

ADUR & WORTHING  
COUNCILS

Joint Strategic Committee  
7 November 2017  
Agenda Item 7

Key Decision [~~Yes~~/No]

Ward(s) Affected: All

## Temporary Accommodation Placement and Procurement Policy

### Report by the Director for Communities

#### Executive Summary

##### Purpose

1.1 This paper progresses our strategic and operational commitments as set out in our Housing Strategy and Platforms for our Places, by providing information to support the adoption of a Temporary Accommodation Placement and Procurement Policy. By developing this policy, the Councils are seeking to address two related issues: i) ensuring that our customers and communities are aware of the criteria that will be used for the allocation of temporary accommodation placements and ii) our plans for securing temporary accommodation to meet this need.

1.2 To present a draft Temporary Accommodation Placement and Procurement Policy and request that Members of the Joint Strategic Committee agree to refer the Policy to Adur District and Worthing Borough Councils for adoption with immediate effect, subject to the outcome of the consultation process.

##### Recommendations

The Joint Strategic Committee is recommended to:

- 2.1 Approve the draft Temporary Accommodation Placement and Procurement Policy;
- 2.2 Note that the Head of Housing will be undertaking consultation with stakeholders and partners on the draft Policy for a period of 6 weeks;
- 2.3 Delegate authority to the Head of Housing, in consultation with the Executive Members for Customer Services, to make minor and/or consequential changes to the draft policy arising from the outcome of the consultation process, in order to finalise the Policy;
- 2.4 Recommend to both Adur District Council and Worthing Borough Council the adoption of the Temporary Accommodation Placement and Procurement Policy, subject to the outcome of the consultation process.

### 3. Context

- 3.1 In March 2017, both Councils approved the Adur and Worthing Housing Strategy 'Housing Matters' in which the Councils' future approach to supporting families and individuals who are at risk of homelessness or who become homeless is outlined. The specific issue of increased demand for affordable housing and temporary accommodation (TA) in particular, is also highlighted.
- 3.2 In December 2016 both Councils adopted our three year strategic direction of travel 'Platforms for Our Places' which also includes a commitment regarding the need to develop our approaches to securing and allocating TA.
- 3.3 The overarching goal of the Councils in delivering our strategic aims is to prevent homelessness wherever possible, however we recognise that this is not always possible. In certain circumstances the Council has a statutory duty under the Housing Act 1996 (as amended) to provide temporary accommodation where an applicant is owed the interim housing duty (S188) or the main housing duty (S193).
- 3.4 Both Councils are experiencing significant increases in households requesting assistance with housing, which results in the requirement to provide interim accommodation to meet their housing needs.
- 3.5 At the same time there are challenges in both acquiring suitable TA and accessing suitable private rented sector accommodation that could be used for these purposes, for a number of reasons. These include but are not limited to:
  - Private rented sector rent increases above Local Housing Allowance rates (LHA = housing allowance paid to those in receipt of benefits whether in work or not). The LHA rates in Adur and Worthing have remained static for some years, whilst rents have not.
  - Changes to tax rules for landlords that anecdotally are reducing the numbers of landlords entering the market and leading to some leaving the market
  - Reducing availability of 'social' housing that affects throughput for those on low incomes already in temporary accommodation
  - Changes to mortgage application criteria that impacts on the ability of some household to access the property market (whether to buy outright or acquire shared ownership properties).
  - A general shortage of properties to buy and rent at affordable levels
- 3.6 The Councils are dependent upon a constant supply of accommodation to meet the needs of households who have been required to leave their previous accommodation and need emergency assistance, often without forewarning. Both the supply of suitable accommodation and time limitations, reduce the

Councils ability to assist the household to find alternative accommodation immediately. In certain circumstances this requires the Councils to place some households into shared facility accommodation such as Bed and Breakfast type accommodation and into accommodation outside of Adur District and Worthing Borough, in some cases outside of West Sussex.

Increasingly it may be possible for the Councils to secure much more suitable and appropriate accommodation in terms of size and family needs out of the immediate area. For some families this will provide the medium term security that they require to rebuild their lives and move forward following the trauma of becoming homeless. In such circumstances the Councils will work closely with families to ensure any particular needs they have are supported locally to their placement.

