Temporary Accommodation Policy

Bromsgrove District Council
www.bromsgrove.gov.uk

Contents Page

1.0	Introduction and Purpose	2
2.0	Legal Framework	2
3.0	National Policy	3
4.0	Scope of the Policy	4
5.0	Types of Temporary Accommodation	4
6.0	Access to Temporary Accommodation	5
7.0	Support in Temporary Accommodation	5
8.0	Temporary Property Condition	5
9.0	Suitability Assessment	7
10.0	B&B and Emergency Accommodation	9
11.0	Notification Process	10
12.0	Out of Area Placements	11
13.0	Outside Local Authority Placements	12
14.0	Applicant Responsibilities	13
15.0	Offer of Temporary Accommodation	14
16.0	Refusal or Failure to Occupy Accommodation	14
17.0	Affordability	15
18.0	Occupancy Terms and Applicant Responsibilities	16
19.0	Storage	17
20.0	Monitoring, Governance and Policy Review	17
Appendix 1 - Bed and Breakfast Elimination Plan		15
Appendix 2 - Out of Area Placement Assessment		22

Review and Revision History

Version	Date	Summary of Changes	Effective Date	Next Review Date	Reviewed By	Approved By
1.0						

1.0 Introduction and Purpose

Temporary accommodation is an essential safeguard for households who would otherwise be homeless. The use of temporary accommodation should be a short-term remedy, ensuring people are safe and can continue essential life activities, preferably within a locality they know and where they are supported.

Bromsgrove District Council (BDC) is committed to ensuring temporary accommodation used to relieve or prevent homelessness is suitable, safe and decent. Due to the increasing pressures of homelessness and demand for temporary accommodation, it has not always been possible to place households in self-contained temporary accommodation.

The purpose of this policy is to set out how bdht, the organisation that delivers the Council's statutory homeless duties, will work towards ensuring that all temporary accommodation secured by or on behalf of the Council is appropriate to the needs and circumstances of each household, taking account of household composition, affordability, health and disability needs, location, safety, property condition, safeguarding risks, religious and cultural needs and the welfare of any children.

Bdht, on behalf of the Council, will seek to provide accommodation within the local area wherever reasonably practicable, enabling households to remain close to schools, employment, caring responsibilities, medical services and support networks. Where this is not possible, decisions will be made carefully, transparently and with regard to the individual circumstances of the household.

2.0 Legal Framework

Bromsgrove District Council has a legal duty to assess people who are homeless or at risk of becoming homeless. Where eligible, the Council must work with households to help prevent or relieve homelessness and, where required by law to provide suitable temporary accommodation. The Homelessness Reduction Act 2017 strengthened these duties by requiring councils to offer support to all eligible households at an earlier stage, helping to prevent homelessness wherever possible

The Homelessness Code of Guidance states that any temporary accommodation secured under homelessness duties must be suitable for the applicant and everyone

in their household, taking account of factors such as space, physical condition, affordability, location, medical needs, and risks such as violence or harassment.

It also states that, wherever reasonably practicable, accommodation should be secured within the authority's own district, and authorities should consider the impact of location on employment, education, caring responsibilities, and access to support networks and essential services

The Code makes clear that bed and breakfast accommodation should be used only as a last resort, for the shortest possible time, and that it is generally not suitable for families with children or pregnant women except in an emergency and then for no more than six weeks.

3.0 National Policy

The National Plan to End Homelessness (2025) sets out national policy to improve the quality and suitability of temporary accommodation, to end the unlawful use of bed and breakfast for families except for very short emergency use and ensure that emergency provision does not become a long-term substitute for settled housing. This policy sets out how the Council will continue to work to deliver national policy objectives with the Ministry for Housing, Communities and Local Government.

The Plan sets out specific actions regarding temporary accommodation and bed and breakfast:

- Setting a new target to eliminate the use of bed and breakfast for families, other than very short-term use in emergencies, by the end of the parliament (2029)

- Increasing the supply of good-quality temporary accommodation

- Improving experience for people living in temporary accommodation, including action on standards, schooling, healthcare and out-of-area placements

A key principle underpinning the Plan is the shift from crisis management to prevention-led services, including support services that address the wider causes of

homelessness such as poverty, domestic abuse and poor mental health. The approach also prioritises partnership working between housing, health, social care, and voluntary sector organisations to deliver more integrated and person-centred support

4.0 Scope of the Policy

This policy applies to all temporary accommodation secured by bdht, on behalf of the Council, for households who are homeless or otherwise require accommodation under the Council's homelessness duties or discretionary powers. It also applies to a range of accommodation types, including Council-owned or managed property, leased accommodation, property provided by a registered provider, nightly paid accommodation, supported accommodation, hostels, hotels and bed and breakfast accommodation.

