

Welsh Government

Consultation Document

Proposed Changes to Homelessness Data Collections

Date of issue: **5 December 2011**

Action required: Responses by **1 February 2012**

Overview

This consultation seeks views on:

- specific changes to the current homelessness data collection form.
- The introduction of a new data collection covering homelessness prevention and relief activity.

How to respond

You can respond to the consultation by using the separate response form (in Excel format). This can be emailed to stats.housing@wales.gsi.gov.uk or posted to

Judith David
Housing Statistics
Knowledge and Analytical Services
Welsh Government
Cathays Park, Cardiff, CF10 3NQ

Further information and related documents

Large print, Braille and alternate language versions of this document are available on request.

Contact details

For further information, please contact Rhiannon Caunt or Judy David

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Telephone: Rhiannon Caunt on 029 2082 5063,
or Judy David on 029 2082 5055

Data protection

How the views and information you give us will be used

Any response you send us will be seen in full by Welsh Government staff dealing with the issues which this consultation is about. It may also be seen by other Welsh Government staff to help them plan future consultations.

The Welsh Government intends to publish a summary of the responses to this document. We may also publish responses in full. Normally, the name and address (or part of the address) of the person or organisation who sent the response are published with the response. This helps to show that the consultation was carried out properly. If you do not want your name or address published, please tell us this in writing when you send your response. We will then blank them out.

Names or addresses we blank out might still get published later, though we do not think this would happen very often. The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 allow the public to ask to see information held by many public bodies, including the Welsh Government. This includes information which has not been published. However, the law also allows us to withhold information in some circumstances. If anyone asks to see information we have withheld, we will have to decide whether to release it or not. If someone has asked for their name and address not to be published, that is an important fact we would take into account. However, there might sometimes be important reasons why we would have to reveal someone's name and address, even though they have asked for them not to be published. We would get in touch with the person and ask their views before we finally decided to reveal the information.

Background

Currently data on homelessness is collected on a quarterly basis from the 22 local authorities and covers their actions under the homelessness provisions of the Housing Act 1996. This places a statutory duty on local authorities to provide assistance to people who are homeless or threatened with homelessness. Authorities must consider all applications from people seeking accommodation or help in getting accommodation. A household is owed the main homelessness duty by a local authority if it is eligible, unintentionally homeless, and falls within a defined priority need category, such as households with dependant children, or is vulnerable for some other reason.

Where a main homelessness duty is owed, then the authority must ensure that suitable accommodation is available for the applicant and his or her household until a settled home becomes available for them.

The information is published in a quarterly statistical release which is used by the Welsh Government to develop and monitor policies on homelessness. It is also used by the Welsh Government in local government settlement calculations. Local authorities and other housing organisations use the information to monitor the national and local picture with regards to homelessness, as well as for performance monitoring and planning purposes.

The latest statistical release is available here:

<http://wales.gov.uk/topics/statistics/headlines/housing2011/1103231>

The latest data collection form is available here:

<http://wales.gov.uk/topics/statistics/about/data-collection/housing/homeless>

Issues

Homelessness statistics are one of our highest profile housing outputs but the homelessness data collection return had not been reviewed since April 2002. Concerns had been raised regarding the continuing relevance and accuracy of some of the information collected.

Whilst the '[Ten Year Homelessness Plan for Wales](#)' stresses the need to prevent homelessness wherever possible, the current quarterly homelessness return does not include any information on actions taken by local authorities in relation to homelessness prevention and relief. Local authorities carry out a significant amount of work in this area which is not being recorded centrally. Although there is a national performance indicator on prevention, this does not provide sufficient detail on the type and level of homelessness prevention work being carried out by authorities across Wales and there have been issues in relation to the accuracy and completeness of the data.

In the autumn of 2010 a sub group of the Housing Information Group (HIG) was established to review the statutory homelessness data items collected and their associated guidance as well as other topic areas including homelessness prevention. The group included internal Welsh Assembly Government colleagues as well as external representatives from local authorities and other relevant housing and homelessness agencies.

Proposals for change

The review process identified a number of changes which could be made to the current quarterly homelessness data collection form which would ensure that the information collected and published on statutory homelessness remains relevant, accurate and meets the needs of users. The changes aim to provide more clarity to data providers and remove data items no longer relevant or required by end users of the data.

Some of the changes identified including changing the frequency of collection and publication of some data items from quarterly to annual and other specific changes have already been consulted on as part of the consultation on 'Proposed Changes to Housing Data Collections' which ended on 15 July 2011. These changes were agreed following consultation and will be implemented for the 2011-12 financial year. Further details are available at the following link:

<http://wales.gov.uk/consultations/statistics/housingdata/?lang=en&status=closed>

It was however recognised that other proposed changes to the current data collection return would, if accepted, require a longer lead in time to allow the local authority data providers sufficient time to make the required changes to their internal data processing systems. These changes form part of this consultation and if accepted will be implemented for the 2012-13 financial year.

As part of the review process reference was also made to the recent Equalities legislation and discussions were held with representatives from Tai Pawb and relevant colleagues within the Welsh Government. In May 2011, Tai Pawb produced a report for the Homelessness review subgroup which covered homelessness and equalities information obligations. Proposals for changes to the current data form were agreed based on the recommendations outlined in this report which would ensure full compliance with the Equalities Act 2010.

During the spring of 2011 local authority data providers and Homelessness agencies were informally consulted on the usefulness and feasibility of collecting regular detailed information on homelessness prevention and relief along the lines of the current homelessness prevention data collection in England. The response was positive and generally in favour of collecting information on prevention and relief on a similar basis to that in England though changes were suggested in relation to the wording and format of the form and guidance. Based on the responses received a new data collection form covering homelessness prevention and relief was proposed.

The purpose of this consultation is to seek users' views on proposals for:

- further changes to the current quarterly and annual homelessness data collection return; and
- the introduction of a new twice yearly data collection return covering homelessness prevention and relief.

Your contributions will help us to understand the impact these changes could have on the individuals and organisations that use these statistics. The outcome of this consultation will inform our decision as to whether these changes can be implemented.

We are putting forward the following specific proposals for changes to both the quarterly and annual Homeless data collection returns with effect from 1 April 2012 for the 2012-13 financial year.

Proposal 1: Change categories of ethnicity used in table 2 of the annual return – *‘Households for which decisions were taken by ethnic group of applicant’* - in line with the 2011 Census classifications. Annex A gives more detail of the current ethnic categories used on the annual homelessness return as well as the 2011 Census ethnicity classifications. A copy of the draft data collection return is also attached for reference.

The evidence for change

The data currently collected on the ethnicity of those presenting as homeless uses classifications from the 2001 Census. These have been superseded by a slightly different set of categories within the 2011 Census. Changing the categories used on the annual homelessness return will ensure comparability and consistency with 2011 Census data and with other official statistical data sets which contain ethnicity information.

Specific consultation questions:

- *Do you agree with the proposal?*
- *What are your reasons for this, including any impact this change might have on your work?*

Proposal 2: In Table 3 of both the annual and quarterly return - *‘Households found to be eligible for assistance, unintentionally homeless and in priority need’*. We will:

- Re-order and rename some of the priority need categories. A copy of the draft data collection return is attached for reference.
- Extend the guidance relating to the recording of those households accepted as homeless where the applicant has been granted ‘Leave to Remain’ under immigration legislation.

The evidence for change

Data providers reported the current layout of the table as confusing and difficult to complete accurately. Some priority need categories such as long term illness and learning difficulties were not specifically covered which forced data providers to use the ‘Other’ category. These changes will provide clarity, prevent confusion and simplify completion. The changes will also ensure the provision of more complete and accurate data in relation to the priority need categories of those households accepted as homeless.

Specific consultation questions:

- *Do you agree with the proposal?*
- *What are your reasons for this, including any impact this change might have on your work?*

Proposal 3: Add two new categories of main reason for loss of home in Table 4 of both the quarterly and annual return which covers '*main reason for loss of last settled home*' as follows:

- Current property unaffordable
- Current property unsuitable
- Provide guidance and definitions for these two new categories.