3.7 It is therefore important that the Councils have an up to date and transparent Policy that describes:

3.7.1 How the Councils will seek to provide for those in need of temporary accommodation

3.7.2 How they will make decisions regarding the placement of those in need of temporary accommodation.

3.8 The Temporary Accommodation Placement and Procurement Policy sets out Adur District Council and Worthing Borough Council's policy for both allocating and procuring temporary accommodation units.

#### **4. Issues for Consideration**

4.1 There are currently 110 temporary accommodation placements (Adur 34, Worthing 76). Of these, all 34 Adur placements are out of the district, while 42 Worthing placements are out of the borough.

4.2 Demand for TA is predicted to continue to rise. Eviction from the private rented sector and exclusions by friends and family are two of the main causes of homelessness and the major drivers for the sharp increase in TA demand in first quarter of this financial year. The roll out of Universal Credit, the implementation of the Homelessness Reduction Act 2017 and tax changes for private sector landlords due to take place in 2018, could all place additional pressures on the system and potentially the demand for TA, in the coming months.

4.3 It is worth noting that some households are staying longer in TA due to a desire to be placed in 'social' housing, the supply of which is insufficient to meet current demand and 71% of those in TA are waiting for either a 1 or 2 bedroom property.

Improving the opportunities to move on from TA will be achieved by Housing Officers providing case management and other support, to families to enable them to find and secure, suitable, permanent accommodation. This in turn will increase the frequency at which existing TA units are recycled and reduce the need to continuously procure more units and consequently the cost burden on the Councils.

- 4.4 The Councils are continually seeking to increase the number of available properties for TA and more broadly by: entering into long term lease arrangements with landlords; seeking to purchase street properties and working with statutory, voluntary and private sector partners to address the shortage of affordable accommodation.
- 4.5 The proposed Temporary Accommodation Placement and Procurement Policy is appended to this report and will assist the Councils' to :
- deliver good quality temporary accommodation that is fit for purpose and suitable for homeless households
  - achieve value for money for the Councils and its residents
  - reduce the use of costly Bed and Breakfast (B&B) and unsuitable shared accommodation
- 4.6 It is proposed therefore that Members of the Joint Strategic Committee agree the Draft Temporary Accommodation Placement and Procurement Policy, subject to consultation; authorise the Head of Housing in consultation with the Executive Members for Customer Services, to make minor changes to the draft Policy arising as a result of the consultation process to finalise the Policy; and recommend to both Adur District and Worthing Borough Councils the adoption of the Policy, subject to the consultation process.

## **5. Engagement and Communication**

- 5.1 Executive Members for Customers Services have reviewed this draft policy and are in agreement.
- 5.2 Subject to approval by the Joint Strategic Committee, consultation on the draft policy with stakeholders and partners will be commenced for a period of six weeks. The proposed method will be to publish the draft Policy on the Councils website, inform relevant stakeholders and partners of this process and invite feedback.
- 5.3 There is no statutory requirement for such consultation, however there is an expectation in the constitution that the Councils will consult in such circumstances and clearly this represents best practice.

## **6. Financial Implications**

- 6.1 The Policy as outlined does not increase or change the financial commitments already made by the Councils to support the procurement of Temporary

Accommodation units whether through securing leases or the purchasing of properties. The placement elements of the policy explore and ensure that operational practice is clear for our customers and that there is a transparent process, but again does not have a direct financial implication.

## **7. Legal Implications**

- 7.1 Sections 206 and 208 of the 1996 Housing Act impose distinct but related requirements upon the local authority. Section 206(1) provides that the authority may discharge their housing functions only by securing “suitable” accommodation, albeit by a variety of 3 routes. Section 208(1) provides that: “So far as reasonably practicable a local housing authority shall in discharging their housing functions under this Part secure that accommodation is available for the occupation of the applicant in their district”.
- 7.2 This has been expanded upon in statutory guidance. Under section 182(1) of the 1996 Housing Act, local authorities are required to have regard to this guidance in discharging their statutory functions. The current general guidance is contained in the Homelessness Code of Guidance for Local Authorities (Department for Communities and Local Government, 2006).
- 7.3 Following the Localism Act 2011, the Secretary of State made it a matter of statutory obligation to take the location of the accommodation into account when determining whether accommodation is suitable. Hence, in October 2012, the Secretary of State made the Homelessness (Suitability of Accommodation) (England) Order 2012 (SI 2012/2601). The Department also issued Supplementary Guidance on the homelessness changes in the Localism Act 2011 and on the Homelessness (Suitability of Accommodation) (England) Order 2012 (November 2012).
- 7.4 The 2012 Order sets out that while out of area placements are not prohibited; authorities are required to take into account the distance of the accommodation being offered from its district and the disruption to caring responsibilities or the education of any member of the household. The obligation to secure accommodation as close as possible to where the household had previously been living was then strengthened by the Supplementary Guidance, including the need to seek to retain established links with schools, doctors, social workers and other key services and support.
- 7.5 In (R (N) v Westminster City Council [2015], the Supreme Court concluded that from s.206, s.208 and s.210 of the Housing Act 1996, paras. 16.7 and 17.41 of the Code of Guidance, Art 2 of the 2012 Suitability of Accommodation Order and the consultation exercise which preceded it, there is a statutory duty to accommodate in an authority’s area, where reasonably practicable, which imports a stronger duty than simply being reasonable.

