 years or 3 years out of the last 5 years.

This change ensures households who have moved marginally over the Dorset Council boarder are able to access the housing register if they have a housing need that could be remedied by accessing social housing in our area.

### Medical Needs and Welfare Needs

Legacy policies included reasonable preference categories for medical and welfare housing needs together in different bands depending on the policy. This policy separated these housing needs and included a relevant criterion in Bands A, B and C to provide more transparency and offer suitable prioritisation depending on the severity of the housing need.

In Dorset approximately 1 in 5 of our residents have a limiting long-term illness that affects their daily lives either a little or a lot. In 2020 there were 56,700 residents claiming disability benefit. The data for medical reasonable preference illustrates:

Band	Applications	Housed	Active
Band A Urgent Housing Need	36	16	16
Band B High Housing Need	301	87	188
Band C Medium Housing Need	684	168	452
Band D Low Housing Need	280	45	209

The data suggests there is strong demand from our residents who have a medical related housing need that cannot be met in their current accommodation.

Overall, there has been 29,983 bids placed by applicants assessed with medical housing needs indicating the cohort are actively seeking new accommodation leading to 316 new lets. The ratio of bids to lets is low but helps support the development new homes for this cohort. It also indicates the highest proportion of lets compared to applications is for those households in the highest housing need.

The data for welfare reasonable preference illustrates:

Band	Applications	Housed	Active
Band A Urgent Housing Need	26	8	15
Band B High Housing Need	155	45	101
Band C Medium Housing Need	252	64	176
Band D Low Housing Need	40	10	28

Overall, there has been 12,786 bids

placed by this relatively small number of applicants assessed with welfare related housing needs and has led to 121 new lets. This indicates these households are actively seeking new accommodation but the ratio of bid to let is low.

### Keyworkers

The former East Dorset area policy included a reasonable preference for key workers and is not included in the current policy.

Keyworker status is not clearly defined other than an employee providing an essential service. During the engagement stage of developing the current policy, social landlords raised concerns about the management of voids in relation to properties designated for keyworkers. Concerns exist about tenancy security for tenants whose keyworker employment ends and there are examples of tenancies being lost in such circumstances.

There are other mechanisms available that could support the provision and access to affordable housing for keyworkers such as local lettings plan and can define specific keyworkers relevant to the local area or new development.

### **Deliberately Worsening Circumstances**

This policy removed this reasonable preference which was previously available for all legacy areas in Band D.

Where there is evidence, an applicant has worsened their circumstances to increase their prioritisation or access the housing register, the policy provides guidance at section 19 and is reviewed in appendix 3.

### **Foster Carers & Approved to Adopt**

Previous policies included a separate reasonable preference for households with this housing need because they are or in the process of being approved to adopt or become a foster carer. The current policy changed this and included this cohort under the Corporate Duty reasonable preference in Band B.

The data illustrates:

Band B Corporate Duty	Overall	Adopt/Foster
Applications	12	5
Housed	2	0
Active	10	5

Overall, there has been 270 bids placed leading to 2 new lets. Of these, 4 households who are adopters or foster carers have placed a total of 53 bids which led to no new lets although most of these have been very recently and in respect of a new development.

This indicates a low level of bidding leading to successful lets which means potential homes for vulnerable children are not available. Both Children's Services and the Housing Service are working jointly to support households to submit applications and to actively bid for suitable homes. Ensuring timely applications leading to the earliest effective date possible will improve the rate of successful lets and ensure placements into residential care or outside the Dorset Council area are minimised.

The following section reviews changes to reasonable preferences in single bands:

### **Band A – Urgent Housing Need**

#### **Urgent Disrepair Need**

The policy harmonised our approach to disrepair and includes a reasonable preference in each band. The former East Dorset area did not have a Band A reasonable preference for this reason.

Band A urgent disrepair is for households who live in a property that would normally possess an imminent risk of serious harm to the health or safety of the occupiers akin to section 40 of the Housing Act 2004 (or a similar level of health or safety risk). An example might be significant disrepair to the property's fixed electrical wiring, putting the occupants at demonstrable risk of electric shock.

The data illustrates:

Band A Urgent Housing Need (Disrepair)	Overall	East Area	
Applications	21	Applicants	1
Housed	9	Housed	1
Active	11	Active	0

Residents in the former East Dorset area have applied and been assessed as meeting the Urgent disrepair housing need criteria although numbers are low. It also illustrates that as a stand-alone reason for applying for social housing, urgent disrepair is low.

### **Statutory Overcrowding Part X Housing Act 1985**

Previously statutory overcrowding was not included in the highest band by any of the legacy policies. This policy changed that reflecting advice received.

The data tells illustrates:

Band A Statutory Overcrowding	
Applications	10
Housed	5
Active	4

This indicates the need to have a reasonable preference in the highest band and despite overcrowding reasonable preferences being available in both Band B and C, there have been households who demonstrated an urgent housing need related to statutory overcrowding.

Of those currently active and statutorily overcrowded the data illustrates:

Number of Applications living in 2 bed	3	Number with 3 bed need	1
Number of Applications living in 3 bed	1	Number with 4 bed need	2
Number of Applications living in 4 bed	0	Number with 5 bed need	1

## **Band B – High Housing Need**

### **Supported Housing and Ready to Move On**

Previously applicants from the former Weymouth and Portland area were offered a lower priority banding. This policy harmonised the provision and Band B. This reasonable preference is for those who reside in short-term supported housing projects that is usually available for up to 2 years.

The data illustrates:

Band B Supported Housing Ready to Move On	Overall	Former W&P Area
Applications	142	69
Housed	49	15
Active	82	49

There have been 4,976 bids leading to 49 new lets overall. Of these, 2,427 bids were from applicants living in the former Weymouth & Portland area. These bids led to 15 new lets. This information indicates approximately 48% of all bids are from applicants in the former Weymouth and Portland area and 30% of lets went to these applicants.

It is clear these applicants are actively seeking to move on to independent living having benefitted from the support in their current accommodation. The low ratio of lets to bids suggests households with higher priority or who meet any specific local connection requirement are being prioritised. It also indicates several households are occupying support housing who no longer need this level of support.

Recognising the effectiveness of the policy, using its flexibility is an option to prioritise a proportion of vacancies for this cohort that could have a positive impact on this cohort and make available this supported housing to others in need.

### **Service Personnel**

Previously this reasonable preference was in Band C and has now been uplifted to Band B in response to the Armed Forces Covenant.

Applicants are exempt from meeting the local connection criteria and will be assessed as meeting this reasonable preference if no other identified housing need exists and they have provided proof of their date of discharge.

Applicants are subject to the overall financial assessment although this excludes any lump sum payments received due as compensation for an injury or disability sustained on active service.

The data illustrates:

Band B Service Personnel	
Applications	45
Housed	8
Active	32

There were 695 bids placed by these applicants. 41 of these applicants were also assessed as homeless and placed into Band B. 1 of these applicants have been housed and 10 are active and are included in the above data.

### **Band C – Medium Housing Need**

#### **Affordability**

The policy includes a reasonable preference category in Band C related to affordability. Previously this category was not available to applicants from the former East Dorset Area. Applicants assessed as meeting this criterion will live in a property that has become unaffordable due to a change in circumstances and are likely to experience hardship or be at risk of homelessness. This assessment is supported by a financial assessment.

The data illustrates:

Band C Affordability	Overall	Former East
Applications	70	24
Housed	14	5
Active	54	19

The number of applicants from the former East area represent approximately 34% of all applications.