A copy of the draft data collection return is attached for reference.

The evidence for change

Data providers reported that there have been an increasing number of cases where a person will present as homeless as a result of not being able to afford their home and have taken action before rent or mortgage arrears are incurred and eviction or repossession notices have been issued.

Data providers also reported an increasing number of cases where a person will present as homeless because their current accommodation was no longer suitable such as those returning from hospital.

Currently these cases would need to be recorded in the 'Other' row and relevant comments provided. Adding these two new categories will reduce the burden on data providers and ensure that more comprehensive and accurate data on reasons for loss of home will be available.

Specific consultation questions:

- *Do you agree with the proposal?*
- *What are your reasons for this, including any impact this change might have on your work?*

Proposal 4: In table 4 of both the quarterly and annual return which covers '*main reason for loss of last settled home*' a more detailed breakdown of those cases where the main reason for loss is violence or harassment will be required.

The new breakdown will include violence or harassment which is:

- Racially motivated
- Due to religion/belief
- Due to gender reassignment (gender identity)
- Due to sexual identity/orientation
- Due to disability
- Other

The guidance will be extended to cover the new breakdown . A copy of the draft data collection return is attached for reference.

The evidence for change

The Public Sector Equality duties under the Equality Act 2010 exist to protect people from discrimination on the basis of 'protected characteristics' which are defined as:

- Disability
- Sex (gender)
- Gender reassignment (gender identity or transgender)
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation
- Age

The current homelessness return already collects information on the age, gender and ethnicity of applicants. Pregnancy and maternity and disability due to mental or physical illness are taken into account within the priority need acceptances recorded on the homelessness return. Data in relation to other protected characteristics including religion or belief, gender reassignment and sexual orientation are not currently collected.

These other protected characteristics could be one of the main reasons for the person losing their last settled home and becoming homeless. They may have experienced violence or harassment because of their religion or belief or because that they are going through gender reassignment. Equally they may have been the victim of homophobic harassment due to their sexual orientation or they may have experienced disability related harassment.

Extending the table to monitor the causes of violence or harassment, leading to loss of home, in conjunction with these protected characteristics would enable the data gaps to be filled without over burdening data providers. It could be implemented within a reasonable timeframe and would provide valuable information for developing homelessness prevention policies.

Specific consultation questions:

- *Do you agree with the proposal?*
- *What are your reasons for this, including any impact this change might have on your work?*

Homelessness Prevention and Relief

Proposal 5: Introduce a new twice yearly data collection covering the actions taken by local authorities in preventing homelessness and in relieving homeless where it cannot be prevented. This will be introduced, if required, as soon as data collection and processing resources within the Welsh Government allow. A copy of the draft data collection return is attached for reference. This will provide information on the following:

- The total number of cases where positive action by the authority succeeded in preventing homelessness for at least 6 months and a breakdown of the types of action taken to enable the household to remain within their existing home.
- The total number of cases where positive action by the authority succeeded in relieving homelessness where homelessness could not be prevented and a

breakdown of the types of alternative accommodation obtained by the authority for these households.

- The total number of cases where positive action by the authority did not succeed in preventing homelessness for at least 6 months and the reasons why.
- The total number of cases where positive action by the authority did not succeed in relieving homelessness where homelessness could not be prevented.

The evidence for change

Local authorities carry out a significant amount of work on homelessness prevention and relief which is not being recorded centrally by the Welsh Government. The Welsh Government currently collect information via the annual national strategic indicator HHA/013 on the percentage of all potentially homeless households for whom homelessness was prevented for at least 6 months. This does not however provide any detail of the actions taken by the individual local authorities to prevent or relieve homelessness and there have been issues in relation to the accuracy and completeness of the data.

The '[Ten Year Homelessness Plan for Wales](#)' stressed the need to '*ensure that everyone can receive the help they need to avoid becoming homeless*' and where homelessness cannot be prevented to '*minimise the trauma of the experience of homelessness through swift and appropriate service responses.*'

The [Programme for Government](#) is committed to '*Build on our ten-year Homelessness Plan and continue to invest in vulnerable people - whether they are young people leaving care, older people who are becoming frail, or people who are experiencing mental ill health - to avert homelessness, to have and keep in their homes and build the kind of life we all want for ourselves, friends and families.*'

Information on homelessness prevention and relief has been collected in England since April 2008 and is published in an [annual release](#). Scotland also collect and publish [annual reference tables](#) which include information on the actions taken by local authorities to prevent homelessness occurring by type of action and local authority area. There is currently no regular data collection on homelessness prevention and relief by Northern Ireland Housing Executive but collecting the proposed information on homelessness prevention and relief for Wales would allow comparisons with England and Scotland.

Specific consultation questions:

- *Do you agree with the proposal?*
- *What are your reasons for this, including any impact this change might have on your work?*
- *Guidance Note 106 (a) of the data collection form states that ' As well as recording cases where a person seeks help from a local authority, please also include cases where a person applies directly to a partner organisation which is funded by a local housing authority to assist in the prevention or relief of homelessness. Do you agree that these cases should be included (Y/N)*

If 'No' please state your reasons.

These proposals have all been agreed in principle by the [Housing Information Group](#), which contains representatives from the Welsh Government, external users of homelessness statistics and data providers.

As the proposals in this consultation have already been agreed in principle by the Housing Information Group and its homelessness sub-group, the consultation period will run for 6 weeks rather than the usual 12 week period.

Annex A – Proposed changes to the ethnicity categories used on the annual homelessness return

We propose to replace the ethnicity categories currently used on the annual homelessness return with those used in the 2011 Census form –The table below shows both versions.

Current ethnicity categories used on annual homelessness return	2011 Census ethnicity categories
<p>White:</p> <ul style="list-style-type: none"> White British White Irish Any other white background <p>Mixed:</p> <ul style="list-style-type: none"> White and black Caribbean White and black African White and Asian Any other mixed background <p>Asian or Asian British:</p> <ul style="list-style-type: none"> Indian Pakistani Bangladeshi Any other Asian background <p>Black or Black British:</p> <ul style="list-style-type: none"> Caribbean African Any other black background <p>Chinese or any other ethnic group</p> <ul style="list-style-type: none"> Chinese Other <p>Ethnic origin not known</p>	<p>A White:</p> <ul style="list-style-type: none"> Welsh / English / Scottish / Northern Irish / British Irish Gypsy or Irish Traveller Any other White background <p>B Mixed / multiple ethnic groups</p> <ul style="list-style-type: none"> White and Black Caribbean White and Black African White and Asian Any other Mixed / multiple ethnic background <p>C Asian / Asian British</p> <ul style="list-style-type: none"> Indian Pakistani Bangladeshi Chinese Any other Asian background <p>D Black / African / Caribbean / Black British</p> <ul style="list-style-type: none"> African Caribbean Any other Black / African / Caribbean background <p>E Other ethnic group</p> <ul style="list-style-type: none"> Arab Any other ethnic group,

Homelessness Prevention and Relief Data Collection

Half-year: April-September 2012

The Welsh Government's Statistical Directorate runs this data collection. It is a source of information on the number of prevention and relief cases dealt with by local authorities in Wales. It is used to inform policy, to answer queries, in briefings and for publication in First Releases. It helps to establish a picture of prevention and relief activity in Wales.

Dewiswch eich iaith penodol / Choose your preferred language:

Saesneg/English ▼

Provider details

Please select your authority from the list provided

PLEASE SELECT ▼



Validation

Links	Completed
Guidance	
Local authority is selected above	0%
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Table 1 >>	57%
Total	49%

Please return this spreadsheet via Afon no later than 18 October 2012

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Welsh Assembly Government

Version 1 - 11/07/2011

Table 1: All cases where positive action succeeded or did not succeed in preventing/relieving homelessness

Homelessness Prevention and Relief April - September 2012

Although more than one action may be taken, please record only the most significant action for each case.