The policy covers how temporary accommodation will be allocated, assessed for suitability, managed, reviewed and brought to an end. It applies to all applicants and household members placed in temporary accommodation and to bdht and Council officers, accommodation providers and partner agencies involved in delivering or supporting temporary accommodation services.

5.0 Types of Temporary Accommodation

BDC contracts with Bromsgrove District Housing Trust (bdht) to deliver homelessness statutory services. As part of the agreement, bdht make available dispersed properties from their own stock for temporary accommodation. In addition, BDC pay for a number of static temporary properties, including two safe properties, in line with the definition in the Domestic Abuse Act 2021. In addition, the Council leases a crash pad emergency accommodation with a specialist supported housing provider for 16 and 17 year olds.

At times when demand outstrips supply, emergency bed and breakfast and other nighty paid type accommodation with shared facilities is utilised to ensure households do not experience rooflessness. However, all other options are considered before using this type of expensive and inappropriate accommodation.

Demand for adapted and accessible temporary accommodation properties is increasing. Currently, these types of properties are unlikely to be available at the point of demand. Bdht currently has one fully adapted property and is looking to increase the number of properties suitable for households with physical and sensory disabilities and work closely with social care to support people to access specialised equipment.

6.0 Access to Temporary Accommodation

Temporary accommodation will be provided to households who are homeless, fleeing violence or domestic abuse, or otherwise require accommodation while bdht makes homelessness enquiries or carries out its duties. This may include emergency or interim accommodation, accommodation during the relief duty where appropriate or accommodation pending review or appeal where the Council has discretion to provide it. Officers will assess the household's circumstances, including household composition, vulnerability, medical needs, disability, pregnancy, children, safeguarding concerns, affordability and any risks associated with location.

7.0 Support in Temporary Accommodation

The 2017 Homelessness Reduction Act introduced a duty to assess the support needs of all homelessness applicants. BDC will review all existing partnerships with the voluntary and community and statutory sector partners with the aim of ensuring appropriate support is available when needed for people in temporary accommodation. People will be supported to sustain their accommodation and to move-on in a planned and sustainable manner.

BDC will continue to review the current provision of tailored support for particularly vulnerable groups, such as people who have been sleeping rough for a long time and find sustaining a home challenging.

8.0 Temporary Property Condition

Bdht will provide suitable temporary accommodation, on behalf of BDC, to meet statutory housing duties. Temporary accommodation used, including bed and

breakfast accommodation will be safe and decent. BDC plans to ensure the amount and type of temporary accommodation available, adequately meets all needs, meaning the use of unsuitable bed and breakfast accommodation will be eliminated in all but emergency situations and for short periods of time. Details of the action plan to eliminate the use of bed and breakfast are detailed in **appendix 1.** Until the plan is fully realised, action will focus on ensuring any bed and breakfast or other nightly paid temporary accommodation used is safe and decent.

The Council will seek to ensure that temporary accommodation, including bed and breakfast accommodation, is safe and suitable for the household placed there, having regard to the statutory requirements relating to the suitability of temporary accommodation. Where temporary accommodation has been secured on an emergency basis and it has not been practicable to inspect the accommodation prior to placement, the Private Sector Housing Team may undertake an inspection following placement where this is considered necessary. The properties will be inspected using the Housing Health and Safety Rating System (HHSRS) to assess housing conditions and identify hazards.

Where an inspection identifies a Category 1 hazard, the Private Sector Housing Team will notify the Housing Options Team and take appropriate action in accordance with the Housing Act 2004 and the Council's enforcement policy. The Private Sector Housing team in conjunction with Housing Options will consider whether the accommodation remains suitable for the household and whether alternative accommodation is required. Where conditions present an immediate risk to the health or safety of the household, urgent action will be taken, and the household will not be expected to remain in accommodation which is unsafe.