#### **Need to move for critical/essential support to avoid hardship.**

The policy includes this reasonable preference in Band C. Previously this was not available to applicants from the former Purbeck District or East Dorset areas. This relates to those households who need to move to a particular area to avoid hardship to themselves or others. Examples include:

- applicants need to receive care.
- the applicant needs to give critical care or support to someone within the council area.
- to access specialist medical treatment.
- victims of harassment or violence.

The data illustrates:

Band C Need to move for critical/essential support to avoid hardship	Overall	Former East Area	Former Purbeck Area
Applications	109	20	9
Housed	22	6	1
Active	73	13	8

The data indicates applicants from the former East and Purbeck areas have benefitted from this reasonable preference. There has been a total of 2,438 bids placed by applicants in this reasonable preference banding which shows they are actively seeking to move. However, of these only 22 have been successful.

Although the bid to let ratio is low applicants the policy provides applicants mechanisms to ask for a review, inform us of changes that might affect their assessment and to meet higher reasonable preference categories that are more suitable and would improve their likelihood of placing a successful bid.

## **Band D – Low Housing Need**

### **Low Housing Need**

Previously policies termed this reasonable preference as 'adequately housed'. The current policy changed the title of the reasonable preference to 'Low Housing Need' to make it easier to understand. The households will, at the time of their application, live in a property which is adequate for their needs in terms of size and facilities and not meet other banding criteria. For example, an adult non-dependent living with parents but who is not able to afford to move on and live independently. They will consider their current property does not meet their needs, but would otherwise, be excluded from registering.

Providing this option, recognises these needs and provides an opportunity for these households to bid for properties they are interested in. The type of property may be, developed by a community land trust, be independent affordable accommodation or are hard to let.

The former Weymouth & Portland, Purbeck and East areas did not include this reasonable preference.

The data illustrates:

Band D Low Housing Need	Overall	East	Purbeck	W & P
Applications	1298	323	207	268
Housed	154	40	27	17
Active	1053	267	171	235

These applicants are actively bidding to seek new accommodation and as a total placed 27,266 bids. The former Weymouth & Portland area is the least successful in terms of bid to let ratio.

The table below illustrates the type of accommodation these applicants currently have and indicates the top three are private rented accommodation; social housing; living with family:

Current Accommodation	Number
Not provided	64
provided by employer	9
armed forces	2
caravan/houseboat	7
council/housing association	305
homeless	22
homeowner	3
living with family	186
living with friends	17
lodger/house share	8
no fixed abode	21
other	39
refuge	4
private landlord	591
shared ownership	1
student accommodation	0
temporary accommodation	18
Young persons supported accommodation	1
	1298

Further analysis was done to examine those applicants who have stated they are homeless, living in temporary accommodation or of no fixed abode. These applicants have relevant homeless reasonable preferences awarded related to their homelessness and will be removed from the Band D low housing need category.

### **Low Disrepair Need**

This reasonable preference was available to applicants from all other areas except those from the former East area.



Households will have a home that has one or more category 2 hazards (F or below) (or similar level of health or safety risk) as defined under the Housing Act 2004, Housing Health and Safety Rating System as identified by the council's housing standards team. For example, a property that has mould growth due to condensation in a number of habitable rooms.

The data illustrates:

Band D Low Disrepair	Overall	East
Applications	5	0
Housed	2	0
Active	3	0

These applicants placed 238 bids leading to 2 new lettings. Although there is a low level of activity including this reasonable preference ensures households can apply and we know a small number of applicants have been successful in finding a new home. When households with the lowest band priority are successful this is usually due to a requirement to let within a specific parish or local area and ensures a measure of opportunity exists at a very local level.

Anecdotally, the housing standards across the area in the private rented sector do not vary to a high degree. The ratio of owner/occupiers is higher in the former East area, but further investigation would be required to gain any additional insight required.

### **Older People's Housing**

Previously, applications from the former East area did not have this option and were restricted to hard to let or sheltered housing. Older people's housing is often determined when the property is built and subject to age restrictions.

For applicants to meet this category they will need to meet any age restrictions, have a local connection to somewhere in the whole of the DC area and be otherwise assessed as reasonably housed. They will not be subject to the financial restrictions.

The data illustrates:

Band D Older People's Housing	Overall	East
Applications	692	169
Housed	118	36
Active	526	118

There has been a total of 11,451 bids by these applicants which illustrates they are actively seeking new accommodation. Although these applicants are exempt from the financial resource limit restrictions and may be homeowners only 30 of the above applicants are homeowners.

Data is used from the housing register when new sites are being developed. By positively influencing the inclusion of homes built for older people where we know there is demand could help meet these applicants housing needs and release occupied properties to the market.

### **Older People’s Housing No Local Connection**

Previously, applicants from the former East and Purbeck areas did not have this option. Bids from these applicants are considered after bids from households who do meet the local connection criteria and are restricted to these properties only.

The data illustrates:

Band D Older People's Housing - No Local Connection	Overall	East	Purbeck
Applications	293	100	40
Housed	47	23	9
Active	212	69	27

These applicants have placed 4,758 bids leading to 47 new lets. The number of applications and successful bids illustrates the demand leading to new lets. In addition to meeting this otherwise unmet housing need, social landlords can let property preventing property disposal, or the impact of costs linked to voids.

### **Supported Housing Not Ready to Move On**

Former East area applicants did not have this reasonable preference. These applicants are currently residing in accommodation under short term supported housing project but have not yet been assessed as ready to move on. As part of their programme to reach the ‘ready to move on’ stage, applicants will work with their support provider and preparing for the next step in their journey.

Submitting an early application to the housing register helps applicants to think about their choices, offers them an earlier effective date and provides data for projected need.

Applicants can place bids and a housing association may offer a home if they are satisfied by the level of independent living the applicant can demonstrate.

The data illustrates:

Band D Supported Housing Not Ready to Move On	Overall	East
Applications	31	3
Housed	5	0
Active	22	3

Applications are being made as part of the work with these applicants including those from the former East are which is positive. Support providers are encouraged to update the housing service when applicants meet the requirements to live independently and at this time their assessment will be amended to Band B 'Supported Housing Ready to Move On'. Applicants can bid in advance and where they are shortlisted, social landlords may decide to offer a property at this earlier stage and the data illustrates 5 applicants we have achieved this positive outcome.

There have been recent increases in supported accommodation options in the East area. Future monitoring will illustrate how early occupants choose to apply to the housing register.

### **Other Housing Related Debts**

Applicants from the former East area did not have this reasonable preference. The policy excludes eligible applicants who have rent arrears of 8 weeks or more when they cannot evidence repayment attempts. This reasonable preference applies to applicants who have current or former rent arrears (including those who evidence a payment arrangement or similar attempt), but also includes other housing related debts. A full list can be found in Appendix 3.

Applicants can place bids; however, they may be refused by a social landlord whilst any housing related debt exists according to their own policy and is outside the control of the housing allocation policy.

The data illustrates:

Band D Other Housing Related Debts	Overall	East
Applications	2	0
Housed	1	0
Active	0	0

There were 119 bids leading to 1 new let however, this was due to the Band B Homeless Relief duty the applicant had also been assessed as meeting.

The review anticipated a higher number of applicants awarded this reasonable preference and recommends a dedicated task is carried out to further examine households with housing related debt.