PLEASE SELECT

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[Go to definitions](#) [Go to specific guidance](#)

		Homelessness Prevented	Homelessness Relieved	Total	V1			Comment
Cases where positive action was:		a	b	c	a	b	c	
1	Successful	0	0	0	✓	✓	✓	
2	Unsuccessful	0	0	0	✓	✓	✓	
3	Total number of cases	0	0	0	✓	✓	✓	
Total successful cases below								
4	Homelessness prevented - household able to remain in existing home, as a result of:	0	0	0	✓	✓	✓	
	4 i) Mediation using external or internal trained family mediators			0	✗		✓	
	4 ii) Conciliation including home visits for family/friend who are threatening exclusions			0	✗		✓	
	4 iii) Financial payments from a homeless prevention fund			0	✗		✓	
	4 iv) Debt Advice			0	✗		✓	
	4 v) Resolving Housing Benefit problems			0	✗		✓	
	4 vi) Resolving rent or service charge arrears in the social or private rented sector			0	✗		✓	
	4 vii) Sanctuary scheme or other measures to prevent domestic abuse			0	✗		✓	
	4 viii) Crisis intervention - providing emergency support			0	✗		✓	
	4 ix) Negotiation or legal advocacy to ensure that someone can remain in accommodation in the private rented sector			0	✗		✓	
	4 x) Providing other assistance that will enable someone to remain in accommodation in the private or social rented sector			0	✗		✓	
	4 xi) Mortgage arrears interventions or mortgage rescue			0	✗		✓	
	4 xii) Specialist independent housing advice			0	✗		✓	
	4 xiii) Specialist support for problems including anti-social behaviour and other, tenancy support			0	✗		✓	
	4 xiv) Total cases able to remain in existing home	0		0	✓		✓	
5	Homelessness prevented or relieved - household assisted to obtain alternative accommodation, in the form of:							
	5 i) Any form of hostel or House in Multiple Occupation (HMO) with or without support			0	✗	✗	✓	
	5 ii) Private rented sector accommodation with landlord incentive scheme (e.g. cashless bond, finders fee, deposit payment, rent in advance, landlord insurance payment)			0	✗	✗	✓	
	5 iii) Private rented sector accommodation without landlord incentive scheme			0	✗	✗	✓	
	5 iv) Accommodation arranged with friends or relatives			0	✗	✗	✓	
	5 v) Supported accommodation (including supported lodging schemes, successful referrals to supported housing projects)			0	✗	✗	✓	
	5 vi) Social Housing - Local authority			0	✗	✗	✓	
	5 vii) Social Housing - RSL			0	✗	✗	✓	
	5 viii) Low cost home ownership scheme, low cost market housing solution			0	✗	✗	✓	
	5 ix) Total cases assisted to obtain alternative accommodation	0	0	0	✓	✓	✓	
Total unsuccessful cases below								
6	Homelessness NOT prevented or relieved due to:							
	6 i) Applicant refused to engage			0	✗	✗	✓	
	6 ii) Other reason			0	✗	✗	✓	

Comment

General Guidance - Table 1[Back to Home Page](#)**General notes**

- 100 The Welsh Government encourages local authorities to offer prevention assistance to everyone who seeks housing assistance and considers they are at risk of homelessness in the near future, including single person households and others who may not appear to the authority to fall within a priority need category. However, it is for individual authorities to determine the scope of their homelessness prevention scheme. All persons who fall within the authority's scheme and for whom positive assistance was provided during the collection period (either by the authority or a partner organisation) should be recorded on this form.
- 101 Additionally, authorities are encouraged to take steps to relieve homelessness and record these cases where someone has been accepted as homeless but is not owed a duty to secure accommodation under the homelessness legislation (Part 7 of the Housing Act 1996). These are cases where someone is found to be homeless but not in priority need and cases where someone is found to be intentionally homeless.
- 102 In any period, the number of recorded cases where assistance was provided to prevent or relieve homelessness (whether successful or not) will not necessarily correlate with the number of total decisions made on homelessness applications. This is because not all cases will necessarily have been treated as a statutory homeless application (for the purposes of section 183 of the 1996 Act), for example, because the authority did not have reason to believe that the person may have been homeless or likely to become homeless within 28 days. This is also because the definition for this table is where a household, not the local authority, consider themselves at risk of homelessness. This may be beyond 28 days.
- 103 In all circumstances, the local authority will have a duty to ensure that the applicants are provided with advice and assistance in any attempts they make to secure accommodation for themselves (and the applicant's housing needs must be assessed before such advice and assistance is given: section 190(4) and 192(4)). However, it would be open to the authority and/or partner organisations to take action to ensure that applicants secure one of these types of accommodation. This would be positive action over and above the statutory obligation to provide advice, assistance and information about homelessness and the prevention of homelessness (provided under Section 179(1) of the 1996 Housing Act), and can be recorded as successful action to relieve homelessness.
- 104 Record all cases where positive action succeeded or did not succeed in preventing or relieving homelessness. Note that this form is NOT restricted to households whose application for housing assistance has been considered under statutory homelessness provisions.
- 105 In some cases positive action is taken by the authority to prevent/relieve homelessness but the applicant refuses the assistance offered. These cases should still be recorded on the form as the authority has taken positive action.
- 106 (a) As well as recording cases where a person seeks help from a local authority, please also include cases where a person applies directly to a partner organisation which is funded by a local housing authority to assist in the prevention or relief of homelessness.
- (b) Include cases referred by the local authority to a partner organisation where the local authority maintains partnership working and an open case that includes follow up casework with the applicant and the partner organisation.
- When can positive action be taken to prevent homelessness ?**
- 107 If someone approaches a local housing authority for housing assistance the authority must consider whether it has reason to believe that the person may be homeless or likely to become homeless within 28 days (see section 183 of the Housing act 1996) and, if so, it must make inquiries to determine whether it owes them any duty under Part 7 of the 1996 Act. Authorities cannot defer consideration of whether there is reason to believe while they provide assistance to prevent homelessness - but they can take positive action to prevent homelessness in parallel with making inquiries.
- No reason to believe**
- 108 The authority and/or partner organisations can take positive action to prevent homelessness where the authority do not have reason to believe the person is homeless or likely to become homeless within 28 days (but the person considers him or herself at risk of homelessness).
- Reason to believe**
- 109 The authority and/or partner organisations can also take positive action to prevent homelessness where the authority have reason to believe the person is homeless or likely to become homeless within 28 days. This can be done in parallel with making inquiries under section 184 of the 1996 Act. However enquiries must not be delayed because of proposed action. If steps can be taken with the cooperation of the applicant to ensure that the person has accommodation available before inquiries are completed, the authority will be able to make a section 184 decision of 'not homeless'.

General Guidance - Table 1[Back to Home Page](#)**General notes*****Interim duty accepted (s.188(1))***

- 110 The authority and/or partner organisations can also take positive action to prevent homelessness where the authority have accepted an interim duty to accommodate under section 188(1) of the 1996 Act. This duty will have been accepted on the basis that the person may be homeless, but the authority will not yet be satisfied that he or she is homeless. Therefore, there will still be an opportunity to take positive action to ensure that the person has alternative accommodation available and is 'not homeless' before completing inquiries and making a section 184 decision.

Section 195(2) duty accepted (threatened with homelessness)

- 111 Under section 195(2) of the 1996 Act, local authorities have a duty to take reasonable steps to ensure that accommodation does not cease to be available for applicants whom the local authority is satisfied are eligible for assistance, unintentionally threatened with homelessness and in priority need. Where this duty has been accepted, successful steps taken to ensure that the applicant can remain in the current accommodation can be recorded as 'positive action' to prevent homelessness.

When can positive action be taken to relieve homelessness?

Positive action to prevent homelessness cannot be taken once the authority is satisfied that someone has become homeless (for example, the authority has notified the person of a decision under section 184 that they are homeless).

