

Individual Executive Member Decision

Move-on Policy

Committee considering report:	Individual Executive Member Decision for the new Move on Policy
Date ID to be signed:	16/03/2021
Portfolio Member:	Councillor Hilary Cole
Forward Plan Ref:	ID4036

1. Purpose of the Report

- 1.1 The purpose of this report is to request approval for the new Move on policy that has been developed following the implementation of the Preventing Homelessness and Rough Sleeping Strategy 2020 – 2026.

2. Recommendation

- 2.1 For an Individual Executive Member Decision to approve the new Move on policy so that it can be adopted and implemented.

3. Implications

- 3.1 **Financial:** There are no financial implications.
- 3.2 **Policy:** The new policy is to ensure we are providing a clear plan for every individual accessing the Council's Rough Sleeper service and is aligned to meeting the key Housing Strategy Priorities of enabling every resident to have access to a home that meets their needs and to reducing homelessness. It also aligns with The Reducing Homelessness & Rough Sleeping Strategy, Priority Four 'Further enhance partnership working' through move on and introducing a planned process for move on accommodation.
- 3.3 **Personnel:** These changes will affect staff working in the Housing department managing the Rough Sleeper service and homelessness.
- 3.4 **Legal:** There are no legal implications for this policy
- 3.5 **Risk Management:** These changes ensure there is a planned process for move-on accommodation. This will ensure that individuals received a bespoke housing plan that meets their needs. It also ensures that the Council makes the best use of its accommodation resources and that the risk of financial exposure to excessive use of hotel or bed and breakfast accommodation is minimised.
- 3.6 **Property:** There are no implications for the Council's Property Services from this policy. The policy does ensure that all property used by the Rough Sleeper service is used appropriately and efficiently.

4. Consultation Responses

There was no need to consult on this policy as it is a directive in the Housing Strategy 2020 – 2036 as well as the Preventing Homelessness and Rough Sleeping Strategy 2020 – 2025.

Members:	N/A
Leader of Council:	N/A
Overview & Scrutiny Management Commission Chairman:	N/A
Ward Members:	N/A
Opposition Spokesperson:	N/A
Local Stakeholders:	Homelessness Strategy Group
Officers Consulted:	All Rough Sleeper Initiative Team and Housing Operations
Trade Union:	N/A

5. Other options considered

5.1 None required.

6. Introduction/Background

- 6.1 This policy applies to clients following either a Homelessness referral or having been verified as being or are at risk of being a Rough Sleeper are placed in emergency accommodation, interim accommodation. This accommodation may include hotel placements, other forms of temporary accommodation, hostel accommodation or short term supported accommodation.
- 6.2 This policy is to be read alongside the Housing Strategy 2020 – 2036; and the Preventing Homelessness and Rough Sleeping Strategy 2020 – 2025 for context and strategic direction.

7. Supporting Information

7.1 A copy of the new policy accompanies this report.

8. Options for Consideration

8.1 Not applicable as the policy is an objective of the Reducing Homelessness & Rough Sleeping Strategy and the new Housing Strategy and written as directed by the strategy.

9. Proposals

9.1 It is proposed that the new policy approved by the Portfolio member for Development Planning and Housing as an Individual Member decision.

10. Conclusion

- 10.1 This policy provides clarity around how individuals who are rough sleeping or who have been at risk of rough sleeping will be supported on their own individual pathway and supports both key priorities from the Reducing Homelessness & Rough Sleeping Strategy and the emerging Housing Strategy.
- 10.2 The policy provides a clear focus on making the best use of the Council's limited resources in terms of accommodation and any associated costs.

Subject to Call-In:

Yes: ☐ No: ☒

The item is due to be referred to Council for final approval	<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>
Delays in implementation could compromise the Council's position	<input checked="" type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input type="checkbox"/>

Wards affected: All

Strategic Priorities Supported:

The proposals contained in this report will help to achieve the following Council Strategy priorities:

- ☒ **PC1: Ensure our vulnerable children and adults achieve better outcomes**
- ☒ **PC2: Support everyone to reach their full potential**

Officer details:

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11. Appendices

- 11.1 Appendix A – Data Protection Impact Assessment – Stage One
- 11.2 Appendix B – Equality Impact Assessment – Stage One
- 11.3 Appendix C - Move on Policy

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Place
Service:	Development and Planning
Team:	Housing services
Lead Officer:	Nick Caprara
Title of Project/System:	Move on policy
Date of Assessment:	02/03/2021

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p><i>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p><i>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p><i>Note – will it have an interactive element which allows users to communicate directly with one another?</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will any decisions be automated?</p> <p><i>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p><i>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Appendix B

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; this includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	Individual Executive Member Decision for amendment to the Move on Strategy
Summary of relevant legislation:	Homelessness Reduction Act 2017 applies as rough sleeping is a subset of Homelessness. However, this policy will ensure that rough sleepers have a policy to enable them to move on to accommodation so will have a positive impact.
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Nick Caprara
Date of assessment:	02/03/2021

Is this a:		Is this:	
Policy	Yes	New or proposed	Yes
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To implement the new Move on policy
Objectives:	To compliment the Housing strategy and the Reducing Homelessness and Rough Sleeping Strategy and ensure that the strategic objectives in both are fulfilled
Outcomes:	To contribute to improving residents quality of life
Benefits:	To ensure that vulnerable residents have greater support

<p>2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.</p> <p>(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)</p>

Group Affected	What might be the effect?	Information to support this
Age	None	Changes are internal processing only
Disability	None	Changes are internal processing only
Gender Reassignment	None	Changes are internal processing only
Marriage and Civil Partnership	None	Changes are internal processing only
Pregnancy and Maternity	None	Changes are internal processing only
Race	None	Changes are internal processing only
Religion or Belief	None	Changes are internal processing only
Sex	None	Changes are internal processing only
Sexual Orientation	None	Changes are internal processing only
Further Comments relating to the item:		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer: No because it will have positive impact due to enabling move on into accommodation	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer: No it will enhance employees and service users through the implementation of the new policy	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Nick Caprara

Date: 02/03/2021

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.