Where an authority is unable to accommodate within its area, it is under a duty to try to place the household as close as possible to where they were previously living.

- 7.6 The Supreme Court has also provided guidance on how local authorities ought to cope with the burden of accounting for their actions in each case. This is outlined as follows – *“Ideally, each local authority should have, and keep up to date, a policy for procuring sufficient units of temporary accommodation to meet the anticipated demand during the coming year. That policy should, of course, reflect the authority’s statutory obligations under both the 1996 Act and the Children Act 2004. It should be approved by the democratically accountable members of the council and, ideally, it should be made publicly available. Secondly, each local authority should have, and keep up to date, a policy for allocating those units to individual homeless households. Where there was an anticipated shortfall of “in borough” units, that policy would explain the factors which would be taken into account in offering households those units, the factors which would be taken into account in offering units close to home, and if there was a shortage of such units, the factors which would make it suitable to accommodate a household further away. That policy too should be made publicly available”.*

## **Background Papers**

Temporary Accommodation Placement and Procurement Policy

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## **Sustainability & Risk Assessment**

### **1. Economic**

- The actions in this policy will allow the Councils reduce the shortfall in temporary accommodation cost it currently has to meet. Most of this shortfall comes from using costly B&B and lack of move on from cheaper leased accommodation.

### **2. Social**

#### **2.1 Social Value**

- This policy will give the Councils a better chance of sourcing accommodation that is suitable for the needs of homeless households. Households are now having to stay longer in temporary accommodation . For some households, suitable accommodation out of the area will provide medium term security, giving them a chance to settle into the area while they wait for permanent housing.

#### **2.2 Equality Issues**

- The policy creates a transparent process for allocating temporary accommodation. The policy has been designed to assist the Councils to meet their Public Sector Equality Duty when procuring temporary accommodation and placing households in such accommodation.
- An Equality Impact Assessment will be done to assess and mitigate any impact of this policy on people with protected characteristics.

#### **2.3 Community Safety Issues (Section 17)**

- The placement process includes an assessment which identifies the support a household will need to settle into temporary accommodation. This ensures that they are not placed in areas where they can not access appropriate support or which is likely to increase their risk level.

#### **2.4 Human Rights Issues**

- The placement criteria and the assessment gives officers the tools to ensure that the dignity and rights of households in temporary accommodation is not violated.

### **3. Environmental**

- Not relevant

### **4. Governance**

- Not relevant

**Adur District Council and Worthing Borough Council**  
**Temporary Accommodation Placement and Procurement Policy (Draft)**