Where temporary accommodation is located outside the Council's administrative area, Housing Options will remain responsible for considering the suitability of the accommodation for the household placed there. Housing Options will liaise with the local authority for the area in which the accommodation is situated and, where appropriate, request that the relevant housing enforcement team undertake an inspection or provide information regarding the condition of the accommodation. Any

necessary enforcement action under the Housing Act 2004 will be a matter for the relevant local housing authority. Information obtained will be taken into account by Housing Options when determining whether the accommodation remains suitable and whether its continued use for temporary accommodation is appropriate.

The Housing Options Team will check the relevant Council's public HMO register to establish whether the temporary accommodation is appropriately licensed. Where there is uncertainty regarding whether a property is a HMO, whether it requires a licence, or whether it complies with the applicable housing standards, the Housing Options team will liaise with the relevant Private Sector Housing Team. Temporary accommodation in which a Category 1 hazard has been identified will not be used for further placements until appropriate action has been taken to remove or reduce the hazard and the Private Sector Housing Team is satisfied that the accommodation is suitable for further use.

For temporary accommodation located within the Council's administrative area, the Private Sector Housing Team will undertake a programme of inspections at intervals determined according to risk. Inspections may also be undertaken in response to complaints, information received concerning property conditions, significant changes in the use or condition of the accommodation, or other concerns which indicate that an inspection is required.

Temporary accommodation allocations will be assessed against specific suitability criteria, in the form of a checklist. The housing options team will match the needs of a homeless household with temporary accommodation options. Unsafe and non-decent temporary accommodation will not be used to house people temporarily, even on an emergency basis.

9.0 Suitability Assessment

Temporary accommodation will be allocated based on a suitability assessment. Homelessness case management will include an accommodation suitability check before a temporary accommodation offer is made. Offers of suitable temporary

accommodation can only be made with a full understanding of the applicant and their household's circumstances and needs.

Bdht housing options team will have regard to the following aspects of temporary accommodation before making an offer:

- **Suitable for the applicant** and **anyone who might reasonably be expected to live with them,** including medical, disability and vulnerability need, children, pregnancy, cultural and religious needs and safeguarding
- Can the household live **safely and with dignity** within the space and the layout
- **Location of the accommodation**, suitability includes the distance from the authority's district, disruption to employment, education and caring responsibilities, access to medical treatment, support networks, local services, amenities and transport
- **Statutory overcrowding** space and room layout
- **National minimum room sizes in HMO or shared accommodation**
- **Bathroom and toilet facilities**, are they adequate for the whole household including children, disabled applicants or people with health conditions
- **Kitchen and cooking facilities**, does the household have access to proper cooking, food storage and washing facilities, and whether shared arrangements are realistic and safe for the household.
- **Physical condition and repair**, including damp, mould, leaks, structural problems, infestation, broken windows/locks, heating issues, and general disrepair.
- **Health and safety risks**, does the property present hazards to occupiers. In practice this includes fire risks, unsafe electrics, gas safety issues and carbon monoxide risks.
- **Fire safety and means of escape,** especially in shared accommodation, hostels and HMOs
- Whether the property is **properly licensed if it is an HMO**
- **Physical access** to and around the home, including steps, lifts, corridor widths, access to upper floors, and whether the household can actually enter, move around and use the property safely.

- **Adaptations and specialist features**, including level-access showers, grab rails, wheelchair circulation space, visual or hearing adaptations, and any other modifications needed because of disability, sensory impairment or mobility difficulties.
- **Outdoor space / garden access**, where relevant to the household's needs. The Code says access to a garden may need to be considered for some households, particularly where disability, children's needs or health issues make this important
- **Security of the property**, including secure doors/windows, communal access arrangements, and whether the accommodation protects the household from known risks. This is particularly important where there are safeguarding concerns or domestic abuse issues.
- **How long the household is likely to remain there**, because a property that is tolerable for a night or two may become unsuitable if the placement continues.

