

Strategy and Corporate Support					
Objective	Action	Performance Measure	Lead Officer	Target(s)	Progress
To inform and direct the Senior Leadership Team of current position and actions being taken in respect of all homelessness functions including B&B elimination so that the situation is known and understood by Senior Management and to enable them to influence the actions being taken.	Senior Leadership Team (SLT) Briefing	Presentation to SLT	Housing Manager	Monthly	27th January 2025 SLT Briefing 12 th May 2025
To inform and update Members of Homelessness position in the Borough and to advise of the position in respect of the use of B&B, B&B Elimination plan and procurement of property and services associated with the management of homelessness so that the situation is known and understood by Members and to enable them to influence the actions being taken.	Service Delivery Committee Homelessness Update	Report to Service Delivery Committee	Housing Manager	Quarterly	11th March 2025 Committee report re homelessness in the borough Next SDC provisional 10 th June 2025
To Inform lead Member of the current homelessness position, number of households in B&B and Temporary Accommodation and actions being taken to manage and reduce homelessness in the Borough so that the situation is known and understood and to provide	Lead Member Housing Update	Verbal update	Housing Manager	Monthly	2nd April 2025 updated on current homelessness numbers. B&B Elimination plan and re-designating HRA void properties into TA Next scheduled meeting 7 th May 2025

an opportunity to support and/or challenge the actions being taken.					
To provide corporate management team with a position update so that the situation is known and understood by other service managers to enable them to influence the actions being taken and to help develop solutions across the corporate management of the Council.	Corporate Management Team (CMT) Update	Verbal Update	Housing Manager	Monthly	29th April 2025 CMT updated on the current homelessness position and TA B&B position.
Evaluating and Preparation					
Objective	Action	Performance Measure	Lead Officer	Target(s)	Progress
Identify and monitor current actions to reduce the number of homeless households in B&B accommodation by ensuring they are appropriately resourced/realistic/achievable	Housing Management Team (HMT) meeting agenda item		Housing Manager	Monthly	Scheduled 7 th May 2025
To discuss the current homelessness position with the financial manager, identify trends, actions being taken that require financing. Understand financial position	Financial Manager update		Housing Management Team	Monthly	
Discuss and monitor the B&B elimination plan, current position, progress, barriers and solutions with Government colleagues	Meet with HAST Advisor		Housing Options Manager	9/4/25	29th April 2025 Catch up discussion Elimination plan update, HB subsidy, Good practice, Staffin numbers, New TA Officer starting 6 th May
Circulate draft B&B Elimination plan to SLT/HAST/HMT for comments			Housing Manager	4/4/25	Completed.
Implementing the Plan					
Objective	Action	Performance Measure	Lead Officer	Target(s)	Progress

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To ensure that Housing Options Officers are developing and monitoring a Personal Housing Plan to support every household in B&B accommodation and that this sets out actions required of both the homeless households and the Council.	Housing Options Manager to hold Case Management Review Meetings with each Housing Options Officer	All B&B cases will have a monthly review and a Personal Housing Plan in place	Housing Options Manager	100% monthly review meetings take place	Monthly case review week commencing 6 th May 2025
To carry out a review/risk assessment of every property that becomes available to determine whether it should be used as Temporary Accommodation or let through the CBL scheme.	Housing Manager and Housing Options Manager to meet on a weekly basis to carry out a vacant property review. This to include a review of new or notified tenancy terminations	Reduction in the use of bed and breakfast accommodation,	Housing Manager	Weekly review of tenancy terminations	1st May 2025 In April a total number of nine properties have been selected to use as temporary accommodation. There will be 3 TA vacancies in the next two weeks due to permanent offer of accommodation being made to applicants
To avoid blockages and delays in void properties become available to occupy by homeless households.	Hold weekly voids meetings to identify blockages, delays. Ensure focus on getting self-contained TA units are returned ready to let with minimal delay	Void period 25 days <	Lettings Officer	Weekly review of voids	1st May 2025 Lettings Officer to press Property services for quick turnaround and more detailed data so to help better move on from B&B plans
Monitor the advertising process to ensure that RPs are offering and allocating properties in line with the allocations policy and that homeless households are placing bids against all properties that meet their needs.	Support RP with advertising shortlisting for vacancies. Review online shortlist and check that the RP offer has been made to the expected applicant	All vacancies advertised are allocated to priority applicants	Lettings Officer	Weekly	1st May 2025 queries have been made re RP refusal to accept an applicant in TA
To actively recruit private landlords to increase the amount of accommodation available to the Council to provide as temporary accommodation	Establish private sector partnerships, advertise private sector offer and chase up enquiries and leads	Report the number of positive leads against the number of enquiries. Identify reasons PRS have said they do not want to pursue their	Housing Options Manager	Monthly	1st May 2025 pursuing 2 EOI following recruitment drive in April 2025

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		interest in working with the Council.			
To actively purchase property to increase the amount of accommodation available to the Council to provide temporary accommodation	Increase Temporary Accommodation using grant funding (LAHF), RTB receipts to purchase TA, Hostel and HRA property	How many properties viewed, identifying reasons not to pursue purchase. Report property identified for purchase, and report progress	Leaseholder Officer	Monthly	1st May 2025 In the process of procuring two properties. Viewing Kennedy House on the 9 th May (50 self-contained bedroom accommodation)
To reinstate two community flats at Boulter Crescent and Chartwell House as self-contained accommodation to increase the amount of properties available to the Council to provide temporary accommodation	Gain possession of property that has been used for non-accommodating purposes.	Possession date Date property will be ready to occupy	Tenancy and Estate Manager	June 2025	1st May 2025 On-going planning consent required
To provide a structure by which the Council will pay a deposit or guarantee a rent for a period of time to encourage private sector landlords to work with the Council Design a Temporary Accommodation Policy Deposit and Rent Guarantee Scheme	Develop a a Temporary Accommodation Policy Deposit and Rent Guarantee Scheme to provide policy and guidance to support the actions being taken in reducing the need for B&B. Include the use of HPG to assist with deposit, rent guarantee scheme. Seek Member approval at Policy, Finance and Delivery Committee.		Policy and Performance Officer	September 2025	
To increase capacity and resilience in the team to enable a focus on temporary accommodation provision and management	Recruit and appoint a Temporary Accommodation Officer to manage B&B and TA placements	Successful recruitment	Housing Options Officer	Successful applicant to commence in post in May 2025	
To investigate an alternative approach to providing temporary accommodation	Work with Finance and HB to implement an arrangement to fund nightly spot purchases through Rent Connect		Housing Manager		

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through use of the 'Rent Connect Scheme'			Finance Business Partner		

Monitoring of placements

[illegible]