However, following the notification under section 184 that an applicant is homeless positive action to relieve homelessness can be taken in the following circumstances:

- 112
- where the authority has accepted a duty under section 192 that the person is unintentionally homeless and not in priority need. In this case, the positive action could include the authority exercising its power under section 192(3) to secure accommodation through a rent guarantee bond, subject to the accommodation being made available for at least 6 months;
 - where the authority has accepted a duty under section 190(3) that the person is intentionally homeless and not in priority need;
 - where the authority has accepted a duty under section 190(2) that the person is intentionally homeless and in priority need. The authority will have a duty to secure accommodation for long enough to give the person a reasonable opportunity to secure accommodation for him or herself. However, positive action to relieve homelessness could be taken through offering for example a rent in advance payment to enable the person to secure accommodation for him or herself.

- 113 In all these circumstances, the local authority will have a duty to ensure that the applicants are provided with advice and assistance in any attempts they make to secure accommodation for themselves (and the applicant's housing needs must be assessed before such advice and assistance is given: section 190(4) and 192(4)). However, it would be open to the authority and/or partner organisations to take action to ensure that applicants secure one of the types of accommodation set out in the specific guidance (as appropriate). This would be positive action over and above the statutory obligation to provide advice and assistance and can be recorded as successful action to relieve homelessness.

Referral by a local authority to a partner organisation

Where someone who considers him or herself at risk of homelessness seeks help from a local authority, the authority may refer him or her to a partner organisation for positive action. Examples could include:

- 114
- referral to an external mediation service where their mediation enables the person to remain in the existing home and prevents homelessness;
 - referral to a specialist debt and money advice service, where the advice enables homelessness to be prevented; or
 - referral to a court advocacy service, where that agency's casework enables the person to remain in the home.

Local authority working jointly with partner organisations

- 115 Where positive action to prevent or relieve homelessness is provided by more than one organisation or service, the results can be combined in assessing the overall number of positive actions in the local authority district.

Typically a local authority might record positive action carried out jointly by in-house teams such as:

- the Housing Options team;
- the Homelessness team;
- the Housing Allocation team;
- the Environmental Health or Private Sector Housing Enforcement service.

together with partner organisations such as CAB or Shelter, providing independent housing advice, and other organisations it refers clients at risk of homelessness to for positive action including services such as :

- 116
- mediation,
 - debt advice,
 - Court advocacy services,
 - crisis intervention support, and
 - Sanctuary schemes.

Definitions

Homelessness Prevention and Relief April - September 2012

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Homelessness prevention	<p>In its broadest terms, 'homelessness prevention' is where a local authority takes positive action to provide housing assistance to someone who considers him or herself to be at risk of homelessness in the near future, and as a result the person is able to either remain in his or her existing accommodation or obtain alternative accommodation providing a solution for at least the next 6 months. The key points are:</p> <ul style="list-style-type: none"> • the person has sought assistance from the local authority or a partner organisation; • the person considers him or herself to be at risk of homelessness; • the local authority may or may not have reason to believe the person is homeless or likely to become homeless within 28 days; • the positive action is not being provided to discharge a duty to secure accommodation under the homelessness legislation; • the positive action is provided by: the local authority; or a partner organisation, or a combination of the local authority and one or more partner organisations working together; • the local authority or partner organisation consider that the positive action provided will prevent homelessness for at least the next 6 months. <p>A case should be recorded as a homelessness prevention where a local authority takes positive action to provide housing assistance to someone who considers him or herself to be at risk of homelessness in the near future and this positive action is not being provided to discharge a duty to secure accommodation under the homelessness legislation. A case ceases to be classed as a prevention when a section 184 decision is issued. The only exceptions to this are cases dealt with under section 188(1) of the 1996 Act (Interim duty accepted) and under section 195(2) of the 1996 Act (threatened with Homelessness).</p>
Homelessness relief	<p>Positive action to prevent homelessness cannot be taken once the authority is satisfied that someone has become homeless (for example, the authority has notified the person of a decision under section 184 that they are homeless). However, following the notification under Section 184 that an applicant is homeless positive action to relieve homelessness can be taken in the following circumstances:</p> <ul style="list-style-type: none"> • where the authority has accepted a duty under Section 192 that the person is unintentionally homeless and not in priority need. In this case, the positive action could include the authority exercising its power under section 192(3) to secure accommodation through a rent guarantee bond, subject to the accommodation being made available for at least 6 months; • where the authority has accepted a duty under Section 190(3) that the person is intentionally homeless and not in priority need; <p>A case should be recorded as homelessness relief following notification under section 184 that an applicant is homeless and positive action to relieve homelessness is being taken. In order to record the case as homelessness relief there must be ongoing positive action from the date of the section 184 decision.</p>
Positive action	<p>'Positive action' is assistance provided over and above general advice and information about homelessness and the prevention of homelessness provided under section 179(1) of the 1996 Act. The assistance must be provided to an individual, on a casework basis, with the specific aim of ensuring that the individual and his or her household will be able to either remain in their existing accommodation or obtain alternative accommodation. There must be file-based case recording, with outcomes confirmed at the point of recording that outcome through a system of quality checking and control.</p>
What is not 'positive action'	<ul style="list-style-type: none"> • The provision of advice and information alone, with no assistance or intervention to actively help the person to remain in his or her current accommodation or secure alternative accommodation will not amount to 'positive action'. • Securing accommodation to discharge a duty under the homelessness legislation (Part 7 of the Housing Act 1996) should not be recorded as 'positive action' for the purpose of this data collection, which is concerned with action taken over and above the main statutory duties. These are the 188(1), 190(2), 193(2) duties. • Exercising a power to secure accommodation under section 188(3) of the 1996 Act (pending a section 202 review) or section 204(4) (pending appeal to the county court) is not 'positive action' to prevent or relieve homelessness.
What is a partner organisation ?	<p>A partner organisation is any organisation which is assisting the local authority in tackling and preventing homelessness and is either :</p> <ul style="list-style-type: none"> • funded by the local authority to assist it in tackling and preventing homelessness; or • is an organisation to which the local authority refers clients for assistance to help prevent that person becoming homeless.
Outcomes	<p>All cases where positive action is taken to prevent or relieve homelessness (and which meet the acceptable criteria) should be recorded. They will be recorded either homelessness prevented; homelessness relieved; or unsuccessful positive action.</p> <p>Cases should not be recorded as either successful or unsuccessful where no positive assistance to try and prevent or relieve homelessness has been provided (either by the authority or a partner organisation).</p>
Successful outcomes	<p>For positive action to be recorded as successful, the authority or partner organisation taking the action must be satisfied that the intervention is likely to result in homelessness being prevented or relieved for at least 6 months.</p> <p>Cases should be recorded for the collection period when the positive action was actually provided. It is at this point where the case has been checked and signed off by a senior officer or other officer not directly involved in the case that it should be recorded as a 'prevention'; 'homelessness relieved' or a 'positive action unsuccessful' case and recorded as such. Recording should not be delayed until success or failure can be confirmed 6 months later.</p> <p>Decisions that positive action taken in a particular case is likely to be successful should be verified by a senior officer or other officer not directly involved in the case before being recorded on the form. Authorities will need to put in place a system of objectively checking and verifying decisions about the likely outcome of each case.</p> <p>In cases where the positive action is taken by partner organisation, decisions about likely success should be taken by a senior officer (or other adviser not directly involved in the case) of that organisation before being recorded as a successful case of homelessness prevention or relief.</p> <p>It is good practice for a sample of cases where positive action was judged to be successful to be monitored - to provide quality assurance of the assistance provided and the decisions made about the prospects of success. However, it is not proposed that monitoring results should be recorded on the form. Nor is the local authority or partner organisation obliged to go back over the six month period to check that homelessness is still being prevented, as such a process is considered to be too time consuming and would divert valuable resources away from direct homelessness prevention and options work.</p> <p>As a matter of good practice local authorities and partners are encouraged to carry out spot-checks to assess whether prevention or relief has been successful. Ongoing monitoring of cases will also provide an early warning of any change in circumstances which could lead to a further risk of homelessness.</p>
Unsuccessful outcomes	<p>Cases where positive action was unsuccessful are defined as where:</p> <p>(i) a household approaches the local housing authority or Partner organisation for help because they consider they are homeless or at risk of homelessness (a partner organisation is one that is funded by the Council to help prevent homelessness), AND</p> <p>(ii) positive action took place but was unsuccessful in preventing or relieving that risk (this would include cases where a local authority refers a case for assistance to help prevent that person becoming homeless to a partner organisation) and they became homeless, and were either owed a main homelessness duty under Section 193 (2), OR</p> <p>(iii) they were found to be homeless but not owed a main duty (as they were found to be intentionally homeless or not in priority need), and options were offered to help relieve their homelessness but were unsuccessful in assisting the applicant to obtain accommodation.</p>

