Action	Progress	Lead Officer	Performance Target	Baseline Position	Rating Status
Maintain Homeless Prevention Funding	Spend on homeless prevention cornerstone of service delivery and capacity to control TA numbers and cost. Forecast spend on homeless prevention £220k for 14/15. Available funding for 15/16 set at £220k. Sanctuary scheme funding maintained for 15/16 with installation carried out by	Rob McCartney	<ul> <li>3500 homeless prevention per year (minimum)</li> <li>No families in B&amp;B</li> <li>Maximum 180 households in TA</li> </ul>	<ul> <li>4665 preventions forecast 2014/15</li> <li>No families in B&amp;B since April 2014</li> <li>140 households in TA end of January 2015</li> </ul>	
Develop new preventative initiatives including self-help options and pre-action protocols with all social landlords	<ul> <li>Property and Contracts.</li> <li>Prevention approach has focused on 'proactive' interventions, by a Council officer, rather than 'passive' assistance where a person resolves their own difficulties by accessing information on- line. 9 pages on LCC website relating to housing advice.</li> <li>All Council housing arrears possession actions are referred to the mortgage and</li> </ul>	Rob McCartney	<ul> <li>100 hits on housing options page per day (minimum)</li> <li>150 'stay put' and 'planned move' for social housing tenants subject to arrears possession</li> </ul>	<ul> <li>Currently 100 hits on housing options page per day. 20 hits per day on previous web pages: increase of 400%.</li> <li>No TA placements as a result of</li> </ul>	

Deliver a timely and legally robust housing needs	tenancy advice service at Housing Options before Paralegal Services progress the case. A full housing needs assessment, including money advice, is carried out. Where appropriate a professionals meeting is held. Leeds Fed and Sanctuary HA notify LHO in writing of impending eviction action. A housing advice service is offered to tenants. All housing needs assessment to be carried out	Rob McCartney	<ul> <li>Action.</li> <li>Minimum 80% of housing</li> </ul>	Council eviction action. • 110 Council tenants with dependent children found 'stay put' or planned move options following referral because of rent arrears. • 90% of housing needs	
assessment service	by Housing Support service which is part of the Housing Management division. A localised housing options service will be provided through surgeries in the new Community Hubs, surgeries in external services and home visits. The service has received one County Court appeal, which was rejected, and this is an indicator of legally robust decision making practice.	Deb McCortrou	needs assessments completed within 20 working days	assessments completed within 20 working days	
Develop tenancy relations	Dedicated Tenancy Relations	Rob McCartney	• No		

services to improve private rented 'offer'	Officer in post at Housing Options. Self-help material and staff guidance notes developed. Referral process to TRO service in place with Housing Regulation Service, 3* Legal Aid Housing Solicitors and County Court Duty Desk.		placements in TA as a result of unlawful eviction.		
Better link rough sleeper housing services with health and social care services	St George's Crypt Hub provision in place offering emergency housing for rough sleepers/those threatened with rough sleeping and the CRI street outreach service is carrying out a minimum of three street sweeps per week with up to 6 in a week during cold weather. The city has found it difficult to bring 'entrenched' rough sleepers off the streets and the solution to this is linked to access to health and social care services given that it is often mental ill-health that is keeping people on the streets.	Rob McCartney	<ul> <li>No more than 10 rough sleepers at any time</li> <li>No person needs to sleep rough for more than one night</li> </ul>	<ul> <li>November 14 15 rough sleepers found on headcount</li> <li>November 13</li> <li>13 rough sleepers found on headcount</li> <li>Cohort of 5 entrenched rough sleepers who invariably are sleeping rough</li> </ul>	
Develop move on focus in emergency accommodation	There has been a significant reduction in temporary	Rob McCartney	<ul> <li>No families in B&amp;B</li> </ul>	<ul> <li>140 households in</li> </ul>	