## **1.0 Introduction**

- 1.1. This document sets out Adur District Council and Worthing Borough Council's approach to the placement of households in temporary accommodation and acquisition of suitable accommodation for use as temporary accommodation, both in and out their respective areas, on the periphery of West Sussex and when required further afield. It covers both interim placements made under Section 188 Housing Act 1996, while homelessness enquiries are undertaken, and longer-term temporary accommodation placements for households accepted as homeless under Section 193 Housing Act 1996.
- 1.2. Any reference to "the Council" or "the Council's area" refers to either Adur District Council or Worthing Borough Council, whichever is applicable.
- 1.3. The Policy takes into account the statutory requirements on local authorities in respect of the suitability of accommodation, including the Suitability of Accommodation Orders, the Homelessness Code of Guidance 2006, and Supplementary Guidance issued in 2012. It has also been formulated having regard to the need to safeguard and promote the welfare of children, as required by section 11 of the Children Act 2004.
- 1.4. This policy also takes into account the requirement for the Council to have a written policy for placing homeless households out of area and keep an up to date policy for procuring sufficient units of temporary accommodation to meet the anticipated demand during the coming year, as determined by R (N) v Westminster City Council [2015].
- 1.5. This policy has taken into account the public sector Equality Duty (Section 149 of the Equality Act 2010) and the Council's allocation and procurement of temporary accommodation will have due regard to the need to:
  - Eliminate unlawful discrimination, harassment and victimisation
  - Advance equality of opportunity between different groups
  - Foster good relations between different groups
  - of any household with a member with a 'relevant protected characteristic' when placing in temporary accommodation.
- 1.6. The Council does not currently own units of temporary accommodation (TA), consequently it depends upon the supply of privately owned properties to meet its obligations to provide TA to homeless households. Changes to the local housing market and other factors largely outside the Council's control have made it increasingly difficult to obtain properties for use as TA within the Council's area and in surrounding areas that meet the standards that are required.
- 1.7. In accordance with section 208 of the Housing Act 1996, and paragraph 16.7 of the Homelessness Code of Guidance, so far as reasonably practicable, the council seeks to accommodate homeless households in their respective areas

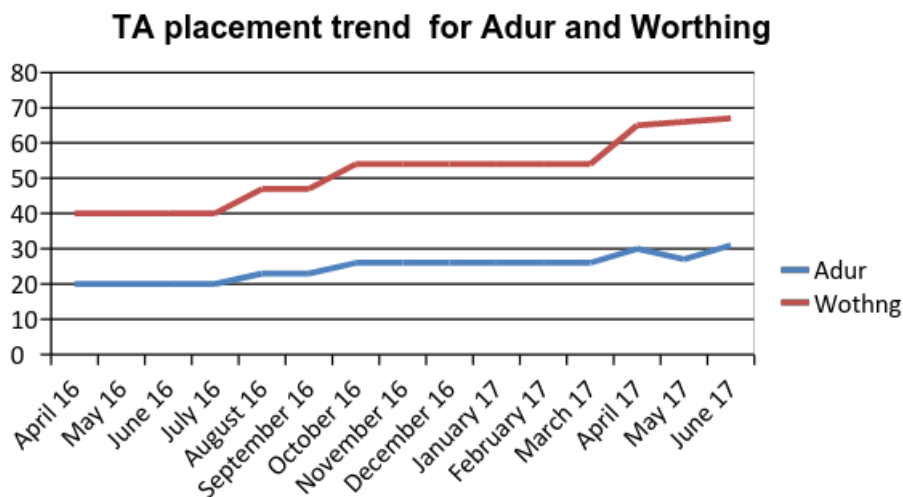


and always considers the suitability of the accommodation, taking into account the circumstances of the individual household. However, due to an acute shortage of affordable housing locally and rising rental costs, an increasing number of households are likely to be placed out of the area as it will not be reasonably practicable to provide accommodation within each respective area.

- 1.8. The Council will work with households placed out of the area to access support to maintain local ties where possible.
- 1.9. When determining whether it is reasonably practicable to secure accommodation in its area, as opposed to simply what is reasonable, the cost of the accommodation is a relevant and proper consideration given the intensive pressures on housing stock for both Adur District Council and Worthing Borough Council, and a high demand for a range of suitable accommodation with a limited budget.
- 1.10. Due to the lack of supply of affordable, suitable temporary accommodation across West Sussex, it may be necessary to procure some units outside of West Sussex. Where possible, these units will be in the periphery of the county, for example in Brighton & Hove, East Sussex and Surrey. However, at times of high demand and limited supply, it may be necessary to secure units further away from West Sussex. Such units will only be procured when all other reasonable options have been exhausted. Prior to placing a household into such accommodation, an assessment will be undertaken to determine that the placement is suitable.
- 1.11. A record will be kept of the Council's attempts to procure sufficient units of suitable accommodation within its area and as close to the area as possible.

## 2.0 Anticipated demand for temporary accommodation

- 2.1 Adur and Worthing has seen sustained increase in demand for TA. The graph below shows TA placements for both Adur and Worthing has increased by an average of 35% over a 14 month period.