Bdht housing options team will be sensitive to the importance of pets and will aim to keep people and their pets together in temporary accommodation, wherever possible. Pets will be considered as part of the suitability of temporary accommodation assessment. The housing options team will avoid creating barriers to homelessness assistance and will consider whether separation from pets will adversely affect people's wellbeing and mental health. Bdht, on behalf of BDC, is unable to take responsibility for housing pets, where allocated temporary accommodation cannot safely accommodate them. Bdht housing options team will provide advice and support to help people make alternative arrangements for their pets

10.0 B&B and Emergency Accommodation

The Homelessness (Suitability of Accommodation) (England) Order 2003 says that B&B accommodation is generally not suitable for applicants with family commitments, except where no other accommodation is available and then only for a period (or total periods) not exceeding 6 weeks. The order defines B&B

accommodation as accommodation that is not self-contained and where a toilet, washing or cooking facilities are shared by more than one household.

The Council aims to eliminate the use of this type of temporary accommodation for households with children and pregnant women. If this type of accommodation is used in an emergency, stays will be for no longer than 6 weeks.

11.0 Notification Process

Where bdht secures accommodation for occupation by a child in response to a homelessness application the following process will be followed. The housing options team will ask the parent (or, for a 16- or 17-year-old living independently who is themselves the applicant, the young person) whether they consent to the authority notifying the relevant bodies. If the person, or the young person agrees, the housing options team must ask for the information needed to identify the bodies.

If consent is given, the housing options team will take reasonable steps to notify each relevant body immediately, with a time limit of up to 14 days. The “relevant bodies” are the child’s:

- Registered GP practice,
- Health visiting service body for the child’s local authority area,
- Appropriate authority of the child’s school/college.

Notification is designed to support earlier, more joined-up intervention to avoid negative outcomes for children. Notifications should be made on the same day, or as soon as possible to enable prompt support for children.

Notification will be an integral task within the homelessness case management process. Records will be maintained to enable management oversight and scrutiny. Time taken to notify will be monitored and reported quarterly, as part of the bdht service level agreement. A target will be set, above which bdht will provide an action plan to bring performance within acceptable levels.

Monitoring will include:

- number of applicable cases,

- proportion where agreement was sought,
- proportion where agreement was obtained,
- proportion notified within 14 days,
- average time to school notification, and
- proportion of out-of-area placements where section 208 notice was also sent

12.0 Out of Area Placements

The Council will, wherever possible, seek to place homeless households within the Bromsgrove District area, except where there are clear benefits for the person seeking assistance (for example, in cases of domestic abuse). When making a placement out of area, the housing options team will seek to minimise disruption to health services, education and vital support networks.

Out of area placements will not be used as a default response to homelessness pressures. Bdht will seek to secure accommodation within the Bromsgrove District wherever reasonably practicable, in line with section 208 of the Housing Act 1996.

Out of area placements will only be considered where:

- there is n**o suitable accommodation available locally -** where there is no available temporary accommodation, supported housing, refuge, adapted accommodation, or affordable private rented accommodation in Bromsgrove District Council area.
- **the household requires specialist provision unavailable locally -** this may include refuge accommodation, mental health supported housing, young person provision, substance misuse support, or accommodation for people with complex needs
- **there are safety reasons for placing outside the district -** for example, domestic abuse, exploitation, harassment, gang-related risk, safeguarding concerns, or risk from a perpetrator
- **the household requests or agrees to an out of area placement - t**he household's preference should be recorded but consent alone does not remove the Council's duty to assess suitability
- **the placement is temporary and there is a clear plan to move the household back or on to settled accommodation -** accommodation that

may be suitable for a short interim period may not necessarily be suitable for a longer placement

Bdht housing options team will complete a written suitability assessment before making an out of area placement and will complete the Out of Area Placements Assessment, (**appendix 2**). The Council will ensure risks to people, moving from their settled location are minimised and people are supported to manage any remaining risks. The assessment will be signed by the housing options team and supported by a housing options senior officer before the placement is made.

Bdht housing options team will maintain good communication throughout the placement and keep suitability under review. The Out of Area Placement Assessment will be updated where a household's circumstances change, and the assessment will be checked by a housing options team manager. Immediate action will be taken to find alternative accommodation where risks to the household are unmanaged.

Where placements are made outside the area, bdht housing options team will ensure they comply with Section 208 of the Housing Act 1996 to provide notification to a receiving authority. This task will be completed as soon as possible and within 14 days. Bdht housing options team will engage with the receiving authority, where necessary, to minimise disruption and promote the welfare of any children.