Date: June 2023

### **Appendix 3 - Dorset Council Housing Allocation Policy Feedback**

As part of the review feedback from the housing service has been considered. This section explains the feedback received and any recommended actions or amendments. Feedback has been received either directly due to operational matters, from reviews, complaints, and enquiries and from work undertaken as part of the Dorset Council Homelessness and Rough Sleeping Strategy.

#### **Complaints, Reviews and Enquiries**

We maintain data related to complaints the housing service received and enquiries we have received from DC Councillors or Members of Parliament. We have reviewed this information for the period January 2022 to February 2023 and identified any changes to the housing allocation policy that are related.

##### *Local Connection:*

There have been 3 complaints about local connection and appropriate responses were provided at the time. The complaints were not upheld. We have also received 16 enquiries about local connection. On review they illustrate:

- a) Applicant stated properties in local area they lived should be prioritised for applicants in that area. The applicant stated the policy was not being followed. Applicant stated their likelihood of being successful was lessened because bidding was open to anyone in the DC area (CCF42279080).

For properties to be prioritised for applicants who in addition to meeting our local connection criteria, meet specific residential or other requirements such as connection to a parish, these requirements must be in place at the time the property is developed or be a requirement of the social landlord such as a local lettings plan. In this instance, the properties in a parish were not subject to these restrictions. Nominations would be prioritised according to reasonable preference category and effective date of application.

- b) Applicant stated the DC wide local connection criteria automatically meant their chances of successfully bidding on a larger family home was diminished (CCF456259998).

There are insufficient larger social homes for let in the area. The Dorset Council wide general local connection would allow any applicant to bid for any home and will be shortlisted for nomination according to the priority and effective date related to each applicant who places a bid. If a larger home is subject to other specific local connection requirements due to planning or social landlord requirements these will be prioritised initially to those who meet these criteria and cascaded if there are no suitable applicants until a nomination is identified. Where a larger home, not subject to additional restrictions becomes available applicants with the highest priority anywhere in the area will be shortlisted and could impact on an applicant who has a lower priority and/or later effective date as appropriate.

- c) Applicant stated her bids were not leading to a successful let because other applicants with lower housing need were being offered the property.

The property was subject to a S106 planning requirement to have a local connection to a specific parish which the applicant did not meet. On this occasion, the applicant lived in the neighbouring parish but was not successful in the bid placed because there were other applicants who met this S106 requirement. This was explained to the applicant in relation to this property.

- d) 3 member enquiries about general local connection.
- e) 9 member enquiries about specific local connection requirements (S106; developments; shortlists; local lettings plan; parish connections; and/or no local connection).
- f) 4 MP enquiries about local connection; specific sites; no local connection; and/or specific area.

Recommendation: Minor Amendment

1. Insert new text at section 31 Assessing Bids Received at S31.3 to read:

Bids placed for properties subject to S106 Town and Country Planning Act 1990, local lettings plans and/or specific social landlord requirements will be prioritised accordingly. Relevant information is included in advertisements and applicants are encouraged to note these factors.

### **Homeless and Rough Sleeping Strategy Feedback**

This strategy is supported by an action plan and is subject to a separate review. Any actions or amendments to the Dorset Council Housing Allocation Policy identified by this work is described below:

*Action 1.2.2: Identify through the housing register applicants who are not eligible for housing association accommodation due to housing association lettings policies and provide advice/prevention/relief support or signpost to other services.*

This project considered a variety of elements that could affect eligibility for housing association accommodation most of which relate to operational practice or software configuration.

Rent Arrears:

Applicants who qualify and are eligible can be excluded from the housing register for 5 different reasons shown in S15 Exclusions. This section includes 'unacceptable behaviour' which includes households with rent arrears of 8 weeks or more who are not able to demonstrate an attempt to repay.

The task identified households who have rent arrears due to the limitation of housing benefit because they under occupy could be excluded from the register despite the inclusion of a Band B High Housing Need reasonable preference for this cohort and are therefore blocked by the policy from joining the register.

Social landlords ask for evidence of payment plans to repay any rent arrears or housing related debts applicants have. The period of the payment plan varies from unspecified to 3 years. Landlords will work with us on a case-by-case basis when we nominate households who have rent arrears and they are homeless or when the household is suffering from

hardship caused by affordability and/or they are under occupying social housing and impacted by housing benefit.

Our data illustrated:

65 applicants had been refused by social landlords because of their rent arrears.

12 applicants were excluded from the register due to rent arrears.

The task identified that although the housing service already provide support and advice to homeless applicants with arrears for example financial support to reduce or clear rent arrears, we can improve support for applicants to understand the impact of the landlord's requirements and to reduce the number of refusals due to rent arrears.

Our data illustrated:

9 households on the housing register with no payment plan in place, all of which are homeless.

7 households on the housing register with arrears and a payment plan in place.

Recommendation: Minor Amendment

1. Amend Section 16 Unacceptable Behaviour at S16.2 (a) to read:

'Rent arrears of 8 weeks or more or breach of tenancy obligations where no attempt is being made to repay the debt or remedy the debt by either paying the debt in full or adhering to a repayment plan, unless at the time of their application they are owed a prevention, relief or full housing duty under the homelessness legislation or are under occupying a social tenancy and arrears have accrued due to the impact of under-occupancy. Debt relating to MOD properties known as mesne profit debt which is rent arrears that starts to run when the tenancy has been terminated and the tenant still holds possession will be disregarded where a copy of the notice to vacate or Certificate of Cessation of Entitlement to Service Families Accommodation is provided. Dorset Council may contact the Ministry of Defence of Loss of Entitlement to verify mesne profit debt.'

2. Amend Section 32 Nominations at S32.2 to read:

'The social landlord will consider the applicant(s) and may ask for additional documentation. Households with rent arrears will be required to provide evidence of debt repayment plans. Social landlords' own policies vary regarding the length of time repayment plans will be accepted. Plans of less than 6 months are unlikely to be considered. The social landlord may liaise with the housing service and consider various factors including:

Anti-social Behaviour:

The policy restricts households with a history of anti-social behaviour (ASB) within the last 2 years at from joining the register at Section 16.1 'Unacceptable Behaviour'.

S16.3 provides a mechanism for considering each ASB case individually when reaching a decision to refuse registration and says that 'all reasonable and relevant factors will be considered before making any decision'.

The data illustrated:

4 households owed a homeless relief duty with ASB.

4 households owed a homeless main duty with ASB.

The Homeless and Rough Sleeping task 1.2.2 identified social landlord's own lettings policies vary about how long they require since the last incident and range typically from 2 to 3 years.

Case-by-case liaison with social landlords at nomination stage is carried out.

Current support for applicants and internal processes to monitor and manage households best, are in place and routinely examined to provide improvement or respond to specific needs.

## **Feedback**

Since the current policy has been implemented, we have received feedback from housing service operatives. We have included this in the review:

### *S10 Eligible Applicants – providing information.*

This section describes the information applicants must provide to evidence that they are eligible and qualify to join the housing register. It also includes time limits and support available to complete this.

Feedback suggests that some vulnerable households including those who are homeless, rough sleeping or victims of domestic abuse can have difficulties in meeting these requirements even with the help of support workers and have requested a relaxation of evidence required for these cohorts.

The council must be robust in preventing fraudulent applications to obtain social housing. Personal identification is a requirement for many services people use and the policy includes a range of possible sources that are accepted.

The policy must ensure procedures for accessing social housing are robust and balance our commitment that the scheme will be accessible, responsive, and sensitive to the diverse needs of individuals.

