***Westminster City Council Homelessness Strategy 2019 – 24 Action Plan***

*Year 1: Until – March 2020, Year 2: April 2020 – March 2021, Year 3: April 2021 – March 22, Year 4: April 2022 – March 2023, Year 5: April 2023 – March 24*

|  | ***Action*** | ***Further detail*** | ***Year*** | ***By*** | ***Owner*** | ***Others involved*** |
| --- | --- | --- | --- | --- | --- | --- |
| 1. ***Reach more people at risk of homelessness at an earlier stage, by building a network of prevention and support, working with partners and communities*** | | | | | | |
| *1.1* | *Co-produce a ‘Homelessness Prevention Charter’* | *Complete Charter* | *Year 3* | *Spring 2021* | *Homelessness Partnership Board* | *Range of stakeholders* |
| *1.2* | *Implement a rolling programme of training and awareness raising* | *Community lead to build up contacts and identify opportunities*  *Develop training plan*  *Start training and set annual training targets* | *Year 2*  *Year 2*  *Year 3 & Ongoing* | *Summer 2020*  *Autumn 2020*  *Ongoing* | *WCC Early Intervention Trailblazer Service*  *As above*  *WCC Housing Team/Housing Solutions Service* | *Range of stakeholders, i.e. community, faith and voluntary groups and registered providers* |
| *1.3* | *Recruit Community Champions and train them to offer support and information to residents* | *Investigate funding opportunities and expanding the council’s health focused Community Champions Scheme* | *Year 1* | *Spring 2020* | *WCC Early Intervention Trailblazer Service/Public Health* | *Community Champions currently in post* |
| *1.4* | *Continue to develop referral routes to housing services, for those working with people at risk of homelessness* | *Investigate providing Housing advice from GP surgeries*  *Review all referral routes* | *Year 1*  *Year 3* | *Winter 2019*  *Spring 2021* | *Housing Solutions Service (Shelter)*  *WCC Housing Team* | *Public Health*  *Range of stakeholders* |
| 1. ***Make our services more visible through targeted information campaigns*** | | | | | | |
| *2.1* | *Use a range of channels of communication to increase the visibility of our services* | *Start poster and leaflet campaign*  *Improve housing information on the website*  *Publicise success stories* | *Year 1*  *Year 2*  *Ongoing* | *Spring 2020*  *Summer 2020*  *Ongoing* | *WCC Communications and Engagement Team*  *WCC Housing Team/Communications and Engagement Team*  *Communications and Engagement Team* | *Housing Solutions Service* |
| 1. ***Proactively offer personalised support to those at risk of homelessness where possible, from helping them negotiate with their landlord to offering employment and skills training so they can increase their income*** | | | | | | |
| *3.1* | *Use data to introduce new ways of flagging those at risk of homelessness* | *Pilot approach using Council Tax data*  *Evaluate results of Pilot* | *Year 1*  *Year 2* | *Spring 2020*  *Autumn 2020* | *WCC Early Intervention Trailblazer Service*  *As above* | *WCC Strategy & Intelligence Team* |
| *3.2* | *Look for ways to continue and grow the early intervention approach* | *Review how the learning from the Trailblazer Early Intervention Service can be embedded into service provision* | *Year 3* | *Spring 2021* | *WCC Housing Team* | *Housing Solutions Service* |
| 1. ***Do more to identify and address the main causes of homelessness in Westminster and also the wider causes, through research and outreach*** | | | | | | |
| *4.1* | *Address homelessness from the social sector:*   * *Research overcrowded families living in our council housing, to better understand them and their needs* * *Use communication channels to help grown-up family members living in overcrowded council housing understand the housing options available to them* | *Run estate based pilot and consider the results before rolling out more widely*  *As above* | *Year 2*  *As above* | *Winter 2020*  *As above* | *WCC Early Intervention Trailblazer Service*  *WCC Early Intervention Trailblazer Service* | *Overcrowded families/*  *Strategy and Intelligence Team*  *WCC Communications and Engagement Team* |
