

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	27 th January 2025 SLT Briefing 12 th May 2025 SLT Briefing 21st July 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	11 th March 2025 Committee report re homelessness in the borough Next SDC provisional 10 th June 2025 10th June 2025 B&B Elimination plan update- no queries raised
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	2 nd 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 8th July 2025 meeting with lead Member to discuss

an opportunity to support and/or challenge the actions being taken.					21st July 2025 Meeting with Leader of the opposition to provide update on homelessness position
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	29 th April 2025 CMT updated on the current homelessness position and TA B&B position. 8th July 2025
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 2nd July 2025 Homeless position update. Void turnaround process improved significantly current
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	3rd July 2025 Business case for Homeless prevention Officer prepared and delivered to SLT. Approval for a 1 year fixed term post has been given. Recruitment in progress
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	29 th April 2025 Catch up discussion Elimination plan update, HB subsidy, Good practice, Staffin numbers, New TA Officer starting 6 th May 3rd June 2025 Discussed B&B action plan and looked at ways to gain momentum. Discussed officer case loads, PRS development and recruitment of additional staff. 21st July 2025

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
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	1 st 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 3rd July 2025 Weekly meetings continue with key members of the team to discuss family move on plans and allocate temp accommodation units.
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	1 st 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 3rd July 2025 average void turnaround times in June reduced from 56 days in May to 27 days in June. Further improvements expected in the coming months

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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	1 st 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 interest in working with the Council.	Housing Options Manager	Monthly	1 st May 2025 pursuing 2 EOI following recruitment drive in April 2025
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	1 st May 2025 In the process of procuring two properties. Viewing Kennedy House on the 9 th May (50 self contained bedroom accom) 3rd July 2025 property purchase completed an additional units is due for completion within the next 4 weeks.
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	1 st May 2025 On-going planning consent required 3 rd July 2025 planning submitted and set for July planning committee. Specification and procurement of contractor currently under way
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	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		Policy and Performance Officer	September 2025	

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Design a Temporary Accommodation Policy Deposit and Rent Guarantee Scheme	at Policy, Finance and Delivery Committee.				
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 through use of the 'Rent Connect Scheme'	Work with Finance and HB to implement an arrangement to fund nightly spot purchases through Rent Connect		Housing Manager Finance Business Partner		3rd July 2025 benefit issues that were previously a barrier have been removed. A SLA to be drafted between council and supplier and benefits will then be paid for nightly rate accommodation Also cost recovery for setting up TA units have been agreed.

Monitoring of placements

Date >	04/04/2025	17/04/2025	1/5/25	3/7/25								
Total Families in TA	27	29	26	34								
Total Families in B&B	22	22	20	15								
Families in B&B > 6 weeks	13	14	14	9								
How many of the above have move on plans	7	7	7	7								
Additional monitoring												
Number of families in TA and RP units (eg; no subsidy loss)*	18	24	TBC	TBC								
Number of additional units into TA owned and RP stock units*	N/A	N/A	26	N/A								
Number of units pending in pipeline	10	7	7	13								
Number of units still required to meet demand	6	7	7	7								

* We are currently seeking advice from our HAST advisor regarding the collection of data associated with these indicators.