Specific Guidance[Back to Home Page](#)

Columns a and b	<p>Cases where positive action has been provided to prevent homelessness from occurring should be recorded on this form separately from cases where positive action has been provided to relieve homelessness which relates to positive actions following a household becoming homeless.</p> <p>Successful cases should be recorded as follows:</p> <p>Column a, Row 4 Cases that have had their risk of homelessness prevented and remain in their existing home</p> <p>Column a, Row 5 Cases that have had their risk of homelessness prevented through assistance in obtaining alternative accommodation (available for a minimum of 6 months before homelessness occurs)</p> <p>Column b, Row 5 Cases that have become homeless but have had their homelessness relieved through assistance in securing accommodation (available for a minimum of 6 months). These would be non-priority or intentionally homeless households, found to be homeless but not accepted as owed a main duty to secure suitable accommodation under the homelessness legislation (for the purpose of this data collection)</p>
Row 4, part i)	<p>Types of successful prevention</p> <p>4 i) Mediation using external or internal trained family mediators This could be an external mediation service such as Relate or an in-house local authority service where training in mediation has been provided.</p>
Row 4, part ii)	<p>4 ii) Conciliation including home visits for family/friend who are threatening exclusions This includes:</p> <ul style="list-style-type: none"> • home visits, where someone may be at risk of homelessness due to a threat of exclusion from parents, other relatives, or friends. • conciliation work by a partner organisation such as youth counselling.
Row 4, part iii)	<p>4 iii) Financial payments from a homeless prevention fund There are many innovative ways that local authorities have used payments from their 'homelessness prevention fund' to resolve a risk of homelessness, including payments to landlords to resolve problems caused by tenant damage. Any payments from a prevention fund to resolve rent arrears should be recorded in this section. Exclude discretionary housing payments (DHP) from this row.</p>
Row 4, part iv)	<p>4 iv) Debt Advice Include casework covering debt advice, including negotiation with creditors and advice on budgeting and money management.</p>
Row 4, part v)	<p>4 v) Resolving Housing Benefit problems Include actions to resolve housing benefit problems including assisting a vulnerable person at immediate risk of homelessness through non payment of rent with making a housing benefit claim; action to deal with delays in payment; housing benefit arrears; verification of claim documents where there is a delay in benefit payments leading to a risk of homelessness; backdating of benefit claims; making a discretionary housing payment</p>
Row 4, part vi)	<p>4 vi) Resolving rent or service charge arrears in the social or private rented sector This may include case work help that supports a household to manage any arrears repayment schedule. Housing benefit resolutions should be recorded at section (v)</p>
Row 4, part vii)	<p>4 vii) Sanctuary scheme or other measures to prevent domestic abuse Sanctuary schemes or other measures to prevent domestic violence includes:</p> <ul style="list-style-type: none"> • Measures to enable a victim of domestic abuse or harassment to remain in their home with professionally installed security measures. • Cases where someone was assisted to take legal action to protect their right to remain safely within the home.
Row 4, part viii)	<p>4 viii) Crisis intervention - providing emergency support This includes cases where there is an imminent risk of homelessness because someone is unable to cope with his or her affairs and emergency intervention or crisis support is provided. Exclude cases where someone is receiving Supporting People Funded services.</p>

Specific Guidance[Back to Home Page](#)**4 ix) Negotiation or legal advocacy to ensure that someone can remain in accommodation in the private rented sector**

This includes:

- negotiation with private landlords who have or have threatened to issue a section 21 notice to resolve problems.
- actions to resolve a threat of illegal eviction or to re instate illegally evicted tenant.
- county court advocacy or court desk work by the local authority or its partners where court representation results in a case being struck-out, dismissed or adjourned
- assisting someone to afford their rent by negotiating a lower rent, increasing their income through helping them make a claim for benefits or making a discretionary housing payment or charity payment.

Row 4,
part ix)**4 x) Providing other assistance that will enable someone to remain in accommodation in the private or social rented sector**

This includes:

- tackling disrepair through action against landlords or grants to improve conditions;
- adaptations to the property;
- financial help such as a discretionary housing payment (DHP);
- referral to public protection for illegal evictions or enforcement issues regarding the Housing Health and Safety Rating System (HHSRS);

Row 4,
part x)

Please provide a comment explaining the type of other assistance reported in this row.

4 xi) Mortgage arrears interventions or mortgage rescue

This includes

- negotiation with mortgage lenders and banks to reschedule debt payments or payment terms or offer a repayment break period;
- providing support to enable re-mortgage; conversion to an interest-only mortgage to reduce outgoings; conversion to shared ownership;
- prevention of homelessness through Mortgage Rescue Schemes.

Row 4,
part xi)**4 xii) Specialist independent housing advice**

This includes for example Citizens' Advice Bureaus.

Row 4,
part xii)**4 xiii) Specialist support for problems including anti-social behaviour and other, tenancy support**

This includes for example:

- referrals to an agency for housing related support or the 'Supporting People Programme';
- resolving anti-social behaviour.

Row 4,
part xiii)**4 xiv) Total cases able to remain in existing home**

This is the total of parts 4 (i) - 4 (xiii) above.

Row 4,
part xiv)

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Row 5, part i)	<p>Types of successful relief</p> <p>5 i) Any form of hostel or House in Multiple Occupation (HMO) with or without support</p> <ul style="list-style-type: none"> • Include arrangements where the hostel stay may be less than 6 months but move-on accommodation will be provided as part of the 'exit strategy'. • Include any form of accommodation held by licence. • Exclude night shelter and crisis short-stay accommodation for rough sleepers such as an emergency assessment centre.
Row 5, part ii)	<p>5 ii) Private rented sector accommodation with landlord incentive scheme (e.g. cashless bond, finders fee, deposit payment, rent in advance, landlord insurance payment)</p> <p>This can be provided by the local authority or partner organisation and includes:</p> <ul style="list-style-type: none"> • Bond schemes where no cash is paid up front; • "Finders Fee" schemes where a payment is made to a landlord; • Deposit payment schemes; • Rent in advance; • Landlord insurance payment schemes; or • A combination of the above.
Row 5, part iii)	<p>5 iii) Private rented sector accommodation without landlord incentive scheme</p> <p>For example, where a local authority has built a relationship with a landlord or letting agent which enables the authority to refer households on benefit direct or properties on a specific accreditation scheme.</p>
Row 5, part iv)	<p>5 iv) Accommodation arranged with friends or relatives</p> <p>No specific guidance.</p>
Row 5, part v)	<p>5 v) Supported accommodation (including supported lodging schemes, successful referrals to supported housing projects)</p> <p>No specific guidance.</p>
Row 5, part vi)	<p>5 vi) Social Housing - Local authority</p> <p>Includes managed moves within local authority stock and offers of accommodation for local authority stock.</p>
Row 5, part vii)	<p>5 vii) Social Housing - RSL</p> <p>Includes managed moves within RSL stock and nominations/offers of accommodation for RSL stock. RSL = Registered Social Landlord.</p>
Row 5, part viii)	<p>5 viii) Low cost home ownership scheme, low cost market housing solution</p> <p>No specific guidance.</p>
Row 5, part ix)	<p>5 ix) Total cases assisted to obtain alternative accommodation</p> <p>This is the total of parts 5 (i) - 5 (viii) above.</p>

Row 6, part i)	<p>Types of unsuccessful prevention and relief</p> <p>6 i) Applicant refused to engage</p> <p>Include cases where positive action is taken by the authority to prevent/relieve homelessness but the applicant refuses the assistance offered.</p>
Row 6, part ii)	<p>6 ii) Other reason</p> <p>Include any other reason why positive action was unsuccessful.</p>

Homelessness Data Collection

Annual: 2012-13

The Welsh Assembly Government's Statistical Directorate runs this data collection. It is a source of information on the number of homeless cases dealt with by local authorities in Wales. It is used to inform policy, to answer queries, in briefings and for publication in First Releases. It helps to establish a picture of the overall extent of homelessness in Wales and Great Britain.