- 2.2 TA demand is predicted to continue to rise. Eviction from the private rented sector and exclusions by friends and family are two of the main causes of homelessness and the major drivers for the sharp increase in TA demand in first quarter of this financial year. The implementation of full service Universal Credit, the Homelessness Reduction Act 2017 and changes to tax burden on private sector landlords may also lead to changes in housing demand and supply, and potentially demand for TA in the coming months.

### **3.0 Approaches to meeting demand for temporary accommodation**

- 3.1 The Council will employ a variety of approaches to maintain the supply of good quality TA such as:
- Obtaining self-contained properties in its temporary accommodation stock through short and medium term block booking arrangements with private landlords.
  - Increase the number of leased properties in its stock by developing a private rented leasing scheme
  - Exploring options for direct purchase of properties on the open market that will be suitable for use as temporary accommodation subject to meeting value for money criteria.
  - Exploring options for working with lettings agencies
  - Seeking to increase the number of private sector landlords willing to let directly to homeless households to encourage move on from temporary accommodation
- 3.2 The approaches will complement the existing and planned approaches to prevent homelessness and increase social and affordable housing supply.
- 3.3 The lack of affordable properties within Adur District and Worthing Borough means a considerable number of units are likely to be out of Adur District and Worthing Borough in order to be affordable to low income households. This approach will allow households to create a stable, secure family environment and build and sustain some community cohesion. Accommodation outside the area is likely to be more affordable due to the Local Housing Allowance rates in some areas being more in line with market rents.

### **4.0 Temporary Accommodation Offers and Refusals**

- 4.1 Homeless applicants who are housed under the council's interim duty to accommodate pursuant to Section 188 Housing Act 1996 may initially be placed into accommodation with shared facilities (such as B&B or hostel style accommodation). Households with children or a pregnant woman will be moved to alternative accommodation within 6 weeks to comply with the legislation on B&B use. It is possible that families will be moved to nightly paid self-contained accommodation. This accommodation is increasingly likely to be out of area.
- 4.2 Where the council decides that applicants housed under Section 188 Housing Act 1996 are not owed the main homelessness duty, they will be asked to leave following the provision of reasonable notice, after being notified of the decision.

In this context reasonable notice means a period between 14 and 28 days, though this will depend on the circumstances of the household. In all cases where there are dependent children or vulnerable adults, Social Services will be notified that the Council's duty to provide accommodation will be brought to an end. The Council will work with Social Services to assist the applicant and their household.

- 4.3 Applicants will be given one offer of suitable interim or longer term temporary accommodation and they will be asked to accept it. There is no obligation upon the council to enable applicants to view the accommodation prior to acceptance and it would be impractical to do so.
- 4.4 In making the offer, the household's individual circumstances will be considered, taking into account the factors set out in section 3 of this Policy and the Council's criteria on out of area placements (section 5).
- 4.5 If an applicant refuses an offer, they will be asked to provide their reasons for refusal and to sign a pro-forma confirming that they understand the consequences of the refusal. Failure to agree to sign the refusal pro-forma will be noted. This applies to new applicants to whom the council has an interim duty to accommodate under Section 188 Housing Act 1996, as well as those being transferred to alternative temporary accommodation. The council will consider the reasons given and undertake further enquiries as necessary. If the council accepts the accommodation is unsuitable, the offer will be withdrawn and another suitable offer will be made.
- 4.6 Where applicants refuse suitable emergency accommodation (which may include out of area placements) and the council does not accept their reasons for refusal, and considers that the offer is suitable, applicants will not be offered further accommodation and will be required to make their own arrangements. A referral to Social Services will be made if the applicant's household includes anyone who is vulnerable or pregnant or a child.
- 4.7 If the applicant is resident in emergency accommodation, they will usually be asked to vacate the property and advised that no further assistance will be provided. If they are already in longer-term temporary accommodation not managed by the council, the relevant housing provider would be advised that the duty has been discharged so that they can start possession action.
- 4.8 Homeless applicants to whom a full housing duty has been accepted have the right to request a review as to the suitability of any accommodation offered. The Council has discretionary powers to provide accommodation pending the outcome of the review. Households placed pursuant to S188 of the Housing Act 1996, pending the completion of enquiries, do not have the right to request a review as to suitability; any challenge is brought by way of Judicial Review. (See section 7 below).
- 4.9 Where applicants, for whom the council has accepted a full housing duty (a S193 duty), refuse a suitable offer and submit a review request, they will only continue to be accommodated during the review period in exceptional circumstances. Each case will be considered on an individual basis, taking into account the overall merits of the review request, any new information or evidence that may

affect the original decision, and the personal circumstances of the applicant and the potential impact of the loss of accommodation.