| *4.2* | *Address homelessness from the private rented sector:*   * *Early alert pilot with landlords or lettings agents to help identify tenants at risk. Ensure they know about employment support for tenants* * *Continue to use our powers to intervene when tenants are threatened with unlawful or retaliatory eviction* | *Pilot to start*  *Take legal action where necessary/Serve Improvement Notices* | *Year 1*  *Ongoing* | *Spring 2020*  *Ongoing* | *Housing Solutions Service (Shelter)*  *WCC Environmental Health Team* | *Private landlords/lettings agents/private tenants* |
| *4.3* | *Address homelessness due to relationship breakdown*   * *Understand if there is role for the council* | * *Training for housing staff on Reducing Parental Conflict* * *Complete or commission research* | *Year 1*  *Year 2* | *Winter 2019/20*  *Autumn 2020* | *WCC*  *Children’s Services*  *WCC Housing Team* | *Housing Solutions Service/Early Intervention Trailblazer Service*  *WCC Strategy and Intelligence Team/WCC Children’s Services* |
| *4.4* | *Address the wider causes of homelessness*   * *Pilot with MyBnk, providing training to 18-25 year olds, at risk of homelessness* * *Run awareness sessions about preventing homelessness in schools and youth centres* * *Look at ways to better support residents to manage their finances and raise their incomes* * *Ensure awareness of employment support* * *Review Personal Housing Plans* * *Support vulnerable households moving onto Universal Credit* | *Complete Pilot*  *Evaluate pilot and make recommendations*  *Start sessions*  *Pilot any new approaches on one or two estates*  *Seek resources for a service for people with low level mental health problems*  *Let social landlords know about employment support for tenants and ensure employment coaches can identify and refer those at risk of homelessness*  *Ensure they address the wider causes of homelessness, where appropriate*  *Work with DWP to understand their timetable and package of support and ensure everyone across the council is aware of it* | *Year 3*  *Year 4*  *Year 2 & Ongoing*  *Year 2*  *Ongoing*  *Year 1*  *Year 1*  *To coincide with rollout* | *Winter 2021*  *Spring 2022*  *Autumn 2020*  *Summer 2020*  *Ongoing*  *Ongoing*  *Spring 2020*  *To coincide with rollout* | *WCC Early Intervention Trailblazer Service/*  *WCC Housing Team*  *Housing Solutions Service (Shelter)*  *WCC Economy and & Regeneration Team/WCC Housing Team*  *WCC Housing Team*  *WCC Housing Team/Economy Team*  *WCC Housing Team/Housing Solutions Service*  *WCC Policy and Projects Team/Benefits Policy Team* | *MyBnk/Young people at risk*  *Children’s Services/*  *WCC Strategy & Intelligence Team*  *Westminster Youth Council/WCC Children’s Services*  *WCC Policy and projects*  *WCC Public Health/Mental Health Partnership*  *Westminster Housing Association Chief Executives Forum*  *WCC Children’s Services/Adult Social Care and Public Health/*  *Welfare Reform Group* |
| 1. ***Make our housing services more transparent, accountable and accessible*** | | | | | | |
| *5.1* | *Set up a Homelessness Partnership Board* | *Establish Board* | *Year 2 and Ongoing* | *Summer 2020 & Ongoing* | *WCC Early Intervention Trailblazer Service* | *Range of stakeholders including homeless households* |
| *5.2* | *Improve our homelessness service by seeking the views of service users and stakeholders* | *Establish Service Improvement Group and run quarterly meetings*  *Develop service user ‘Expert Panel’ to be the point of contact for key changes*  *Commission agency to conduct Mystery Shopping and seek opportunities for cross borough working*  *Incorporate exit interviews* | *Year 1*  *Year 2*  *Year 1*  *Year 3* | *Summer 2019 & Ongoing*  *Summer 2020*  *Spring 2020*  *Winter 2023* | *WCC Housing Team/Housing Solutions Service*  *As above*  *Housing Solutions Service (Shelter)*  *WCC Housing Team/Housing Solutions Service* | *Service users/*  *Other boroughs*  *Service users*  *Service users* |