13.0 Outside Local Authority Placements

When bdht receives a section 208 notification that another local authority has placed a homeless family in the Bromsgrove District Council area, bdht will record the placement, screen for immediate housing condition and any safeguarding risks and coordinate relevant local services. Bdht will maintain clear homelessness duty boundaries with the placing authority.

Bdht will check that the notification contains the statutory information required by section 208 of the Housing Act 1996, including:

- Names and dates of birth of children

- Household contact details, where consent permits
- Landlord or accommodation-provider details
- Rent charged
- Any financial incentive paid to the landlord
- Whether the accommodation is temporary accommodation
- Whether any children require school places
- Whether any children have education, health and care plans
- Whether the household has registered with a GP
- Expected duration of the placement, if known
- Placing-authority housing options team and emergency contact details

If any information is missing, bdht will follow up with the placing authority. The duty to ensure the placement is suitable remains with the placing authority. If bdht is aware of any hazards relating to the property, the placing authority will be informed, and the BDC Private Sector Housing Team will be asked to inspect. Bdht will communicate the outcome of the inspection to the placing authority.

Bdht will provide the household with an information pack, including:

- How to report a housing-condition concern
- Children’s services and safeguarding contacts
- School admissions
- GP and health-service registration
- Local welfare assistance and housing advice
- Domestic abuse support
- Emergency and out-of-hours contacts
- Confirmation that placement and accommodation queries should be directed to the placing authority

14.0 Applicant Responsibilities

Applicants must provide accurate information, tell the Council about any changes in circumstances, engage with the homelessness process, comply with licence or occupancy conditions, and pay any required accommodation charges.

15.0 Offer of Temporary Accommodation

An offer of temporary accommodation will be made clearly and in writing. The applicant will be given a written offer explaining:

- the accommodation address and type
- why the Council considers it suitable
- the date and time they are expected to occupy
- rent, service charges and Housing Benefit/Universal Credit implications
- who to contact with questions
- the consequences of refusing or failing to occupy
- any right to request a review of suitability, where applicable

16.0 Refusal or Failure to Occupy Accommodation

Where an applicant refuses an offer of temporary accommodation, fails to occupy accommodation made available to them or leaves temporary accommodation without agreement, bdht will make reasonable enquiries to establish the reasons before deciding what action to take. Bdht will consider whether the accommodation was suitable for the applicant and all members of their household, whether the applicant understood the offer and the consequences of refusal, and whether any vulnerability, disability, medical need, safeguarding concern, domestic abuse risk, language barrier or other relevant circumstance affected the applicant's decision or ability to occupy.

The applicant will be given 5 working days in which to respond to a request to explain why the accommodation was refused or the applicant and their household did not move in. Bdht housing options team will ensure they make all reasonable adjustments for vulnerable applicants, to ensure the applicant understands the offer and the consequences of refusal or failure to occupy. This may mean involving a third party advocate or support. Where bdht, on behalf of the Council, accepts the

reasons raised by the applicant, alternative temporary accommodation will be identified.

If an applicant wishes to request a review of interim accommodation, provided while the housing options team makes enquiries regarding the homelessness application, they will need to seek a judicial review in the High Court. Applicants can request a statutory review of the suitability of temporary accommodation, where a main housing duty is owed. A housing options senior officer will review issues raised by the applicant in the first instance.

Where bdht is satisfied that the accommodation offered was suitable and that the applicant has refused the offer without good reason, bdht housing options team will confirm that the temporary accommodation duty has ended. The applicant will be notified of this decision in writing.

A decision to treat an offer as refused and the homeless duty as discharged will be confirmed in writing. The letter will include:

- what was offered;
- why it was considered suitable;
- what the applicant said or failed to do;
- what enquiries the Council made;
- what vulnerability, equality, safeguarding or children's welfare issues were considered;
- the legal consequence of the refusal or failure to occupy;
- review rights, where applicable;
- advice and assistance available.

17.0 Affordability

Applicants placed in temporary accommodation will be responsible for paying any rent, service charge or personal contribution not met by Housing Benefit or Universal

Credit. Bdht, on behalf of the Council, will provide clear information about charges, payment methods, benefit claims and the consequences of rent arrears. Where an applicant falls into arrears, the bdht housing options team will seek to engage with them at an early stage to understand the reasons for non-payment and provide appropriate advice or support. Regard will be given to households with children, pregnant applicants, vulnerable adults, care leavers, people experiencing domestic abuse and applicants with additional support needs.