## **5.0 Suitability of accommodation – factors to consider**

- 5.1 The Council acknowledges that some accommodation that is suitable for a short period, for example bed and breakfast, may not necessarily be suitable for a longer period. In offering temporary accommodation, the council will consider the suitability of the offer, taking into account the following factors:
- 5.2 **Location** – if suitable, affordable accommodation is available in its area, applicants will be housed in the Council's area, allowing them to maintain any established links with services and social/support networks. However, when there is a lack of suitable accommodation or there are higher priority households needing accommodation in the Council's area, placements out of area will be used to meet the Council's housing duty. Attempts will be made to source accommodation within other parts of West Sussex. If this is not available, the provision of accommodation on the periphery of West Sussex or further afield may have to be considered.
- 5.3 **Size, condition and facilities** – accommodation must provide appropriate space for the household to occupy and meet appropriate standards. Reasons for a refusal that relate to things such as the quality of the decoration/furniture, the layout/type of accommodation, provision of parking and lack of access to a garden will be considered based on each household's needs. Minimum space standards and provision of cooking and other facilities are laid down in Appendix 17 of the Homeless Code of Guidance.
- 5.4 **Health factors** – the Council will consider health factors, such as the ability to get up and down stairs, care and support provided by other statutory agencies or the need to access any specialist medical services that are only available in the Council's area. If the applicant or a member of the resident household is citing medical grounds that were not identified during the initial assessment, the applicant will be asked to submit medical evidence. The key test in determining the impact of medical issues is whether the condition itself makes the housing offered unsuitable. Prior to being placed in temporary accommodation every household is asked to complete a vulnerability and suitability assessment form. This form is used to assess the suitability of accommodation provided.
- 5.5 **Education** – consideration will be given to special educational needs and students who are close to taking public examinations in determining priority for placements in the district. Regard will also be given to other issues that may disrupt a child's educational development. The scarcity of temporary accommodation means that households with children cannot always be placed in the catchment area for their children's schools.
- 5.6 **Employment** – the Council will consider the need of applicants, who are in permanent, paid employment to reach their normal workplace from the accommodation that is secured. This will include having a regard to both travelling time and the costs associated with this travel. Applicants are expected to travel a reasonable distance to get to their workplace.

- 5.7 **Proximity to services** – the council will consider the proximity to public transport, primary care services, and local services in the area in which the accommodation is located. The Council will have regard to any form of transport available to the household when considering proximity services.
- 5.8 **The need to safeguard and promote the welfare of any children in the children in the household** – insofar as not already identified, the Council will seek to identify any particular needs of the children in the household. It will have regard to the need to safeguard and promote their welfare in making decisions on whether the offer is suitable.
- 5.9 **Any special circumstance** - The Council will consider any other reasons put forward by the applicant and come to an overall view about whether the offer is suitable.

## **6.0 Criteria for prioritising placements inside/outside the area**

- 6.1 As the Council faces pressure to house applicants inside its area, it will increasingly be necessary to make decisions about the suitability of out of area placements for individual households and balance these against the type and location of temporary accommodation that can be offered. In many cases housing outside of the area will be more sustainable for the household in the long-term, as lower rents would allow them to meet their subsistence and household costs and avoid rent arrears.
- 6.2 Guidelines for prioritising households are set out below. Whilst priority will be given using these criteria for placements in the Council's area, this is dependent on such accommodation being available.
- 6.3 In practice, each decision will take into account the individual circumstances of each household to determine the suitability of an offer, and the competing demands of other households in need of placement in the area. Priority for local placements includes:
- Applicants with a severe and enduring health condition requiring intensive and specialist medical treatment that is only available within the Council's area. This will be subject to a medical assessment.
  - Households containing a child with special educational needs who is receiving education or educational support in the Council's area, where change would be detrimental to their wellbeing.
  - Applicants who have a longstanding arrangement to provide intensive care and support to another family member in the Council's area who is not part of the household and would be likely to require statutory health and social support if the care ceased. Independent and relevant documentary evidence will be required.