accommodation numbers in recent years. Placements in TA leased from private landlords have been reduced from 142 in December 12 to at the end of January 2012. This has meant that an accompanying support service has been decommissioned. The reduction in placements has also meant that the Garforth House hostel has been decommissioned. LHO, supported housing providers housing management and other social landlords work together to promote timely move on. A key piece of current work is the timeliness of bespoke housing need assessments. LHO is also working with Children's Services to find better housing options for care leavers and 'looked after' children.	households in TA per night	TA end of January 15: 71 RP self- contained 1 PSL self- contained 0 B&B 43 hostels 25 refuge	
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Action	Progress	Lead Officer	Performance Target	Baseline Position	Rating Status
Review commissioned services to ensure they are fit for purpose and able to meet future needs.	Major review of Housing Related Support accommodation and floating support commissioned services underway to inform future model. Review is led by Strategy and Commissioning, Public Health. Intelligence based approach to include analysis of current provision, trends/ demand, consultation, strategic fit and interdependencies. Review reads across to concurrent reviews taking place within the Service in relation to Domestic Violence & Abuse, DIP/IOM and Offender services.	Julie Staton	<ul> <li>People in need of support are assisted to achieve and maintain independent living.</li> <li>Review stage complete August 15;</li> <li>Options appraisal and preferred model approval October 15;</li> <li>Procurement begins Jan 16</li> </ul>	<ul> <li>Year to date at the end of Q3 2014/15 8,039 people have been supported through the programme. Of those leaving services, 703 achieved independent living and 1,868 maintained.</li> <li>Current scope includes 45 contracts delivering a range of accommodatio n and floating support across Leeds.</li> </ul>	

Strengthen links between	Housing Management and	Julie Staton/Rob	People in	
Strengthen links between commissioned housing related support, housing management and housing options services.	<ul> <li>Housing Management and Housing Options are engaged in the HRS review at Project Team and Board level to inform future commissioning and working arrangements.</li> <li>Initial consultation meetings have also been held.</li> <li>Partnership working taking place where commissioned floating support providers are supporting those identified with a HRS need through the Tenancy Management Scheme.</li> <li>Housing Management to attend a session with providers to discuss potential</li> </ul>	Julie Staton/Rob McCartney	<ul> <li>People in need of support are identified and assisted to achieve and maintain independent living. Support is maximised and referral pathways are streamlined.</li> </ul>	
	opportunities for joint working. Strategy and Commissioning and relevant providers attend weekly Young Person's Housing Operations Group discussing vulnerably housed young people.			

Work in partnership with Children's Services to review support to families and to embed the 'Think Family' approach	Children's Services will be engaged in the HRS review through the Project Team and Board. How we provide support to vulnerable families will be considered as part of the review. This will include any immediate actions that can be taken to strengthen joint working with commissioned providers.	Julie Staton	<ul> <li>Approach is embedded - providers are aware of expectations and their roles and responsibilities ;</li> <li>Safeguarding concerns are reported and managed appropriately;</li> <li>Outcomes for Children and Families are recorded</li> </ul>	<ul> <li>Delivery of the 'Think Family' approach is included within specifications and contractual requirements;</li> <li>Robust safeguarding processes in place with commissioned services; wider outcomes related to Children and Families included within new 2014/15 performance framework</li> </ul>	
Embed the new performance management system to better capture information about outcomes, to inform service improvement, future commissioning decisions and to maximise service impact.	Following consultation, work has taken place to support providers to complete the new monitoring forms over Q1-3. Data submitted has been used to inform discussions at contract	Julie Staton	Timely and accurate submission of data by providers; Intelligence based	<ul> <li>New performance system was launched for the 2014/15 year</li> </ul>	

	management meetings and drive service improvements. The accuracy and completeness of data has improved and quarterly overall performance reports have been shared with providers and will be analysed as part of the HRS review. Although further development work is needed to fully understand some of the data, the level of information captured provides the means to engage in those conversations with providers and stakeholders.		performance reports available for reporting and review purposes		
Complete the review of services for older people to inform future commissioning, to ensure services meet need and contribute to the 'Ageing Well' agenda.	Initial review of services for older people complete (including consultation). The findings will form part of the wider HRS review. Cross directorate strategic review of services provided by Care and Repair complete (led by Strategy and Commissioning). New single contract pilot model developed which will deliver	Julie Staton	<ul> <li>Data and intelligence available from Older Person's review to inform future commissioning</li> <li>Data and intelligence available from Care and Repair pilot to inform future</li> </ul>	<ul> <li>Currently 6 services providing support to Older People;</li> <li>Currently a number of contracts across the Council with Care and Repair Leeds.</li> </ul>	