The review identified resources are in place to support households who are vulnerable and unable to initially provide the required documentary evidence and does not recommend a change to relax these requirements.

### *S13 Local Connection criteria*

Applicants are required to meet ONE of the 5 local connection criteria. As such, households who have lived in the area for less than 2 years but who meet requirements detailed in a S106 Town and Country Planning Act 1990 or other local letting plan can still access the housing register.

The policy is currently silent on the restriction for these households to place bids in the area affected by the S106 and should be amended to provide clarity for this cohort.

Recommendation: Minor Amendment

1. Insert new section at S13.3 to read:



‘Applicants accessing the register via local connection, location requirements relating to S106 Town and Country Planning Act 1990 are limited to bidding on properties within that development only.’

### *S16 Unacceptable Behaviour*

The Service Manager for Housing Solutions identified the policy does not adequately describe how applicants subject to Multi-Agency Public Protection Arrangements (MAPPA) can access the register. These applicants are not required to meet the local connection criteria and except for MAPPA, would be excluded by the unacceptable behaviours category.

The council is a duty to co-operate agency for Multi-Agency Public Protection Arrangements (MAPPA) and these households must be able to access the register. For clarity the policy should be amended to reflect this process.

Recommendation: Minor Amendment

1. Insert new section at S16.4 to read:

‘The following exceptions apply:

- a) High risk offenders with an offending history will always require an appropriate risk assessment in the first instance, which will take MAPPA (Multi-Agency Public Protection Arrangements) guidance into account where appropriate. They will only be considered for the waiting list once a multi-agency risk assessment is carried out to consider what type of accommodation is appropriate.’

2. Rename current Section 16.4 to Section 16.5

### *S17 – Financial resource limit.*

Currently the financial limit is £60,000 gross including income, savings, investments and/or capital. There are exceptions to the limit.

Feedback suggests the level of the financial resource limit is high and could be reduced.

Our data illustrated in June 2023 there have been 8 households not eligible due to the financial resource limit. There are a further 53 applications in the process of being assessed who have indicated they are homeowners and depending on their circumstances could have in excess of the financial resource limit or be older people whose financial resources are excluded.

We benchmarked neighbouring council housing allocation policies again and identified:

Bournemouth: Case by case assessment. Households are ineligible if the income amounts to more than 6 times local housing allowance (LHA) at the time (disregarding attendance allowance and disability living allowance); households are ineligible when their capital, savings and equity is assessed as sufficient to resolve their housing need within the local housing market based on the size and composition of their household.

Somerset: Applicants with savings over £16,000, or sufficient equity or savings, or gross income of more than 5 times the relevant LHA are eligible but placed in the lowest band because they will be deemed able to meet their own housing needs. Payments of attendance allowance, disability living allowance and personal independence payments are disregarded for this purpose. These thresholds do not apply in various situations including

victims of domestic abuse, overriding medical or support need, applying for sheltered accommodation, an existing social tenant with a right to move, existing social tenant that needs to be decanted, applicants with mobility needs but declined a disabled facilities grant.

Wiltshire: applicants with sufficient resources from income, assets, savings, and investments to meet their own housing needs on the open market in an area appropriate for them to live are ineligible. Applicants who require extra care or supported housing, have received a lump sum for compensation in respect of an injury or disability or need to care for another in a parish who would suffer detriment otherwise and they cannot find suitable accommodation in that parish or within reasonable travelling will be able to join the register. Capital disposed of within the 12 months prior to making an application may be included in the assessment.

The Dorset Council area the LHA rates (including a calculation to illustrate how much 5 x the annual LHA rate per annum would be) are:

LHA Rates Dorset						
BMRA (Broad Market Rental Area)	1 Bed	per annum x 5	2 Bed	per annum x 5	3 Bed	per annum x 5
Bournemouth	114.23	<b>29,699.80</b>	144.34	<b>37,528.40</b>	175.54	<b>45,640.40</b>
Dorset	102.81	<b>26,730.60</b>	129.81	<b>33,750.60</b>	150.58	<b>39,150.80</b>

Other linked factors to consider include the impact on households and on homeless households.

Factor 1: Employee with gross income of £45K and no pensionable contribution on average will have an annual net income of £34.5K which equates to £2,800 monthly approximately.

Factor 2: Average private rental for Dorset (April 2023) £1,400 per month. Most homes for private rent fall between £1,000 and £2,000 per month.

Factor 3: Households failing to secure private rented homes or other solutions will approach the council for homeless assistance. There has been a 17.25% increase in homeless approaches in 22/23 compared to 21/22. This peaked at 37% increase in some months.

Factor 4: There are currently there are over 4000 live housing register applications. Any reduction in financial limits may mean some households who have been accepted become ineligible.

Factor 5: The housing benefit regulations have a lower capital limit of £6,000 and an upper capital limit of £16,000. This means if applicants have less than £6,000, they should be able to claim full housing benefit. If applicants have between £6,000 and £16,000, they will qualify, and any award depends on the household makeup.

Factor 6: LHA rates are set at 2020 and not currently planned for review. The recent rental market increases result in a widening gap between LHA and actual rent charged.

#### **Recommendation: Planned work**

1. No change to current level of £60,000 gross (including income, savings, and investments) due to the current cost of living crisis and local private rented market conditions.

2. Investigate methods to increase data intelligence relating to topic and include in next formal review.

### *S19 Deliberately worsening circumstances*

Where there is evidence, an applicant has deliberately worsened their circumstances so they can join the housing register or qualify for a higher band, their application will be refused for a period of 12 months unless a homeless duty has been accepted by the council. There have been 2 households who were refused for this reason.

Currently, the policy does not refer to deprivation of capital or include examples. Adding this information would provide clearer guidelines to applicants and housing colleagues.

Recommendation: Minor Amendment

1. Amend S17.2 to read –

‘This can include disposals for nil (for example, transfer of ownership) or below market value such as selling a property within the last 12 months that is affordable and suitable for the applicant’s needs to be able to join the housing register or qualify for higher bands on the register.’

2. Amend S19.2 to read:

‘If an applicant deliberately worsens their circumstances so they can join the housing register or qualify for a higher band and there is evidence of this, their application will be refused for a period of 12 months unless a homeless duty has been accepted by Dorset Council.

For an applicant to have deliberately worsened their circumstances where accommodation has been left, there must be evidence that it would have been reasonable for the applicant to have remained in that accommodation and that the accommodation would have continued to be available to her/him. Examples of deliberately worsening of circumstances include (but are not limited to) are:

- a) deliberate moving from an assured/assured shorthold tenancy to insecure, overcrowded accommodation with family or friends within the last 12 months to qualify for higher band.
- b) moving family member(s), friend (s) and/or any other household into the current home, within the last 12 months where there is no need, including cases where this conflicts with agreements with any landlord.’

### *S21 Other Factors Explained*

This section explains the council will consider other factors that may affect an applicant’s qualification or assessment and is followed by section 22 to section 26 describing these factors.

### *S25 Disrepair*

The policy provides a reasonable preference for applicants with a housing need that relates to housing conditions in each band.

Section 25 'Disrepair' explains the level of property disrepair falls into each band and is assessed by the council using a nationally prescribed risk assessment called the Housing Health and Safety Rating System (HHSRS) and that there are two categories.

Feedback indicates households do not understand elements of this including the notification of their landlord and the role of the Housing Standards Team (HST).