Dewiswch eich iaith penodol / Choose your preferred language: Saesneg/English ▼

Provider details

Please select your authority from the list provided

PLEASE SELECT ▼



Validation

Links	Completed
Guidance for tables 1-4	
Guidance for tables 5-6	
Contact information	0%

Form links	Table completed
Table 1 >>	28%
Table 2 >>	28%
Table 3 >>	0%
Table 4 >>	19%
Table 5 >>	19%
Table 6 >>	29%
Total	18%

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Llywodraeth Cynulliad Cymru
Welsh Assembly Government

Version 1 - 29/11/2011

Contact information

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PLEASE SELECT

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Please provide contact details for your authority below. This will help us to direct any queries to the correct contact.

Form completed by/Main contact for data queries:

		V1
Name	<input type="text"/>	<input type="button" value="X"/>
Telephone number	<input type="text"/>	<input type="button" value="X"/>
E-Mail address	<input type="text"/>	<input type="button" value="X"/>

Manager's details

Name	<input type="text"/>	<input type="button" value="X"/>
Telephone number	<input type="text"/>	<input type="button" value="X"/>
E-Mail address	<input type="text"/>	<input type="button" value="X"/>

Technical guidance for completing the form

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Navigation

You will be able to move from sheet to sheet by clicking the appropriate hyperlink.
For example, to return to the home page click the "Back to Home Page" hyperlink.

Required data items

In this spreadsheet, the cells that require data have the following properties:



All cells requiring data will be coloured pale green.



Some cells derive values from other data items. These cells are coloured in grey. You will not be able to enter data into these cells.



Some cells do not need to be completed as they are not applicable. These cells are coloured in dark grey. You will not be able to enter data into these cells.

If you are unable to provide any data item, please leave the cell BLANK. Do not enter text (NA, N/A or Not collected etc.) into any cell other than the comments cells. We will assume that a zero in any cell signifies a zero count for this data item.

Comments



A yellow space has been provided next to each table for comments. If any data items are missing then a comment must be added to the spreadsheet.

Validation 1

Validation 1 involves checking for common sense errors. These errors must be resolved before the spreadsheet is submitted via Afon.



Data items that pass validation will be coloured green.



Data items where no data is entered, or which break a validation rule, are coloured red. You should enter a zero where the data item is nil, or make a comment.



Missing data items with a comment provided will be coloured amber.

General Guidance - Tables 1 to 4

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General notes

- 0.1 Households applying for housing under the homelessness provisions of the Housing Act 1996 (the Act):
[Housing Act 1996](#)
- 0.2 The homelessness form collects data from Welsh local authorities on the discharge of their responsibilities under the homelessness legislation (Part VII of the Act). Advice on these duties (Parts VI and VII of the Act) is given in the Homelessness Code of Guidance.
[Code of Guidance](#)
- 0.3 This note provides guidance on how to complete the quarterly homelessness return which collects data on the operation of the homelessness legislation in Wales.
- 0.4 These notes are framed in the context of the homelessness provisions of the Act which came into force on 20 January 1997.
- 0.5 **The return covers numbers of households not persons.**
- 0.6 Some sections of this return ask for a breakdown of households by ethnicity. The ethnic categories used in this form have been expanded to match those recommended by the Commission for Racial Equality, now the Equality and Human Rights Commission. These categories now match those used in the 2011 Census.
www.equalityhumanrights.com
- 0.7 The Public Sector Equality duties under the Equality Act 2010 exist to protect people from discrimination on the basis of 'protected characteristics'. The Equality Act 2010 defines people's protected characteristics for those using a service as:
- Disability;
 - Sex (gender);
 - Gender reassignment (gender identity or transgender);
 - Pregnancy and maternity;
 - Race;
 - Religion or belief;
 - Sexual orientation;
 - Age.
- These 'protected characteristics' are used in Tables 1 to 5 of this form.
- 0.8 These guidelines involve the ethnic self-classification by an individual or household.

Tables 1 and 2 - Decisions by age, sex and ethnic group

- 1.1 Record the households for which decisions were taken during the quarter by gender and age of applicant (Table 1) and by ethnic group of applicant (Table 2) in accordance with Section 184 of the Act.
- 1.2 The total number of decisions recorded in Table 1 must be the same as the total number of decisions recorded in Table 2.
- 1.3 These sections cover all final decisions reached during the quarter, regardless of when the application was made, on households applying for accommodation or assistance in obtaining accommodation which your authority had reason to believe were homeless or threatened with homelessness (as defined in Sections 175 to 178 of the Act).
- 1.4 All households found to be eligible, unintentionally homeless and in priority need should be included even if they are to be referred to another local authority under local connection rules. Conversely, households referred to you by other authorities under local connection rules should not be included.
- 1.5 Note that any 16/17 year old found to be eligible for assistance must automatically be classed as in priority need according to the Code of Guidance.
- 1.6 Applications withdrawn before a decision is reached should be excluded.
- The various outcomes of authorities' enquiries are as follows:
- Household eligible, unintentionally homeless and in priority need. Covers households owed a duty under Section 193, or Section 195 of the Act.
 - Household eligible, homeless and in priority need but intentionally so - Covers households owed a duty under Sections 190(2) of the Act.
 - 1.7 • Household eligible, homeless but not in priority need - Covers households owed a duty under Section 192 or Section 190(3) of the Act.
 - Household eligible but not homeless - Covers households eligible for assistance which are found not to be homeless or threatened with homelessness as defined in Sections 175 to 178 of the Act.
 - Ineligible household - Covers households not eligible for assistance by virtue of Section 185 (persons from abroad) or Section 186 (asylum seekers) of the Act.
- 1.8 For homeless households where the applicant was a gypsy/traveller please include under White – Gypsy/Irish Traveller in Table 2. Households for which decisions were taken during the quarter – by ethnic group of applicant.

Table 3 - Eligible Households by category of priority need and type of household

3.1	Households with dependent child(ren) includes couples with dependent child(ren) and single parents with dependent child(ren)
3.2	Record the number of households found to be eligible for assistance, unintentionally homeless and in priority need during the quarter. The total number of such households recorded in this table should equal the total recorded in:
3.3	<ul style="list-style-type: none">• row 1 of Table 1; and• column 1 of Table 2.
3.4	The total number of single person households recorded in this table should equal row 11, column b of Table 4
3.5	The priority need categories below are defined in Section 189 of the Act and set out in the Homelessness Code of Guidance. The following have a priority need for accommodation: <ul style="list-style-type: none">• a pregnant woman or a person with whom she resides or might reasonably be expected to reside;• a person with whom dependent children reside or might reasonably be expected to reside;
3.6	<ul style="list-style-type: none">• a person who is vulnerable as a result of old age; physical disability or long term illness; mental illness, learning disabilities or learning difficulties; other special reason; or with whom such a person resides or might reasonably be expected to reside;• a person who is homeless or threatened with homelessness as a result of an emergency such as flood, fire or other disaster. Section 189 gives the Welsh Government the power to specify further descriptions. This Order specifies the following further descriptions of persons as having priority need from 1 March 2001: <ul style="list-style-type: none">• a care leaver or person at particular risk of sexual or financial exploitation, 18 years or over but under the age of 21;
3.7	<ul style="list-style-type: none">• a 16 or 17 year old;• a person fleeing domestic violence or threatened domestic violence;• a person homeless after leaving the armed forces; and• a former prisoner who after being released from custody has no accommodation to return to. If more than one priority need category applies, include the household in the one which was most crucial in
3.8	determining priority need. In households with dependent children where a household member is pregnant the expected child(ren) should be counted for the purposes of the numbers of children in the household. Other includes:
3.9	<ul style="list-style-type: none">• Other violence, abuse or harassment;• Alcohol or substance misuse;• Those aged over 21 that are vulnerable to exploitation.
3.10	Include chronic illnesses under physical disability or mental illness as appropriate.
3.11	In cases where a household has been accepted as homeless where the applicant has been granted 'Leave to remain' under immigration legislation please record these cases under 'Other Special reasons' in Table 3 Households found to be eligible for assistance, unintentionally homeless and in priority need during the quarter: Categories of priority need by type of household '. These cases should be recorded under 'In institution or care (e.g. hospital, residential home, army, prison etc.) in Table 4 ' Households found to be eligible, unintentionally homeless and in priority need during the quarter. Main reason for loss of last settled home by type of household.