| *5.3* | *Become more person centred by:*   * *Becoming Accredited by the Domestic Abuse Housing Alliance* * *Applying the learning from the Making Every Adult Matter pilot and rolling it out* * *Train front line housing staff on trauma informed working* * *Train front line housing staff on Making Every Contact Count*      * *Look at ways to improve our response when households have mental health problems* | *Accreditation achieved*  *Complete Pilot*  *Evaluate learning*  *Complete training*  *Complete training*  *Raise awareness of OneYou website which gives information about services*  *Investigate Mental Health First Aid training for housing staff* | *Year 2*  *Year 2*  *Year 2*  *Year 2*  *Year 1*  *Year 1* | *Summer 2020*  *Winter 2021*  *Spring 2020*  *Spring 2020*  *Autumn 2019*  *Winter 2019* | *Housing Solutions Service*  *WCC Children’s Services/Housing Team*  *WCC Housing Team/Housing Solutions Service*  *WCC Housing Team/Housing Solutions Service*  *As above*  *WCC Housing Team/Housing Solutions Service* | *Domestic Abuse Housing Alliance*  *Housing Solutions Service*  *WCC Public Health*  *WCC Public Health*  *As above*  *WCC Mental Health Partnership/ WCC Public Health* |
| *5.4* | *Improve digital access to the Housing Solutions Service* | *Complete review of current service and involve service users* | *Year 2* | *Summer 2020* | *WCC Housing Team* | *Housing Solutions Service/Customer and Digital Standards Board/service users* |
| 1. ***Better communicate what we can and can’t offer*** | | | | | | |
| *6.1* | *Communications campaign about our services and what people can expect from them* | *Develop a Communications Plan, test with service users*  *Roll out to start* | *Year 1*  *Year 2 and Ongoing* | *Winter 2019/20*  *Spring 2020* | *WCC Communications and Engagement Team* | *WCC Housing Team/*  *Housing Solutions Service* |
| 1. ***Ensure a range of accommodation is available for the homeless households that we have a housing duty towards, when homelessness cannot be prevented*** | | | | | | |
| *7.1* | *Set new affordable housing target when needed and ensure intermediate housing is affordable to a range of households*  *Review the Allocation Scheme* | *Review past delivery and set new target (current target expires in 2023)*  *Set affordability thresholds in the Supplementary Planning Document for the City Plan 2019 – 40*  *Consider support to under occupiers and how the scheme works for all households in need* | *Years 4 & 5*  *Year 2*  *Year 1* | *Spring 2023*  *Winter 2020*  *To start Winter 2019/20* | *WCC Development Team*  *WCC Policy and Projects Team*  *WCC Policy and Projects Team* | *Registered providers*  *WCC Housing Team*  *WCC Housing Team/Housing Solutions Service/Children’s and Adult Services* |
| *7.2* | *Ensure sufficient private rented housing for homeless households and look for innovative ways to increase supply* | *Update annual Action Plan*  *Develop Temporary Accommodation Reduction Plan, firstly piloting new initiatives* | *Year 2*  *Year 2* | *Spring 2020*  *Summer 2020* | *WCC Housing Team*  *WCC Housing Team* | *Housing Solutions Service*  *Housing Solutions Service* |