Applicants may benefit from additional guidance about this subject.

Recommendation: Minor Amendment

1. At section 25 Disrepair insert new section at S25.4 to read:

'If disrepair is an element of the applicants housing register application:

- a) applicants are expected to have attempted to resolve the matters with the property owner first.
- b) if attempts to resolve the matters with the property owner are unsuccessful, an internal referral can be made by the Housing Register Team to the Housing Standards Team who can offer the occupant advice or an enforcement service.
- c) if the applicants' home has structural health and safety deficiencies for which the HST can take action to resolve, then in the first instance and with the applicant's agreement, the HST would contact the landlord, normally in writing, to raise the deficiencies and try to get them resolved.
- d) if this is unsuccessful, and the applicants' home has deficiencies for which the HST can take action to resolve, then an inspection maybe carried out of their home with a view to identifying any serious health and safety deficiencies and enforcing the repairs on the landlord. This may involve the service of a legal notice on the landlord.
- e) The Housing Register Team will be notified of the outcome of this inspection which may or may not affect your banding.

### *Appendix 3 – Explanatory Notes*

Band A - Exceptional Housing Need that takes priority over other applications.

Example 1 refers to 'Dorset Home Choice partner', this is an error and should read 'Dorset Council'.

Recommendation: Minor Amendment

1. Amend Example 1 Appendix 3 – Exceptional Housing Need that takes priority over other applications to read 'Dorset Council'.

Band B – Under-occupying social housing

Currently households who already live in social housing but are now under-occupying and wish to move to a smaller home are assessed with a high housing need. Applicants can bid for properties that meet their assessed need.

In practice the service has seen that some households are only willing to downsize in part. Because these applicants are only able to bid on homes that meet their actual housing need, they are reluctant to do so. It is suggested these households would be more likely to release a larger home if they are able to retain at least one extra bedroom.

Changing this approach could mean larger family homes may be more easily released for those who meet this need. Larger homes are in short supply; however, it is possible that social landlords would not support this approach and would not accept these nominations. In addition, households could move and remain on the housing register because they continue to under-occupy.

The data illustrates:

Band B Under-occupying social housing	No.
Applications	176
Housed	27
Active	131

#### Recommendation: Further Investigation

1. Carry out a study to determine the likely impact and effectiveness of proposed change.

#### Band C – Homeless Households

Currently the policy has omitted to list homeless households where the Authority has owed a S193 duty but has subsequently discharged duty for whatever reason in this description. To provide clarity and accuracy feedback has been received to amend the text.

#### Recommendation: Minor Amendment

1. Amend the first paragraph to read:  
 ‘People who are homeless including those who have not chosen to make an application for homelessness assistance (within the meaning of Part 7 of the Housing Act 1996 (as amended)). This will include households who are deemed to be intentionally homeless or considered not to be in priority need by Dorset Council, as well as those where the Authority has owed a s193 duty but has subsequently discharged that duty for whatever reason.’

June 2023

This page is intentionally left blank

## Appendix 4 - Dorset Housing Allocation Policy Review June 2023

### List of recommended Minor Amendments

1) Section 13 Local Connection Criteria

Insert new section at Section 13.3 to read:

‘Applicants accessing the register via local connection, location requirements relating to S106 Town and Country Planning Act 1990 are limited to bidding on properties within that development only.’

2) Section 16 Unacceptable Behaviour

Amend Section 16.2 (a) to read:

- 3) ‘Rent arrears of 8 weeks or more or breach of tenancy obligations where no attempt is being made to repay the debt or remedy the debt by either paying the debt in full or adhering to a repayment plan, unless at the time of their application they are owed a prevention, relief or full housing duty under the homelessness legislation or are under occupying a social tenancy and arrears have accrued due to the impact of under-occupancy. Debt relating to MOD properties known as mesne profit debt which is rent arrears that starts to run when the tenancy has been terminated and the tenant still holds possession will be disregarded where a copy of the notice to vacate or Certificate of Cessation of Entitlement to Service Families Accommodation is provided. Dorset Council may contact the Ministry of Defence of Loss of Entitlement to verify mesne profit debt.’

4) Section 16 Unacceptable Behaviour

Insert new section at Section 16.4 to read:

‘High risk offenders with an offending history will always require an appropriate risk assessment in the first instance, which will take MAPPA (Multi-Agency Public Protection Arrangements) guidance into account where appropriate. They will only be considered for the waiting list once a multi-agency risk assessment is carried out to consider what type of accommodation is appropriate.’

5) Rename current Section 16.4 to Section 16.5

6) Section 17 Financial resource limit

Amend Section 17.2 to read:

‘This can include disposals for nil (for example, transfer of ownership) or below market value such as selling a property within the last 12 months that is affordable and suitable for the applicant’s needs to be able to join the housing register or qualify for higher bands on the register.’

7) Section 19 Deliberately Worsening Circumstances

Amend Section 19.2 to read:

‘If an applicant deliberately worsens their circumstances so they can join the housing register or qualify for a higher band and there is evidence of this, their application will

be refused for a period of 12 months unless a homeless duty has been accepted by Dorset Council.

For an applicant to have deliberately worsened their circumstances where accommodation has been left, there must be evidence that it would have been reasonable for the applicant to have remained in that accommodation and that the accommodation would have continued to be available to her/him. Examples of deliberately worsening of circumstances include (but are not limited to) are:

- a) deliberate moving from an assured/assured shorthold tenancy to insecure, overcrowded accommodation with family or friends within the last 12 months to qualify for higher band.
- b) moving family member(s), friend (s) and/or any other household into the current home, within the last 12 months where there is no need, including cases where this conflicts with agreements with any landlord.'

#### 8) Section 25 Disrepair

Insert new section at Section 25.4 to read:

'If disrepair is an element of the applicants housing register application:

- a) applicants are expected to have attempted to resolve the matters with the property owner first.
- b) if attempts to resolve the matters with the property owner are unsuccessful, an internal referral can be made by the Housing Register Team to the Housing Standards Team who can offer the occupant advice or an enforcement service.
- c) if the applicants' home has structural health and safety deficiencies for which the HST can take action to resolve, then in the first instance and with the applicant's agreement, the HST would contact the landlord, normally in writing, to raise the deficiencies and try to get them resolved.
- d) if this is unsuccessful, and the applicants' home has deficiencies for which the HST can take action to resolve, then an inspection maybe carried out of their home with a view to identifying any serious health and safety deficiencies and enforcing the repairs on the landlord. This may involve the service of a legal notice on the landlord.
- e) The Housing Register Team will be notified of the outcome of this inspection which may or may not affect your banding.

#### 9) Section 31 Assessing Bids

Insert new section at 31.3 to read:

'Bids placed for properties subject to S106 Town and Country Planning Act 1990, local lettings plans and/or specific social landlord requirements will be prioritised accordingly. Relevant information is included in advertisements and applicants are encouraged to note these factors.'

#### 10) Section 32 Nominations

Amend Section 32.2 to read:

'The social landlord will consider the applicant(s) and may ask for additional documentation. Households with rent arrears will be required to provide evidence of debt repayment plans. Social landlords' own policies vary regarding the length of time repayment plans will be accepted. Plans of less than 6 months are unlikely to be



considered. The social landlord may liaise with the housing service and consider various factors including:'

11) Appendix 3 Banding Explanatory Notes

Amend Band A Exceptional Housing Need that takes priority over other applications, Example 1 to read:

'Dorset Council'.