Table 4 - Eligible Households by main reason for loss of last settled home

4.1	Record the main reason for the loss of the last settled home for households found to be eligible for assistance, unintentionally homeless and in priority need during the quarter. The total number of such households recorded in this table should equal the total recorded in:
4.2	<ul style="list-style-type: none">• row 1 of Table 1;• column (A) of Table 2.
4.3	The total number of such households recorded in this table should equal the total recorded in row 10, column (G) of Table 3
4.4	Households should be recorded against the main reason for the loss of their last settled home. This would normally be the households' own owner occupied or rented accommodation, or the parental home for single people, but may also include living with parents or other relatives/friends where this was long-term or expected to be long-term.
4.5	If more than one reason applies record the household against the main reason only.
4.6	Ex service personnel previously in married quarters or other service accommodation should be recorded under 'Loss of rented or tied accommodation'.
4.7	If a landlord's property is re-possessioned and the tenant is made homeless, record this as 'loss of rented or tied accommodation'.
4.8	The category 'loss of rented or tied accommodation' should not include cases where a household has lost their accommodation due to rent arrears. This should be recorded under 'rent arrears'.
4.9	Current property unsuitable – include cases where the home is no longer physically suitable. This will include cases where a person after returning from hospital can no longer live adequately in the property until it has been adapted and cases where environmental issues relating to the property prevent someone living in it until work has been carried out etc.

4.10 Current property unaffordable – include cases where a person has become homeless as a result of not being able to afford the rent or mortgage on their home and have taken action before rent or mortgage arrear are incurred and eviction/repossession notices have been issued.

Other includes:

- Homeless in emergency (for example after a fire or flood);
- Returned from abroad;
- 4.11 • Sleeping rough;
- In hostel or refuge;
- Health concern (physical or mental);
- Overcrowding

General Guidance - Tables 5 and 6

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Table 5 - Homeless households accommodated by your authority at the end of the quarter.

This section records the number of households accommodated at the end of the quarter by both their type of accommodation and by the length of time in that accommodation.

- 5.1
- whose applications are under consideration or that are found to be intentionally homeless. This column should record the number of homeless households temporarily accommodated by your authority under Section 190(2) of the Act i.e. those households found to be eligible for assistance but intentionally homeless and given accommodation for a period that gives the household a reasonable opportunity to secure accommodation for themselves.
 - that have been found to be eligible for assistance, unintentionally homeless and in priority need and are temporarily accommodated while they await suitable accommodation.

Figures are requested for each of the following different circumstances.

- Hostels include shared accommodation, owned or leased and managed by either a local authority, housing association or non profit making organisation including reception centres and emergency units.
- The bed and breakfast heading should include privately owned or managed hotels/guest houses with some shared facilities.
- 5.2 • Hotel annexes consisting of self-contained units of accommodation where meals are not provided should not be included - they should be treated as private sector accommodation and shown in one of the first three rows.
- Other includes mobile homes, such as caravans, 'demountables', 'portacabins' and 'transportables'.
- Homeless at home refers to any arrangements whereby a household remains in, or returns to, the accommodation from which they are being made homeless, or in other accommodation found by the applicant. Include any households who moved from accommodation arranged by your authority into this type of arrangement.

5.3 Male refugees should be included with hostels.

5.4 Supported housing should be included under the type of provider.

Table 6: Households leaving accommodation provided under S.193 & S.194

- 6.1 Households leaving accommodation provided under Section 193 or Section 194 (discretionary power to continue to accommodate) of the Act during the quarter.
- 6.2 This section relates to households leaving accommodation secured for them by your authority under the homelessness provisions of the Act during the quarter.
- 6.3 It covers both accommodation secured under Section 193 of the Act and accommodation which was secured beyond this period under the discretionary power set out in Section 194 of the Act.
- 6.4 Data are requested on the reasons for households leaving this accommodation since the households were found to be eligible for assistance, unintentionally homeless and in priority need.
- 6.5 The rows for acceptances/refusals of offers of accommodation through the allocation scheme should include nominations to housing associations.
- You must record the household as "ceased to be eligible" for those who:
- die;
 - 6.6 • are sent to prison; or
 - are sectioned and sent to an institution on a long-term basis.
- while in temporary accommodation.
- 6.7 Households moving to housing association dwellings other than via nominations should be included in the row for voluntarily ceasing to occupy accommodation.

Table 1: Households for which decisions were taken during the quarter – by sex and age of applicant

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PLEASE SELECT

[Table 2](#)

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	Female applicant			Male applicant			Age and sex not known	Total	V1								Comment
	Age 16-17	Age 18-24	Age 25 and over	Age 16-17	Age 18-24	Age 25 and over			a	b	c	d	e	f	g	h	
1 Eligible, unintentionally homeless and in priority need								0	x	x	x	x	x	x	x	✓	
2 Eligible, homeless and in a priority need, but intentionally so								0	x	x	x	x	x	x	x	✓	
3 Eligible, homeless but not in priority need								0	x	x	x		x	x	x	✓	
4 Eligible, but not homeless								0	x	x	x	x	x	x	x	✓	
5 Ineligible households								0	x	x	x	x	x	x	x	✓	
6 Total decisions	0	0	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	✓	✓	

Comment

Table 2: Households for which decisions were taken during the quarter – by ethnic group of applicant

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PLEASE SELECT

[Table 3](#)[Back to Home Page](#)

☐ After inputting your data, if all the remaining empty green cells should be recorded as a zero and are not genuine missing values, please tick this box

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		Eligible, unintentionally homeless and in priority need	Eligible, homeless and in a priority need, but intentionally so	Eligible, homeless but not in priority need	Eligible, but not homeless	Ineligible households	Total decisions	V1						Comment
		a	b	c	d	e	f	a	b	c	d	e	f	
1 White	Welsh/English/Scottish/Northern Irish/British						0	x	x	x	x	x	✓	
	Irish						0	x	x	x	x	x	✓	
	Gypsy or Irish Traveller						0	x	x	x	x	x	✓	
	Any other white background						0	x	x	x	x	x	✓	
2 Mixed/multiple ethnic groups	White and black Caribbean						0	x	x	x	x	x	✓	
	White and black African						0	x	x	x	x	x	✓	
	White and Asian						0	x	x	x	x	x	✓	
	Any other mixed/multiple ethnic background						0	x	x	x	x	x	✓	
3 Asian or Asian British	Indian						0	x	x	x	x	x	✓	
	Pakistani						0	x	x	x	x	x	✓	
	Bangladeshi						0	x	x	x	x	x	✓	
	Chinese						0	x	x	x	x	x	✓	
4 Black/African/Caribbean/Black British	Any other Black/African/Caribbean background						0	x	x	x	x	x	✓	
	African						0	x	x	x	x	x	✓	
	Caribbean						0	x	x	x	x	x	✓	
	Any other Black/African/Caribbean background						0	x	x	x	x	x	✓	
5 Other ethnic group	Arab						0	x	x	x	x	x	✓	
	Any other ethnic group						0	x	x	x	x	x	✓	
6	Ethnic Origin Not Known						0	x	x	x	x	x	✓	
7	Total	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	

Comment

Table 3: Households found to be eligible for assistance, unintentionally homeless and in priority need during the quarter: Categories of priority need by type of household