	from 1 April 2015. The 1 year		delivery and/or		
	pilot will inform future models		commissioning		
	for the provision of these		of these		
	services in the future.		services		
Review housing related	A review of domestic violence	Julie Staton	To provide	Current	
support domestic violence	and abuse services is		safe	commissioned	
services to ensure alignment	underway, a key element of		accommodatio	refuge	
with and contribution to the	which is around housing		n for women,	provision is a	
delivery of the city's Domestic	related support. Intelligence		men and	core and	
Violence and Abuse strategy.	based approach to include		families who	cluster model:	
	analysis of current provision,		have	10 self-	
	trends/ demand, consultation,		experienced	contained	
	strategic fit and		domestic	units within the	
	interdependencies.		violence,	main refuge	
			focussing on	building and	
	Review reads across to		high risk cases	16 self-	
	concurrent reviews taking		where there is	contained	
	place in relation to Housing		an urgent	dispersed	
	Related Support, DIP/IOM		need for	units across	
	and Offender services.		refuge accommodatio	the city.	
	The Review Project Team		n to ensure	• Year to date at	
	reports to the DV Programme		safety.	the end of Q3,	
	Board which in turn reports			81 women	
	progress against Leeds		Review stage	have been	
	Domestic Violence and		complete July	supported	
	Abuse Strategy and Action		15;	through the	
	Plan to the Domestic		Options	refuge service.	
	Violence Strategy Group.		appraisal and		
			preferred		

model	
approval	
August 15;	
Procurement	
begins Nov 15	

Action	Progress	Lead Officer	Performance Target	Baseline Position	Rating Status
Identify potential accommodation sites for Gypsies and Travellers as part of the Site Allocations Plan.	Pitch requirement figure agreed by PlanningInspectorate as part of PolicyH7 of the Leeds CoreStrategy. Policy H7 also sets out criteria for assessing suitability of sites for use as Gypsy and Traveller accommodation. Housing Officers will work with Planning Officers to identify potential sites for inclusion in the draft Site Allocations Panel that will sent out for consultation in summer/autumn 2015.	Rob McCartney	<ul> <li>Include potential site options in draft Site Allocations Panel to be sent out for consultation in summer/autu mn 2015.</li> </ul>	<ul> <li>Policy H7 agreed.</li> <li>Work underway to identify potential sites for inclusion in Site Allocations Plan</li> </ul>	
Deliver minimum of 12 additional public pitches within term of Housing Strategy.	Planning Inspector refused application to develop 12 new pitches on land adjacent to Cottingley Springs. Three year planning consent granted for up to 10 caravans at Kidacre Street. Need, through Site Allocations Plan process, to identify one more site for development by 2018.	Rob McCartney	Develop 12 additional pitches by 2018.	<ul> <li>Need for additional pitch provision set out in Core Strategy Policy H7 including 25 additional public pitches by 2028 with 12 pitches</li> </ul>	

				needed by 2018.	
Improve engagement with Gypsies and Travellers including delivery of 'Listening Project'	The Council has been cited as an example of national practice in respect of the development of Core Strategy Policy H7 through the use of Gypsies and Travellers as survey enumerators. This assisted in finding 'hard to reach' community members and promoted community confidence in the work. GATE is represented on the Cottingley Springs Service Improvement Board. The Council, in conjunction with the Joseph Rowntree Foundation, is funding De Montfort University to carry out a 'Listening Project' to promote better understanding between Gypsies and Travellers and public services.	Rob McCartney	<ul> <li>Publish the Leeds 'Listening Project'</li> <li>Community members have input into the site identification as part of the draft Site Allocation Plan</li> </ul>	Community involvement in Core Strategy development cited as example of national best practice.	
Deliver managed negotiated stopping site options	Three year planning permission granted to accommodate 8 families, with 10 caravans, at Kidacre	Rob McCartney	Maintain provision at Kidacre Street for three year	Core Strategy Policy H7 assessment that 9	

	Street in Hunslet. Site been in place since May 2014. Application for development funding to be made to HCA.		planning term.	negotiated stopping pitches needed up to 2028.	
Look at improving housing options for Gypsies and Travellers in 'conventional' housing	115 Gypsy and Traveller households surveyed in respect of housing need and preference as part of Core Strategy pitch assessment. People who expressed an interest in maintaining or securing 'conventional' housing have been offered a housing options service including housing needs assessment.	Rob McCartney	All Gypsies and Travellers who want conventional housing offered housing options service.	<ul> <li>57 households surveyed out of 115 were in conventional housing.</li> </ul>	
Improve access to health care and education.	Gypsies and Travellers have the lowest life expectancy of any group in the UK: in Leeds life expectancy is 50 compared to 78 for the settled population. The incidence of infant mortality is three times higher for Gypsies and Travellers than that in the settled population. Residents of Cottingley Springs find it difficult to register at a local GP	Rob McCartney	<ul> <li>All residents of Cottingley Springs able to access primary care services.</li> <li>School attendance is at least maintained post school transport review</li> </ul>	<ul> <li>? of people not registered for primary care service</li> <li>38 primary aged children and 1 secondary aged child receiving school transport service.</li> </ul>	