12) Appendix 3 Banding Explanatory Notes

Amend Band C Homeless Households first paragraph to read:

'People who are homeless including those who have not chosen to make an application for homelessness assistance (within the meaning of Part 7 of the Housing Act 1996 (as amended)). This will include households who are deemed to be intentionally homeless or considered not to be in priority need by Dorset Council, as well as those where the Authority has owed a s193 duty but has subsequently discharged that duty for whatever reason.'

June 2023

This page is intentionally left blank

## People and Health Scrutiny Committee Work Programme

Meeting Date: 3 July 2023

Report Title	Aims and Objectives	Lead Officers / Members	Other Information
Review of Homelessness and Rough Sleeping Strategy and Action Plan		Sharon Attwater – Service Manager for Housing Strategy and Performance  Samantha Brand – Service Manager for Housing Advice and Homelessness  Cllr Jane Somper – Portfolio Holder for Adult Social Care, Health, and Housing	
Review of Dorset Council Housing Allocation Policy		Sharon Attwater – Service Manager for Housing Strategy and Performance  Sarah How – Service Manager for Housing Solution  Cllr Jane Somper – Portfolio Holder for Adult Social Care, Health, and Housing	
Performance of Out of Hospital		Jonathan Price – Corporate Director for Commissioning	<ul style="list-style-type: none"> <li>• Supported by representatives of NHS Dorset.</li> </ul>

		Cllr Jane Somper – Portfolio Holder for Adult Social Care, Health, and Housing	<ul style="list-style-type: none"> <li>Raised in the performance review at the meeting on 9 March 2023</li> </ul>
Performance Scrutiny	<ul style="list-style-type: none"> <li>To review the most recent performance information and use this to agree items to add to the committee work programme for further analysis.</li> </ul>	David Bonner – Service Manager for Business Intelligence and Performance  Cllr Jill Haynes – Portfolio Holder for Corporate Development and Transformation	

Page 000  
**Meeting Date: 11 September 2023**

Report Title	Aims and Objectives	Lead Officers / Members	Other Information
Registered Providers Working Group	<ul style="list-style-type: none"> <li>Report to the Scrutiny Committee on the findings of the Registered Providers Working Group</li> <li>To make recommendations to Cabinet</li> </ul>	Andrew Billany – Corporate Director for Housing  Cllr Gill Taylor – Chair of the People and Health Scrutiny Committee	

**Meeting Date: 31 October 2023**

Report Title	Aims and Objectives	Lead Officers / Members	Other Information

Performance Scrutiny	<ul style="list-style-type: none"> <li>To review the most recent performance information and use this to agree items to add to the committee work programme for further analysis.</li> </ul>	<p>David Bonner – Service Manager for Business Intelligence and Performance</p> <p>Cllr Jill Haynes – Portfolio Holder for Corporate Development and Transformation</p>	
----------------------	--	---	--

**Meeting Date: 11 December 2023**

Report Title	Aims and Objectives	Lead Officers / Members	Other Information

Page 101

**Meeting Date: 12 January 2023**

Report Title	Aims and Objectives	Lead Officers / Members	Other Information
Budget Strategy and Medium-Term Financial Plan	<ul style="list-style-type: none"> <li>To scrutinise the council's budget for the year 2024-25</li> </ul>	<p>Aidan Dunn – Executive Director of Corporate Development / Section 151 Officer</p> <p>Cllr Gary Suttle – Deputy Leader and Portfolio Holder for Finance</p>	

**Meeting Date: 7 March 2024**

<b>Report Title</b>	<b>Aims and Objectives</b>	<b>Lead Officers / Members</b>	<b>Other Information</b>
Performance Scrutiny	<ul style="list-style-type: none"><li>To review the most recent performance information and use this to agree items to add to the committee work programme for further analysis.</li></ul>	David Bonner – Service Manager for Business Intelligence and Performance  Cllr Jill Haynes – Portfolio Holder for Corporate Development and Transformation	

Page 102

**Meeting Date: Unscheduled Committee Items**

<b>Report Title</b>	<b>Aims and Objectives</b>	<b>Lead Officers / Members</b>	<b>Other Information</b>
Outcome of Ofsted Focussed Visit	<ul style="list-style-type: none"><li>To receive and review the outcome of the Ofsted focussed visit.</li></ul>	Claire Shiels – Corporate Director for Commissioning and Partnerships  Cllr Byron Quayle – Portfolio Holder for Children, Education, Skills, and Early Help	<ul style="list-style-type: none"><li>Being considered by Cabinet on 25 July 2023</li></ul>
Resettlement and the Homes for Ukraine Scheme	<ul style="list-style-type: none"><li>Progress of the schemes including a review of available funding and effects on council services.</li></ul>	Claire Shiels – Corporate Director for Commissioning and Partnerships	<ul style="list-style-type: none"><li>Requested by the committee at their meeting on 8 November 2022.</li></ul>

**Informal Work of the Committee:**

Date	Topic	Format	Members	Lead Officers / Members	Other Information
3 July 2023	Work Programme Development Session	In-person meeting	People & Health Scrutiny Committee  Relevant Portfolio Holders	George Dare – Senior Democratic Services Officer  Cllr Gill Taylor – Chair of People & Health Scrutiny Committee	To develop the committee’s work programme for the year 2023-24.
Page 103 BC	Annual Self-Evaluation of Children’s Services	Online meeting	People & Health Scrutiny Committee	Richard Belcher, Service Manager – Strategic Partnerships  Cllr Byron Quayle – Portfolio Holder for Children, Education, Skills, and Early Help	To provide feedback to officers and the Portfolio Holder on the Annual Self-Evaluation of Children’s Services

This page is intentionally left blank





**The Cabinet Forward Plan - June to September 2023  
For the period 1 MAY 2023 to 31 AUGUST 2023  
(Publication date – 22 MAY 2023)**

**Explanatory Note:**

This Forward Plan contains future items to be considered by the Cabinet and Council. It is published 28 days before the next meeting of the Committee. The plan includes items for the meeting including key decisions. Each item shows if it is 'open' to the public or to be considered in a private part of the meeting.

**Definition of Key Decisions**

Key decisions are defined in Dorset Council's Constitution as decisions of the Cabinet which are likely to -

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates (**Thresholds - £500k**); or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority."

In determining the meaning of "*significant*" for these purposes the Council will have regard to any guidance issued by the Secretary of State in accordance with section 9Q of the Local Government Act 2000 Act. Officers will consult with lead members to determine significance and sensitivity.