Bdht, on behalf of the Council will ensure that temporary accommodation provided or secured under its homelessness duties is affordable for the applicant and their household. In assessing affordability, the bdht housing options team will consider the total housing costs associated with the accommodation, including rent, service charges, utility costs where applicable, and any shortfall between eligible housing costs and the amount met through Housing Benefit or Universal Credit. Accommodation will not be considered suitable if the household cannot reasonably afford to occupy it, taking account of their income, benefits, essential expenditure, debts, household composition and any additional costs arising from disability, health needs, caring responsibilities or other relevant circumstances.

18.0 Occupancy Terms and Applicant Responsibilities

The occupancy agreement will be written in plain English and be clear the accommodation is provided on a temporary basis for the purpose of meeting the Council's statutory homelessness duties. It will include the start date, property address, rent and service charges and how to report repairs. Where there are barriers to understanding the terms of the agreement, for example a language barrier, the bdht housing options team will make arrangements to arrange translation.

The agreement will explain what happens if the applicant abandons or refuses to occupy the property and how the agreement can be brought to an end. It will also include how applicants can raise complaints or request advice.

The applicant will be responsible for occupying the accommodation as their only or principal home and paying rent, service charges and any other payments related to

the accommodation. Applicants must report repairs as soon as they become aware of them and follow rules relating to the accommodation, for example behaviour, visitors or paying for damage caused.

Interim accommodation provided while the housing options team complete their enquiries is excluded from the Protection from Eviction Act 1977. Where no further housing duty is owed applicants will be provided with reasonable notice to leave. Applicants in temporary accommodation, where a main housing duty is owed, are protected by tenancy law.

19.0 Storage

A local housing authority must take reasonable steps to protect a homeless applicant's personal property where the authority has reason to believe there is a danger of loss of, or damage to, the applicant's personal property and the danger arises because the applicant is unable to protect or deal with the property themselves or where no other suitable arrangements have been, or are being, made and the authority has become subject to one of the relevant homelessness duties under Part 7 of the Housing Act 1996. This can apply when someone is placed in temporary accommodation. The duty covers the applicant's personal property, and also the personal property of anyone who might reasonably be expected to live with them, such as household members included in the homelessness application.

20.0 Monitoring, Governance and Policy Review

The BDC Strategic Housing Services Manager and the Cabinet Member for Planning and Strategic Housing are responsible for oversight of this policy and the Head of Sustainable Homes at bdht is responsible for day to day operational leadership. Leaders will provide assurance, through regular monitoring and reporting of adherence to the Homelessness Code of Guidance in the provision, allocation and management of temporary accommodation.

Data relating to temporary accommodation use and experience will be collected and analysed in relation to people with protected characteristics. Data will be made available to decision makers for consideration and action.

Document Control

Policy Title	BDC Temporary Accommodation Policy
Policy Owner	Matthew Bough - BDC Strategic Housing Services Manager
Responsible Officer	Maria Bailey - Senior Housing Strategy Officer
Approval	Cabinet
Date Approved	
Next Review	
Review Frequency	
Equality Impact Assessment	

Appendix 1

Bed and Breakfast Elimination Plan

Introduction

Bromsgrove District Council (BDC) is committed to ensuring temporary accommodation used to relieve or prevent homelessness is suitable, safe and decent. Due to the increasing pressures of homelessness and demand for temporary accommodation, it has not always been possible to place households in self-contained, suitable temporary accommodation.

Legal Framework, Suitable Accommodation

Legislation is clear that the use of bed and breakfast type accommodation for families over 6 weeks is not suitable. BDC acknowledges the need to move to a position, in a timely manner, where families will only be temporarily housed in this type of accommodation for a short period of time and only in an emergency.

Legislation states that accommodation provided to meet the Council's statutory duty to provide interim or temporary accommodation must be suitable. The Homelessness (Suitability of Accommodation) (England) Order 2003: Use of B&B, states, bed and breakfast accommodation can only be provided to applicants with family commitments if no other accommodation is available and only for up to six weeks.