practice. Leeds Public Health has commissioned a Community Health Needs Assessment for Gypsies and Travellers. CCG West is the lead NHS service for Cottingley Springs. Key actions are to improve access to primary care, reduce use of A&E, promote take up of breast/cervical screening, health check-ups. GATE has been commissioned to deliver a health awareness programme. Existing school transport arrangements are being reviewed and this will affect children from Cottingley Springs. The service is used by primary aged children with most secondary aged children being home	changes.	• 20 secondary children being home educated.	
children being home educated.			

Action	Progress	Lead Officer	Performance Target	Baseline Position	Rating Status
Children and Young People's Housing Plan updated to cover housing management offer	Significant progress has been made in last two years to promote joint working between Housing Leeds and Children's Services. This is reflected in the weekly Young Person's Housing Operations Group discussing vulnerably housed young people. Council Housing Management services are engaged in the group looking at helping facilitate tenancy sign ups and finding solutions for 'failing' tenancies. A key piece of work is to promote joint working between Housing Advisors, Housing Support Officers, Housing Officers and Personal Advisors.	Rob McCartney	<ul> <li>No 16 or 17 year old placed in B&amp;B, unless exceptional circumstance, and then no longer than 3 days</li> <li>No 16 or 17 year old placed in 'adult' hostels, unless exceptional circumstance, and then no longer than 7 days</li> </ul>	<ul> <li>Children and Young People's Strategic Housing Group, comprising representative from Housing Leeds, Children's Services and Public Health, established. Housing Management input. Three joint working sessions between different front line staff are held in 2015</li> </ul>	
All homeless 16/17 year olds have 'child in need' assessment	<ul> <li>Legal duty following 'Southwark' judgement which determined that 16</li> </ul>	Rob McCartney	All 16 and 17 year olds have 'child in need' assessment	JWP between E&H and Children's Service in	

	and 17 year old homeless people should be assessed as 'children in need' under the Children Act 1989. A joint working protocol between E&H and Children's Service concerning homeless 16 and 17 year olds is in place and this is being reviewed to ensure it is fit for purpose. JWP reviewed and updated by end of May 2015.		<ul> <li>No 16 or 17 year olds in B&amp;B</li> <li>No 16 or 17 year olds in 'adult' hostels unless exceptional circumstances and then no longer than 7 days</li> </ul>	place. No 16 and 17 year olds placed in B&B in 2014/15 16 and 17 year olds placed in 'adult' hostels when other options not available	
Review supported housing services for young people and care leavers	A review of current supported housing provision is currently being undertaken by Strategy and Commissioning with the Public Health Directorate. Consideration is also being given to look at the feasibility of developing 'taster' tenancies for care leavers in addition to the 'trainer flats' already commissioned for	Rob McCartney/Julie Staton	<ul> <li>Draft proposals on service re- commissioning to be released by the end of August 2015.</li> </ul>	<ul> <li>Flagship provides 150 'trainer' flats and 255 'floating support' units for young people</li> <li>9 bed direct access hostel (Seacole) for</li> </ul>	

	young people.			YP managed by Leeds Housing Concern	
Roll out youth mediation service to young people in foster care	Youth Mediation Services were transferred into the Council at the beginning of 2014. Foster placement breakdown cases are discussed at the weekly YP Housing Operations Group and made to youth mediation	Rob McCartney	<ul> <li>Minimum 300 young people helped to return home through mediation</li> </ul>	<ul> <li>307 young people helped to return home following mediation in 2014/15 as at end of January 15</li> </ul>	
Look at adopting 'social contract' council tenancies with young people	Consideration is being given to the feasibility of applying additional conditions, relating to behaviour and take up of support, on council tenancies for young people.	Mandy Sawyer	<ul> <li>All care leavers and 16 and 17 year olds have a sustainable support plan at point of council tenancy sign up</li> </ul>	All council tenants are on introductory or secure tenancies.	
Re-establish peer experience initiative to tell young people about homelessness	Agreement reached for a peer experience initiative (involving formerly homeless young people going to schools and telling Year 10/11 about the realities of being homeless and how to access services) to be funded	Rob McCartney	Scheme in operation by October 2015	<ul> <li>Unquantified number of young people who living care of family and friends (sofa surfing) in the city.</li> </ul>	

by Housing Leeds and Children's Services.	
Discussions taking place w	th
potential service providers	
who would support the you	ng
people offering the service	