**Cabinet Portfolio Holders 2023/24**

<b>Spencer Flower</b>	Leader / Governance, Performance and Communications
<b>Gary Suttle</b>	Deputy Leader and Finance, Commercial and Capital Strategy
<b>Ray Bryan</b>	Highways, Travel and Environment
<b>Jill Haynes</b>	Corporate Development and Transformation
<b>Laura Beddow</b>	Culture and Communities
<b>Simon Gibson</b>	Economic Growth and Levelling Up
<b>Andrew Parry</b>	Assets and Property
<b>Byron Quayle</b>	People – Children, Education, Skills, and Early Help
<b>Jane Somper</b>	People - Adult Social Care, Health, and Housing
<b>David Walsh</b>	Planning

Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
<b>June 2023</b>					
<b>Finance Report - Outturn 2022/2023</b> <b>Key Decision - No</b> <b>Public Access - Open</b>  To consider the Council's performance against its revenue budget in 2021/22 and the impact this has upon reserves, including the general fund.	<b>Decision Maker</b> <b>Cabinet</b>	<b>Decision Date</b> <b>20 Jun 2023</b>		Deputy Leader and Portfolio Holder for Finance, Commercial and Capital Strategy	<i>Heather Lappin, Head of Strategic Finance  heather.lappin@dorsetcouncil.gov.uk  Executive Director, Corporate Development - Section 151 Officer (Aidan Dunn)</i>
<b>Aspire Annual Adoption Report</b> <b>Key Decision - No</b> <b>Public Access - Open</b>  To ensure that Cabinet is sighted on the Aspire Annual Adoption Report.	<b>Decision Maker</b> <b>Cabinet</b>	<b>Decision Date</b> <b>20 Jun 2023</b>		Portfolio Holder for People - Children, Education, Skills and Early Help	<i>Louise Drury, Head of Service Children in Care and Care Leavers  louise.drury@dorsetcouncil.gov.uk  Executive Director, People - Children (Theresa Leavy)</i>
<b>Youth Justice Service Inspection</b> <b>Key Decision - Yes</b> <b>Public Access - Open</b>  To have oversight of the inspection report and of the action plan to address the report's recommendation.	<b>Decision Maker</b> <b>Cabinet</b>	<b>Decision Date</b> <b>20 Jun 2023</b>		Portfolio Holder for People - Children, Education, Skills and Early Help	<i>David Webb, Manager - Dorset Combined Youth Justice Service  david.webb@bcpcouncil.gov.uk, Paul Dempsey, Corporate Director - Care &amp; Protection Tel: 01305 224513  paul.dempsey@dorsetcouncil.gov.uk  Executive Director, People - Children (Theresa Leavy)</i>

Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
<p><b>Transformation Annual Report 2022/23</b></p> <p><b>Key Decision - Yes</b> <b>Public Access - Open</b></p> <p>Annual Progress report on the council's 5-year transformation programme 2020- 2025. The report details progress made in year 2 of the plan.</p>	<p><b>Decision Maker Cabinet</b></p>	<p><b>Decision Date 20 Jun 2023</b></p>		<p>Portfolio Holder for Corporate Development and Transformation</p>	<p><i>Nina Coakley, Programme Manager n.coakley@dorsetcc.gov.uk Executive Director, Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>
<p><b>Council Plan Annual Report 2022/23</b></p> <p><b>Key Decision - Yes</b> <b>Public Access - Open</b></p> <p>This is an annual progress report for the Dorset Council Plan 2022 - 24.</p>	<p><b>Decision Maker Cabinet</b></p>	<p><b>Decision Date 20 Jun 2023</b></p>		<p>Leader of the Council</p>	<p><i>David Bonner, Service Manager for Business Intelligence and Performance david.bonner@dorsetcouncil.gov.uk, Steven Ford, Corporate Director for Climate and Ecological Sustainability Executive Director, Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>
<p><b>Use of Compulsory Purchase Powers for land adjacent to Sunrise Business Park, Blandford</b></p> <p><b>Key Decision - Yes</b> <b>Public Access - Fully exempt</b></p> <p>To secure a key site in Blandford for the development of a strategic waste transfer facility in central Dorset which will provide the</p>	<p><b>Decision Maker Cabinet</b></p>	<p><b>Decision Date 20 Jun 2023</b></p>		<p>Portfolio Holder for Culture and Communities</p>	<p><i>Gemma Clinton, Head of Commercial Waste and Strategy gemma.clinton@dorsetcouncil.gov.uk, Jason Jones, Group Manager (Commissioning) jason.jones@dorsetcouncil.gov.uk Executive Director, Place (John Sellgren)</i></p>

Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
capacity to maximise the benefits of operational efficiency and resilience to provide business continuity now and in future years.					
<p><b>New Approach to Engaging our Contingency Workforce</b></p> <p><b>Key Decision</b> - Yes <b>Public Access</b> - Fully exempt</p> <p>To present out preferred option for engaging agency workers and consultants in the future and seek agreement to enter into a Joint Venture with a partner organisation to create our own agency/broker.</p>	<p><b>Decision Maker Cabinet</b></p>	<p><b>Decision Date 25 Jul 2023</b></p>	<p>Place and Resources Overview Committee Place and Resources Overview Committee 6 Jun 2023 28 Jun 2023</p>	<p>Portfolio Holder for Corporate Development and Transformation</p>	<p><i>Chris Matthews, Interim Head of HR</i> <i>christopher.matthews@dorsetcouncil.gov.uk</i> <i>Executive Director, Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>
<p><b>Day Opportunities for Adults in Dorset</b></p> <p><b>Key Decision</b> - Yes <b>Public Access</b> - Fully exempt</p>	<p><b>Decision Maker Cabinet</b></p>	<p><b>Decision Date</b></p>	<p>People and Health Overview Committee</p>	<p>Portfolio Holder for People - Adult Social Care, Health and Housing</p>	<p><i>Mark Tyson, Commissioning Consultant</i> <i>mark.tyson@dorsetcouncil.gov.uk</i> <i>Executive Director, People - Adults</i></p>
<p><b>Dorset Council Plan Priorities Update: Working with the Integrated Care System</b></p> <p><b>Key Decision</b> - No <b>Public Access</b> - Open</p> <p>To receive a report of the Portfolio Holder for Social Care and Health.</p>	<p><b>Decision Maker Cabinet</b></p>	<p><b>Decision Date 20 Jun 2023</b></p>		<p>Deputy Leader and Portfolio Holder for Finance, Commercial and Capital Strategy</p>	<p><i>Jonathan Price, Interim Corporate Director for Commissioning</i> <i>jonathan.price@dorsetcouncil.gov.uk</i> <i>Executive Director, People - Adults</i></p>

Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
--------------------	----------------	--------------------------	---	------------------	-----------------

July

<p><b>Quarter 1 2023/24 Financial Monitoring Report</b></p> <p><b>Key Decision - No</b> <b>Public Access - Open</b></p> <p>To consider the Quarter 1 Financial Monitoring Report 2023/24.</p>	<p><b>Decision Maker</b> <b>Cabinet</b></p>	<p><b>Decision Date</b> <b>25 Jul 2023</b></p>		<p>Deputy Leader and Portfolio Holder for Finance, Commercial and Capital Strategy</p>	<p><i>Sean Cremer, Corporate Director for Finance and Commercial</i> <i>sean.cremer@dorsetcouncil.gov.uk</i> <i>Executive Director, Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>
<p><b>Youth Justice Plan 2023/224</b></p> <p><b>Key Decision - No</b> <b>Public Access - Open</b></p> <p>To review and receive the annual Youth Justice Plan.</p>	<p><b>Decision Maker</b> <b>Dorset Council</b></p>	<p><b>Decision Date</b> <b>13 Jul 2023</b></p>	<p>Cabinet 20 Jun 2023</p>	<p>Portfolio Holder for People - Adult Social Care, Health and Housing</p>	<p><i>David Webb, Manager - Dorset Combined Youth Justice Service</i> <i>david.webb@bcpcouncil.gov.uk</i> <i>Executive Director, People - Adults</i></p>
<p><b>Library Strategy</b></p> <p><b>Key Decision - Yes</b> <b>Public Access - Open</b></p> <p>The proposed library strategy is in the process of going through the second phase of consultation.</p>	<p><b>Decision Maker</b> <b>Cabinet</b></p>	<p><b>Decision Date</b> <b>25 Jul 2023</b></p>	<p>Joint Overview Committee 7 Jun 2023</p>	<p>Portfolio Holder for Culture and Communities</p>	<p><i>Kate Turner, Library Strategy Manager</i> <i>kate.turner@dorsetcouncil.gov.uk</i> <i>Executive Director, Place (John Sellgren)</i></p>
<p><b>Adult Social Care - Reablement Hubs</b></p> <p><b>Key Decision - Yes</b></p>	<p><b>Decision Maker</b> <b>Cabinet</b></p>	<p><b>Decision Date</b> <b>25 Jul 2023</b></p>		<p>Portfolio Holder for People - Adult Social Care, Health and Housing</p>	<p><i>Jonathan Price, Interim Corporate Director for Commissioning</i> <i>jonathan.price@dorsetcoun</i></p>

Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
<p><b>Public Access - Open</b></p> <p>To provide an update on the reablement hubs and seek assurance on future plans.</p>					<p><i>cil.gov.uk</i>  <i>Executive Director, People - Adults</i></p>
<p><b>Dorset Council Plan Priorities Update: Housing for Local People</b></p> <p><b>Key Decision - No Public Access - Open</b></p> <p>To receive a report of the Portfolio Holder for Housing and Community Safety.</p>	<p><b>Decision Maker Cabinet</b></p>	<p><b>Decision Date 25 Jul 2023</b></p>		<p>Portfolio Holder for People - Adult Social Care, Health and Housing</p>	<p><i>Andrew Billany, Corporate Director for Housing</i>  <i>andrew.billany@dorsetcouncil.gov.uk</i>  <i>Executive Director, People - Adults</i></p>
<p><b>Dorset Council's Digital Strategy</b></p> <p><b>Key Decision - No Public Access - Open</b></p> <p>To consider a report on Dorset Council's Digital Strategy.</p>	<p><b>Decision Maker Cabinet</b></p>	<p><b>Decision Date 25 Jul 2023</b></p>	<p>Place and Resources Overview Committee  18 Apr 2023</p>	<p>Portfolio Holder for Corporate Development and Transformation</p>	<p><i>Timothy Robertson, ICT Project Manager</i>  <i>timothy.robertson@dorsetcouncil.gov.uk, Dugald Lockhart, Service Manager Digital Place</i>  <i>dugald.lockhart@dorsetcouncil.gov.uk</i>  <i>Executive Director, Place (John Sellgren)</i></p>
<p><b>September</b></p>					
<p><b>Additional Procurement Forward Plan 2023-24 and incorporating the refresh of the annual Modern Slavery Transparency Statement</b></p> <p><b>Key Decision - Yes</b></p>	<p><b>Decision Maker Cabinet</b></p>	<p><b>Decision Date 5 Sep 2023</b></p>		<p>Deputy Leader and Portfolio Holder for Finance, Commercial and Capital Strategy</p>	<p><i>Dawn Adams, Service Manager for Commercial and Procurement</i>  <i>dawn.adams@dorsetcouncil.gov.uk</i>  <i>Executive Director,</i></p>

Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
<p><b>Public Access - Open</b></p> <p>Additional Procurement Forward Plan: Cabinet is required to approve all key decisions with financial consequences of £500k or more. This report will also incorporate the annual refresh of the Modern Slavery Transparency Statement for Cabinet's agreements.</p>					<p><i>Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>
<p><del>T</del> <b>Borset Council Plan Priorities Update: Value for Money (Unitary Council Benefits)</b></p> <p><del>K</del> <b>Key Decision - No</b></p> <p><del>P</del> <b>Public Access - Open</b></p> <p>To receive a report of the Portfolio Holder for Finance, Commercial and Capital Strategy.</p>	<p><b>Decision Maker</b> <b>Cabinet</b></p>	<p><b>Decision Date</b> <b>5 Sep 2023</b></p>		<p>Deputy Leader and Portfolio Holder for Finance, Commercial and Capital Strategy</p>	<p><i>Executive Director, Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>
<p><b>October</b></p>					
<p><b>November</b></p>					
<p><b>Dog Related Public Spaces Protection Order- Renewal</b></p>	<p><b>Decision Maker</b> <b>Cabinet</b></p>	<p><b>Decision Date</b> <b>7 Nov 2023</b></p>	<p>Place and Resources Overview Committee</p>	<p>Portfolio Holder for Culture and</p>	<p><i>Janet Moore, Service Manager Environmental</i></p>

Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
<p><b>Key Decision - Yes</b> <b>Public Access - Open</b></p> <p>To agree and adopt the draft order.</p>			5 Oct 2023	Communities	<p><i>Protection</i> <i>Janet.Moore@dorsetcouncil.gov.uk</i> <i>Executive Director, Place</i> <i>(John Sellgren)</i></p>
<p><b>Quarter 2 Financial Monitoring 2023/24</b></p> <p><b>Key Decision - No</b> <b>Public Access - Open</b></p> <p>To consider the Quarter 2 Financial Monitoring Report 2023/24.</p>	<p><b>Decision Maker</b> <b>Cabinet</b></p>	<p><b>Decision Date</b> <b>7 Nov 2023</b></p>		<p>Deputy Leader and Portfolio Holder for Finance, Commercial and Capital Strategy</p>	<p><i>Sean Cremer, Corporate Director for Finance and Commercial</i> <i>sean.cremer@dorsetcouncil.gov.uk</i> <i>Executive Director,</i> <i>Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>
<p>December 2</p>					
<p>January 2024</p>					
<p><b>Quarter 3 Financial Monitoring Report 2023/24</b></p> <p><b>Key Decision - No</b> <b>Public Access - Open</b></p> <p>To consider the Quarter 3 Financial Monitoring Report 2023/24.</p>	<p><b>Decision Maker</b> <b>Cabinet</b></p>	<p><b>Decision Date</b> <b>30 Jan 2024</b></p>		<p>Deputy Leader and Portfolio Holder for Finance, Commercial and Capital Strategy</p>	<p><i>Sean Cremer, Corporate Director for Finance and Commercial</i> <i>sean.cremer@dorsetcouncil.gov.uk</i> <i>Executive Director,</i> <i>Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>
<p><b>Budget strategy and medium-term</b></p>	<p><b>Decision Maker</b></p>	<p><b>Decision Date</b></p>	<p>Cabinet</p>	<p>Deputy Leader and</p>	<p><i>Sean Cremer, Corporate</i></p>



Subject / Decision	Decision Maker	Date the Decision is Due	Other Committee(s) consulted and Date of meeting(s)	Portfolio Holder	Officer Contact
<p><b>financial plan (MTFP)</b></p> <p><b>Key Decision - Yes</b> <b>Public Access - Open</b></p> <p>To consider a report of the Portfolio Holder for Finance, Commercial and Capital Assets.</p>	<p><b>Dorset Council</b></p>	<p><b>13 Feb 2024</b></p>	<p>People and Health Scrutiny Committee Place and Resources Scrutiny Committee 30 Jan 2024 12 Jan 2024 17 Jan 2024</p>	<p>Portfolio Holder for Finance, Commercial and Capital Strategy</p>	<p><i>Director for Finance and Commercial</i> <i>sean.cremer@dorsetcouncil.gov.uk</i> <i>Executive Director, Corporate Development - Section 151 Officer (Aidan Dunn)</i></p>

### **Private/Exempt Items for Decision**

Each item in the plan above marked as 'private' will refer to one of the following paragraphs.

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the shadow council proposes:-
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.