In addition, the Housing Act 1996, s.208, requires that 'so far as reasonably practicable, a local housing authority shall in discharging their housing functions.… secure that accommodation is available … in their district'

What is Bed and Breakfast Type Accommodation

The statutory definition of bed and breakfast is laid out in the Homelessness (Suitability of Accommodation) (England) Order 2003. Bed and breakfast accommodation is accommodation that is not self-contained and where either,

cooking facilities are not provided, or a toilet, washing facilities, or cooking facilities are shared between more than one household. It excludes accommodation owned or managed by a local authority, a registered provider, or certain voluntary organisations. In addition to B&B accommodation this plan also covers, the use of nightly paid accommodation with shared facilities, procured on a nightly-rate basis from a private provider.

Trends in the Use of Bed and Breakfast Type Accommodation

Over the last four years, the use of this type of temporary accommodation has increased for BDC. This is due to the increasing demand to meet statutory homelessness duties for families, significant demand for existing housing in Bromsgrove generally and an insufficient supply of new build accommodation and fewer lettings within social housing stock.

However, following recent action to increase access to self-contained temporary accommodation and the completion of new housing developments increasing permanent housing for homelessness applicants and providing more churn through existing stock, there has been success in shortening the duration of stay and consequently reducing the annual costs of B&B.

This plan builds on those successes.

Use of B&B and Other Nightly Paid Temporary Accommodation for Families				
Year	**22/23**	**23/24**	**24/25**	**25/26**
All temporary accommodation placements	26	49	39	53
B&B / Other Nightly Paid Temporary Accommodation placements	4	12	15	24
Percentage	**15.4%**	**24.5%**	**38.5%**	**45%**

Duration of Stay in B&B and Other Nightly Paid Temporary Accommodation for Families				
Year	**22/23**	**23/24**	**24/25**	**25/26**
B&B and Other Nightly Paid Temporary Accommodation up to 42 days (6 weeks)	4	12	15	24
Duration 43-84 days	1	6	2	6
Duration 85 days+	1	0	5	3
Percentage, 43 Days or Over (Over 6 weeks)	**50**	**50**	**46.6**	**37.5**

Cost of B&B and Other Nightly Paid Temporary Accommodation for all Household Types				
Year	**22/23**	**23/24**	**24/25**	**25/26**
Costs	£59,105.36	£86,042.36	145,676.46	£105,783.05

Social Housing Lettings (LAHS)				
Year	**22/23**	**23/24**	**24/25**	**25/26**
Costs	330	321	281	333

Action Plan to Eliminate the Use of B&B Type Temporary Accommodation

Given the continued national policy context, BDC will eliminate the use of B&B accommodation for homeless families over 6 weeks by 2029. The action plan will continue to build on successes already achieved, working closely with our partner, bdht; a registered provider of housing with contractual responsibilities for BDC homelessness and housing solutions statutory services.

Objectives

1. Increase the supply of temporary housing for families
2. Continue to review the quality of temporary accommodation
3. Review homelessness workflow processes to avoid B&B placements for families over 6 weeks

Objective 1 – Increase the Supply of Temporary Accommodation for Families				
	Action	**Year**	**Milestone**	**Measure of Success**
1	Use receipts from the sale of properties to increase the supply of temporary accommodation for families	1	Develop management agreement with registered provider partner	• Officers have the processes, systems and resources in place to utilise accommodation for temporary accommodation as soon as it is purchased in years 2 and 3.
		2	Use low cost housing receipts to purchase 4 existing properties on the open market or s. 106 properties	• 4 additional properties are available for use as temporary accommodation for homeless families. • Homelessness data shows B&B use for families over 6 weeks is reducing year on year. • B&B costs for families reduce year on year. • Additional low cost housing receipts are available to purchase a further property in year 3
		3	Use low cost housing receipts to purchase 1 existing property on the open market or s. 106 property.	• 1 additional property is available for use as temporary accommodation for homeless families. • Homelessness data shows B&B use for families is reduced to short-term, emergency use only • B&B costs for families reduce year on year.