- Applicants who have as part of their household, a child or children who are enrolled in public examinations at GCSE or A Level which is to be taken within the current academic year
- Any other special circumstance will be taken into account.

6.4 Households will be required to provide independent and relevant documentary evidence that they fall within any of these groups. Households who consider that they need to live in the local area to provide care for someone will need to obtain that person's authorisation to disclose their confidential details to the Council to verify their care needs.

## **7.0 Right to request a review of suitability**

7.1 There is no legal right of internal review against the suitability of accommodation offered to applicants under Section 188 Housing Act 1996 (although applicants can apply for judicial review through the courts). However, applicants can request for a reconsideration of the suitability of their temporary accommodation at any time either verbally or in writing.

7.2 For applicants where the council has accepted a rehousing duty under Section 193 Housing Act 1996, (s193 duty) there is a right to request an internal review of the suitability decision, pursuant to Section 202 Housing Act 1996. Applicants can request a review of the suitability of their temporary accommodation at any time either verbally or in writing. If the internal review concludes that the accommodation is suitable the applicant has a right of appeal to the County Court.

**Adur District Council and Worthing Borough Council  
Vulnerability and Suitability Assessment form (Draft)**

Applicant's Name		Date	
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<b>HEALTH ISSUES</b>	
Provide details of any medical or support needs you or any member of your household will like us to consider	
Learning difficulty, Mental Health issues or Sensory issues (e.g. sight)	
Physical Health Issues	
Substance Misuse including alcohol	
Any other health issues	

<b>MOBILITY</b>	
Provide details of any mobility issues you or any member of your household will like us to consider	
Issues managing stairs or using a lift	
Use of walking stick, frame or any other walking aid	
Use of wheelchair	

Other specific aid or adaptation e.g. access to toilet or bathroom	
Any other mobility issues	

<b>EMPLOYMENT AND EDUCATION</b>		
Provide details of current your employment or that of any member of your household		
Name of household member	Name of your Employer	Full address of work place of work
Provide details of any educational institution you or any member of your household currently attend		
Name of household member	Name and address of School/College/University	Details of any major exams this academic year




<b>ACCESS TO MEDICAL OR SUPPORT SERVICES</b>				
Provide details of any specialist medical or support services you or any member of your household currently use regularly				
Name of household member	Name of the services	Address of where you receive support	Name and contact details of officer supporting you	What support do you receive from this service?

<b>Other care or support you or any member of your household receive or give</b>	
Do you or any member of your household, receive care or support from anyone not in your household? Give details.	
Do you, or any member of your household, provide support to anyone not in your household? Give details.	
Is any child or adult in your household known to social services? If so give details.	
<b>Risk to you or any member of your household</b>	
Provide details of any area that you, or any member of your household, cannot live in due to risk of violence or court injunction? Provide further evidence.	
In the past five years have you, or any member of your household, been convicted of any offences involving violence? Provide details.	
Are you, or any member of your household, on the sex offenders register? If yes, give details.	
<b>Other issues to consider</b>	
Do you, or anyone in your household, own, or have use of a car?	
Are you, and other members of your household, able to use public transport? If no, give details.	
Do you have any pets? If yes, give details.	
Provide information on any other issue not mention on this form you will like us to take into consideration in obtaining temporary accommodation for you and your household?	

<b>DECLARATION</b>			
<p><b>Please note: It is a criminal offence</b> to make a false statement on this form, or withhold any information which we have requested, or fail to notify us of a change of circumstances. The maximum penalty on conviction is a fine of £5000</p> <p>I confirm that the information I have given above is true, and I have not withheld any information. I understand that I must notify the Council if any of the information changes.</p>			
<b>Signature</b>		<b>Date</b>	
<b>OFFICIAL USE ONLY</b>			
<b>Address of Property Offered</b>		<b>In or Out of Area</b>	
<b>Reason for Out of Area placement</b>			
<b>Is property affordable</b>		<b>Share or Self Contained</b>	
<b>Did applicant accepted or refused</b>		<b>Duty owed - S188 or S193</b>	
<b>If refused, reason given</b>			
<b>Was another property offered</b>		<b>If no, was duty discharged</b>	
<b>Name of Officer</b>		<b>Sign &amp; Date</b>	