Action	Progress	Lead Officer	Performance Target	Baseline Position	Rating Status
Develop a Vulnerable Adult's Housing Plan	Discussions taking place between Housing Leeds and Adult Social Care regarding joint working needs stemming from the 2014 Care Act. A cross directorate seminar is being convened by ASC and E&H for service managers to discuss implementation opportunities. It has been agreed that a Vulnerable Adults Housing Plan will flow from these discussions.	Rob McCartney	Plan in place by end of September 2015.	• Not in place	
Embed a preventative approach to issues such as hoarding	Discussions between Housing Leeds and ASC have highlighted that hoarding is an increasing issue in respect of helping vulnerable people to live independently in the community. Can lead to poor housing conditions, impact on neighbours, loss of accommodation and more expensive placements. Assistance is being given on	Rob McCartney	Protocol in place by end of September 2015	Hoarding solutions found on a case by case basis.	

Frame new adaptation service around assessment and delivery functions	a case by case basis and there is an opportunity to develop a protocol as part of the Vulnerable Adults Housing Plan. Re-configured service, with Housing Support (in Housing Management) carrying out cross tenure adaptation assessments and Property and Contracts leading on installation delivery, to commence in April 2015. Need to better link adaptation assessments with lettings practice.	Rob McCartney	<ul> <li>Minimum 90% of major adaptations completed in target timescales</li> <li>No housing related delayed hospital discharges</li> </ul>	<ul> <li>96% private housing 2014/15</li> <li>90% council housing 2014/15</li> <li>Adaptation Services currently broken down by tenure: Housing Support responsible for non-council housing</li> </ul>	
				housing adaptations and Property and Contracts council housing	
Develop Accessible Housing Register	An Accessible Housing Register will provide a systematic approach to matching disabled housing	Rob McCartney	<ul> <li>AHR developed and in use by end of December</li> </ul>	AHR in development.	

Ensure housing services are key part of Domestic Violence and Abuse Hub	applicants with available adapted and adaptable properties. Housing Leeds will make an important contribution to the DV&A Hub with a pool of 6 Housing Advisors and managers participating in the daily meetings and ensuring a timely response to cases brought to the Hub. The installation part of the Sanctuary scheme has been transferred to the Property and Contracts services and it is important that the installation function is timely	Rob McCartney	<ul> <li>2015</li> <li>No housing related delayed hospital discharges</li> <li>All housing needs assessments for DV&amp;A Hub referrals commenced on day of referral</li> <li>Minimum 300 Sanctuary installations per year</li> <li>All Sanctuary installations</li> </ul>	<ul> <li>DV&amp;A Hub to be operational from April 2015</li> <li>2014/15 forecast 330 Sanctuary installations</li> <li>Sanctuary installation service transferred to Council's Property and</li> </ul>	
	is important that the installation function is timely to reflect the requirements of customers and Hub decision making. Housing Leeds will continue to participate in the Domestic Homicide Reviews and to identify learning from the reviews.			Council's Property and Contracts service and target accepted	
Embed joint working with health services around hospital discharge	Delayed hospital discharge is a significant issue for the Leeds Teaching Hospital	Rob McCartney / Tim Taylor	<ul> <li>No delayed hospital discharges</li> </ul>	New     partnership     arrangements	

Trust and it is known that absence of available or accessible leads to delayed discharges. Improved partnership arrangements have been put in place between the hospital trust, social care and housing services. Cases are being highlighted pre- standard discharge point so that timely housing interventions can be made. Delayed discharge cases are also being escalated to senior managers. Need to have available suitable temporary accommodation, timely housing needs assessment, OT assessments and lettings decisions. Staff in the hospital trust are now being	relating to housing.	put in place to discuss housing related cases including escalation arrangements.	
decisions. Staff in the			