Objective 2 – Continue to Review the Quality of Temporary Accommodation				
	Action	**Year**	**Milestone**	**Measure of Success**
1	Review, and improve where necessary, the quality of temporary accommodation	1	Establish processes for assessing the quality of temporary accommodation using a range of measures.	A system for gathering and analysing feedback from families using temporary accommodation is in place. An agreed bdht void and letting standard for temporary accommodation is in place. A register is developed to record inspections of all B&B and other nightly paid accommodation before use for emergency homelessness relief and at least once per year.
		2 & 3	Analyse feedback and develop an action plan, where necessary, for improvements.	Feedback is gathered and analysed quarterly, with recommendations where necessary and reported to the BDC Strategic Housing Services Manager. Actions are allocated to key officers, and implementation is overseen by the BDC Strategic Housing Services Manager

Objective 3 – Homelessness Workflow Processes Designed to Avoid B&B Placements for Families over 6 Weeks				
	Action	**Year**	**Milestone**	**Measure of Success**
1	Review and implement changes to the homelessness workflow to avoid B&B placements over 6 weeks for families	1	Develop management oversight processes for B&B use for families	Processes for oversight have been reviewed and updated, where necessary, to enable effective and efficient management of placements out of emergency use B&B. A dashboard is developed to track each placement in B&B and allow timely action to be taken to manage placements out of B&B. Key staff understand new systems and have the resources to provide intensive management of placements out of B&B
		2 & 3	Implement new processes and continue to review effectiveness.	Homelessness data shows a reduction in the duration of stay for families in B&B Homelessness data shows people fleeing domestic abuse are not placed in B&B A senior officer signs off all B&B placements for families Our portfolio of bdht temporary accommodation will be prioritised for those in B&B when it becomes available.

Risks to Successful Delivery of the Action Plan

Challenges	Mitigation
Homeless family demand continues to rise.	Focus on homelessness prevention, for example debt advice and support for mortgagees and private tenants
Temporary housing does not meet the size needs of homeless families, for example larger families and those with requirements for additional bedrooms.	Assess needs and project the type and size of temporary housing required by homeless families to support the purchase of appropriate properties.
Permanent and temporary housing does not meet standards for those with a physical / sensory disability.	We will aim to ensure that some TA units meet the needs of those with mobility issues. Triage people, living as part of a family unit, who are unable to return home from hospital as early as possible to enable the identification of suitable temporary accommodation
Resource capacity to enable oversight and action to deliver the plan is not available	Consider additional resources to fund additional temporary accommodation staff, including visiting officers

Appendix 2

Out of Area Placement Assessment

1. Purpose

The purpose of this guide is to ensure that any out of area placement made by bdht on behalf of Bromsgrove District Council is lawful, suitable for the household, properly risk assessed, clearly recorded, communicated to the receiving authority, monitored and reviewed and is used only where accommodation within the district is not reasonably practicable.

This guide applies to placements made outside of Bromsgrove District where the Council is securing accommodation under homelessness duties for temporary accommodation.

Suitability Assessment Before Placement *Before any out of area placement is made, officers should complete a written suitability assessment. The assessment should consider the applicant and **all household members**. Assessments must be recorded.*		
	Household Composition	
	Household size	
	Number and ages of children	
	Pregnancy	
	Caring responsibilities	
	Disabilities	
	Health conditions	
	Need for adapted property	
	Pets	
	Location	
	Distance from Bromsgrove	
	Access to employment	
	Access to schools and childcare	
	Access to medical treatment	
	Access to social care	
	Access to support networks	
	Transport links and affordability	
	Impact on children's education	
	Impact on existing support plans	
	Health and Disability	
	Mobility needs	
	Physical access	
	Kitchen and bathroom access	
	Sensory impairment	
	Mental health	
	Continuity of treatment	
	Distance from GP, hospital, community mental health team, medication, or therapy	

	Safety and Safeguarding	
	Domestic abuse risk	
	Child safeguarding concerns	
	Adult safeguarding risks	
	Risk of exploitation	
	Hate crime or harassment	
	Risk from known individuals in the receiving area	
	Should the location remain confidential	
	Affordability	
	Rent and service charge	
	Benefit entitlement	
	Shortfall risk	
	Travel costs	
	Food and utility costs	
	Cost of maintaining employment and education	
	Property Condition	
	Gas, electrical and fire safety	
	Licensing requirements, where applicable	
	Overcrowding	
	Furniture and facilities	
	Access arrangements	
	Suitability for children or vulnerable adults	

Out of Area Suitability Assessment Outcome	
	Yes or No
Is an out of area placement suitable for the household	
Is the proposed property suitable for the household	
Provide explanation for your response below:	

Officer's Name		Officer's Signature		Date
Manager's Name		Manager's Signature		Date