Annual Homeless 2012-13

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[Table 4](#)

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☐ After inputting your data, if all the remaining empty green cells should be recorded as a zero and are not genuine missing values, please tick this box

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		Couple with dependent child(ren)	Single parent household		Single person household		All other household groups	Total	V1							Comment
		a	b	c	d	e	f	g	a	b	c	d	e	f	g	
1	Households with dependent child(ren)							0	x	x	x			x	✓	
2	Households where a member is pregnant and there are no other dependent children							0					x	x	✓	
3	Households where a member is vulnerable due to:							0	x	x	x	x	x	x	✓	
	i) old age							0	x	x	x	x	x	x	✓	
	ii) Physical disability / Long term illness							0	x	x	x	x	x	x	✓	
	iii) Mental illness / learning disability / learning difficulties							0	x	x	x	x	x	x	✓	
	iv) Other Special Reasons							0	x	x	x	x	x	x	✓	
4	A care leaver or person at particular risk of sexual or financial exploitation, 18 years or over but under the age of 21							0	x	x	x	x	x	x	✓	
5	A 16 or 17 year old							0	x	x	x	x	x	x	✓	
6	A person fleeing domestic violence or threatened violence							0	x	x	x	x	x	x	✓	
7	After leaving the armed forces							0	x	x	x	x	x	x	✓	
8	A former prisoner who after being released from custody has no accommodation to return to							0	x	x	x	x	x	x	✓	
9	Households homeless in emergency							0	x	x	x	x	x	x	✓	
#	Total households	0	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	✓	

Comment

Table 4: Households found to be eligible, unintentionally homeless and in priority need during the quarter. Main reason for loss of last settled home by type of household

Annual Homeless 2012-13

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[Table 5](#)

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☐ After inputting your data, if all the remaining empty green cells should be recorded as a zero and are not genuine missing values, please tick this box

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		Couple with dependent child(ren)	Single parent household with dependent children		Single person household		All other household groups	Total	V1							Comment
		a	b	c	d	e	f	g	a	b	c	d	e	f	g	
1	Parent no longer willing or able to accommodate							0	x	x	x	x	x	x	x	
2	Other relatives or friends no longer willing or able to accommodate							0	x	x	x	x	x	x	x	
3	Breakdown of relationship with partner							0	x	x	x	x	x	x	x	
	i) Non-violent							0	x	x	x	x	x	x	x	
4	ii) Violent							0	x	x	x	x	x	x	x	
	i) Racially motivated							0	x	x	x	x	x	x	x	
	ii) Due to religion/belief							0	x	x	x	x	x	x	x	
	iii) Due to gender reassignment (gender identity)							0	x	x	x	x	x	x	x	
	iv) Due to sexual identity/orientation							0	x	x	x	x	x	x	x	
	v) Due to disability							0	x	x	x	x	x	x	x	
	vi) Other							0	x	x	x	x	x	x	x	
6	Mortgage arrears (repossession or other loss of home)							0	x	x	x	x	x	x	x	
7	Rent arrears on:							0	x	x	x	x	x	x	x	
	i) Social Sector Dwellings							0	x	x	x	x	x	x	x	
7	ii) Private sector dwellings							0	x	x	x	x	x	x	x	
8	Loss of rented or tied accommodation							0	x	x	x	x	x	x	x	
9	Current property unaffordable							0	x	x	x	x	x	x	x	
10	Current property unsuitable							0	x	x	x	x	x	x	x	
11	In institution or care (e.g. hospital, residential home, army, prison etc.)							0	x	x	x	x	x	x	x	
12	Other (including homeless in emergency, returned from abroad, sleeping rough or in hostel)							0	x	x	x	x	x	x	x	
13	Total households	0	0	0	0	0	0	0	x	x	x	x	x	x	x	

Comment

Table 5: Homeless households temporarily accommodated by your authority at the end of the quarter, by household type and length of time

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[Table 6](#)
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☐ After inputting your data, if all the remaining empty green cells should be recorded as a zero and are not genuine missing values, please tick this box

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Go to guidance		Couple with dependent child(ren)	Single parent household with dependent children		Single person household		All other household groups	Total		V1							Comment
			Male applicant	Female applicant	Male applicant	Female applicant											
										a	b	c	d	e	f	g	
Directly with a private sector landlord	Under 6 months								0	x	x	x	x	x	x	x	
	6 to 12 months								0	x	x	x	x	x	x	x	
	Over 1 year								0	x	x	x	x	x	x	x	
	Total	0	0	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	✓	
Private sector accommodation leased by your authority	Under 6 months								0	x	x	x	x	x	x	x	
	6 to 12 months								0	x	x	x	x	x	x	x	
	Over 1 year								0	x	x	x	x	x	x	x	
	Total	0	0	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	✓	
Private sector accommodation leased by RSL's	Under 6 months								0	x	x	x	x	x	x	x	
	6 to 12 months								0	x	x	x	x	x	x	x	
	Over 1 year								0	x	x	x	x	x	x	x	
	Total	0	0	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	✓	
Within your own stock	Under 6 months								0	x	x	x	x	x	x	x	
	6 to 12 months								0	x	x	x	x	x	x	x	
	Over 1 year								0	x	x	x	x	x	x	x	
	Total	0	0	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	✓	
RSL stock on assured shorthold tenancies	Under 6 months								0	x	x	x	x	x	x	x	
	6 to 12 months								0	x	x	x	x	x	x	x	
	Over 1 year								0	x	x	x	x	x	x	x	
	Total	0	0	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	✓	
Hostels (including reception centres and emergency units)	Under 6 months								0	x	x	x	x	x	x	x	
	6 to 12 months								0	x	x	x	x	x	x	x	
	Over 1 year								0	x	x	x	x	x	x	x	
	Total	0	0	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	✓	
Women's refuge	Under 6 months								0	x	x	x		x	x	x	
	6 to 12 months								0	x	x	x		x	x	x	
	Over 1 year								0	x	x	x		x	x	x	
	Total	0	0	0		0	0	0	0	✓	✓	✓		✓	✓	✓	
Bed and breakfast	#N/A								0	x	x	x	x	x	x	x	
	#N/A								0	x	x	x	x	x	x	x	
	#N/A								0	x	x	x	x	x	x	x	
	Under 6 months	0	0	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	✓	
	6 to 12 months								0	x	x	x	x	x	x	x	
	Over 1 year								0	x	x	x	x	x	x	x	
	Total	0	0	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	✓	
Other	Under 6 months								0	x	x	x	x	x	x	x	
	6 to 12 months								0	x	x	x	x	x	x	x	
	Over 1 year								0	x	x	x	x	x	x	x	
	Length of time not known								0	x	x	x	x	x	x	x	
	Total	0	0	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	✓	
Homeless at home	Under 6 months								0	x	x	x	x	x	x	x	
	6 to 12 months								0	x	x	x	x	x	x	x	
	Over 1 year								0	x	x	x	x	x	x	x	
	Total	0	0	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	✓	
Total	Under 6 months	0	0	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	✓	
	6 to 12 months	0	0	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	✓	
	Over 1 year	0	0	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	✓	
	Total	0	0	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	✓	

Comment

Table 6: Households leaving accommodation provided under S.193 & S.194

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		Under 6 months	6 months to under 1 year	1 year to under 18 months	18 months to under 2 years	2 years or more	Total	V1						Comment
		a	b	c	d	e	f	a	b	c	d	e	f	
1	Ceased to be eligible						0	x	x	x	x	x	✓	
2	Became homeless intentionally						0	x	x	x	x	x	✓	
3	Accepted an offer of accommodation through the allocation scheme						0	x	x	x	x	x	✓	
4	Discharged to the private sector						0	x	x	x	x	x	✓	
5	Voluntarily ceased to occupy accommodation						0	x	x	x	x	x	✓	
6	Refused an offer of accommodation through the allocation scheme						0	x	x	x	x	x	✓	
7	Total	0	0	0	0	0	0	✓	✓	✓	✓	✓	✓	

Comment