| *7.3* | *Increase settled private rented accommodation*  *Explain why these private rented sector offers are generally outside of Westminster*  *Look at ways to give customers more choice over the location of these offers* | *Review targets as part of Homelessness Delivery Plan*  *Part of campaign in 6.1*  *Work with temporary accommodation households to understand their needs*  *Establish website to market available properties*  *Investigate recruiting Community Connectors to help people settle, using a ‘peer mentoring model’ with households that have successfully moved to other areas* | *Year 1*  *Year 2 and ongoing*  *Year 2*  *Year 1*  *Year 2* | *March 2020*  *Spring 2020*  *Spring 2021*  *December 2019*  *Spring 2020* | *Housing Solutions Service*  *WCC Communications and Engagement Team*  *Housing Solutions Service (RMG)*  *Housing Solutions Service (RMG)*  *Housing Solutions Service (Shelter)* | *Housing Solutions Service*  *WCC Housing Team/Housing Solutions Service*  *WCC Housing Team*  *WCC Housing Team/*  *former homeless households* |
| 1. ***Review how people access supported housing and ensure our supported housing meets needs, now, and in the future*** | | | | | | |
| *8.1* | *Develop an on line referral system* | *Procure system*  *New system goes live* | *Year 1*  *Year 2* | *Winter 2019*  *Spring 2020* | *WCC Housing Team* | *WCC IT Team* |
| *8.2* | *Work with specialist providers to ensure dedicated support for survivors of domestic abuse* | *Re-procure refuges* | *Year 1* | *Winter 2019* | *WCC Housing Team* | *Refuge* |
| *8.3* | *Review the needs of young people to ensure suitable accommodation for different needs* | *Complete needs analysis and re-procure services where appropriate*  *New services to begin* | *Years 1 – 2*  *Year 3* | *Spring 2020 - 21*  *Spring 2021* | *WCC Housing Team* | *WCC Children’s Services/*  *Young adults/homelessness sector* |
| *8.4* | *Review sheltered housing commissioned from registered providers* | *Complete review* | *Year 2* | *Spring 2020* | *WCC Housing Team* | *Registered providers/*  *WCC Adult Social Care* |
| *8.5* | *Re-procure offender services, considering how we can better meet the needs of young offenders and reduce reoffending* | *Complete re-procurement and new contract to start*  *Contract start* | *Year 2* | *Summer 2020* | *WCC Housing Team* | *Housing Solutions Service*  *Homelessness sector* |
| 1. ***Become a leader in the field of homelessness prevention proposing solutions and bringing key decision makers together to share information and ideas*** | | | | | | |
| *9.1* | *Share the learning from the Early Intervention Trailblazer Service with Government, other councils etc and encourage them to share best practice with us* | *Hold workshop* | *Year 2* | *Autumn 2020* | *WCC Early Intervention Trailblazer Service* | *London boroughs*  *Groups working with homeless households* |
| *9.2* | *Review the Homelessness Strategy and Action Plan to ensure they are up to date and still relevant* | *After one year of implementation* | *Year 2* | *Spring 2021* | *WCC Policy and Projects Team/Housing Team* |  |
| 1. ***Make the case for homelessness services and prevention work to be fully funded, by leading the discussion with Government and others on how the welfare system can work better for low income residents in central London, while also utilising every other funding source available to us*** | | | | | | |
| *10.1* | *Highlight problems with the existing benefits system and proposing solutions to Government where appropriate* | *Use a range of methods such as consultation responses, briefings for Ministers and letters* | *Year 1 & Ongoing* | *Autumn 2019 & Ongoing* | *WCC Policy and Projects Team* | *Lead members*  *WCC Welfare Reform Group* |
| *10.2* | *Cultivate a positive, constructive and wide-ranging conversation with the Treasury on how we finance local government and come up with a sustainable model* | *As above* | *Year 1 & Ongoing* | *Autumn 2019 & Ongoing* | *WCC Policy and Projects Team* | *Lead members* |
| *10.3* | *Look for all opportunities to seek external funding for homelessness projects* | *Utilise all opportunities* | *Ongoing* | *Ongoing* | *WCC Housing/Economy and Regeneration Teams* | *WCC Policy and Projects Team* |