

## Homelessness Data Collection

Quarter: April - June 2015

The Welsh Government's Statistical Directorate runs this data collection. It is a source of information on the number of homeless cases dealt with by local authorities in Wales. It is used to inform policy, to answer queries, in briefings and for publication in First Releases. It helps to establish a picture of the overall extent of homelessness in Wales and Great Britain.

Dewiswch eich iaith penodol / Choose your preferred language:

### Provider details

Please select your authority from the list provided



### Validation

Links	Completed
<a href="#">Technical guidance</a>	
<a href="#">Prevention Definitions</a>	
<a href="#">Guidance for table 1</a>	
<a href="#">Guidance for table 6</a>	
<a href="#">Contact information</a>	0%
Form links	Table completed
<a href="#">Table 1 &gt;&gt;</a>	10%
Table 2 is now only collected annually	
Table 3 is now only collected annually	
Table 4 is now only collected annually	
Table 5 is now only collected annually	
<a href="#">Table 6 &gt;&gt;</a>	9%
<a href="#">Validation table &gt;&gt;</a>	0%
<b>Total</b>	<b>5%</b>

**For consistency of statistics, please record all cases from 1st – 26th April 2015 based on the new legislation where possible. If data cannot be included for any reason, please advise the data collection team by recording in the notes sections of the form.**

Please return this spreadsheet via Afon no later than 17 July 2015

<http://www.afonwales.org.uk>

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Llywodraeth Cymru  
Welsh Government

## Technical guidance for completing the form

Homelessness April - June 2015

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### Navigation

You will be able to move from sheet to sheet by clicking the appropriate hyperlink.  
For example, to return to the home page click the "Back to Home Page" hyperlink.

### Required data items

In this spreadsheet, the cells that require data have the following properties:



All cells requiring data will be coloured pale green.



Some cells derive values from other data items. These cells are coloured in grey. You will not be able to enter data into these cells.



Some cells do not need to be completed as they are not applicable. These cells are coloured in dark grey. You will not be able to enter data into these cells.

**If you are unable to provide any data item, please leave the cell BLANK. Do not enter text (NA, N/A or Not collected etc.) into any cell other than the comments cells. We will assume that a zero in any cell signifies a zero count for this data item.**

### Comments



A yellow space has been provided next to each table for comments. If any data items are missing then a comment must be added to the spreadsheet.

### Validation 1

Validation 1 involves checking for common sense errors. These errors must be resolved before the spreadsheet is submitted via Afon.



Data items that pass validation will be coloured green.



Data items where no data is entered, or which break a validation rule, are coloured red. You should enter a zero where the data item is nil, or make a comment.



Missing data items with a comment provided will be coloured amber.

Homelessness prevention (Section 66)	<p>In its broadest terms, 'homelessness prevention' is where a local authority takes positive action to provide housing assistance to someone who considers him or herself to be at risk of homelessness in the near future, and as a result the person is able to either remain in his or her existing accommodation or obtain alternative accommodation providing a solution for at least the next 6 months. The key points are:</p> <ul style="list-style-type: none"> <li>• the person has sought assistance from the local authority or a partner organisation);</li> <li>• the person considers him or herself to be at risk of homelessness;</li> <li>• the local authority may or may not have reason to believe the person is homeless or likely to become homeless within 56 days;</li> <li>• the local authority or partner organisation consider that the positive action provided will prevent homelessness for at least the next 6 months.</li> <li>• the positive action is provided by: the local authority; or a partner organisation, or a combination of the local authority and one or more partner organisations working together;</li> </ul> <p>A case should be recorded as a homelessness prevention where a local authority takes positive action to provide housing assistance to someone who considers him or herself to be at risk of homelessness in the near future and this positive action is not being provided to discharge a duty to secure accommodation under the homelessness legislation. A case ceases to be classed as a prevention when a section 73 decision is issued. This only applies to those owed a duty under section 66.</p>
Homelessness relief (Section 73)	<p>Positive action to prevent homelessness cannot be taken once the authority is satisfied that someone has become homeless (for example, the authority has notified the person of a decision under section 73 that they are homeless). However, following the notification under Section 73 that an applicant is homeless positive action to relieve homelessness can be taken in the following circumstances:</p> <p>A case should be recorded as homelessness relief following notification under section 63 that an applicant is eligible and homeless and positive action to relieve homelessness is being taken.</p>
Positive action	<p>'Positive action' is assistance provided over and above general advice and information about homelessness and the prevention of homelessness provided under section 60 of the 2014 Act. The assistance must be provided to an individual, on a casework basis, with the specific aim of ensuring that the individual and his or her household will be able to either remain in their existing accommodation or obtain alternative accommodation. There must be file-based case recording, with outcomes confirmed at the point of recording that outcome through a system of quality checking and control.</p>
Partner organisation	<p>A partner organisation is any organisation which is assisting the local authority in tackling and preventing homelessness and is either :</p> <ul style="list-style-type: none"> <li>• funded by the local authority to assist it in tackling and preventing homelessness; or</li> <li>• is an organisation to which the local authority refers clients for assistance to help prevent that person becoming homeless.</li> </ul>
Successful outcomes	<p>For positive action to be recorded as successful, the authority or partner organisation taking the action must be satisfied that the intervention is likely to result in homelessness being prevented or relieved for at least 6 months and the accommodation is suitable.</p> <p>Cases should be recorded for the collection period when the positive action was actually provided.</p> <p>Decisions that positive action taken in a particular case is likely to be successful should be verified by a senior officer or other officer not directly involved in the case before being recorded on the form. Authorities will need to put in place a system of objectively checking and verifying decisions about the likely outcome of each case.</p> <p>In cases where the positive action is taken by partner organisation, decisions about likely success should be taken by a senior officer (or other adviser not directly involved in the case) of that organisation before being recorded as a successful case of homelessness prevention or relief.</p>
Unsuccessful outcomes	<p>Cases where positive action was unsuccessful are defined as where a household approaches the local housing authority for help because i) they consider they are homeless or at risk of homelessness and positive action took place following acceptance of a section 66 or 73 but was unsuccessful in preventing or relieving that risk or ii) assistance was refused or iii) non co-operation.</p>
Self-contained	<p>A self-contained dwelling is accommodation occupied by a household with exclusive use of bath/shower, inside WC and some kitchen facilities.</p> <p>Self Contained properties will relate to one rental agreement associated with the property.</p>
Non self-contained	<p>A non self-contained dwelling is accommodation occupied by a household which lacks exclusive use of bath/shower or WC or some kitchen facilities. These usually take the form of bedsit, shared housing, hostel or hostel-type accommodation in which each bedspace is therefore normally considered a non self-contained dwelling.</p>
Eligibility	<p>Eligibility is set out in Schedule 2 of the Housing (Act) 2014 and the allocation of housing and Homelessness (Eligibility)(Wales) Regulations 2014.</p>
Intentionally homeless	<p>See section 77 of the Housing Wales Act 2014 for definition of intentionality.</p>
Unintentionally homeless	<p>Following discharge of section 73 under 74(2) or 74(3) the Local Authority will need to determine if the applicant is owed a duty under section 75 (duty to secure). Applicants will be owed the duty if they are considered to have a priority need and are unintentionally homeless (section 77 contains the definition of intentionality)</p>
Priority Need	<p>Section 70 of the Housing Wales Act 2014 contains the groups who have a priority need for accommodation, these groups are relevant for the provision of interim duty to accommodate (section 68) and duty to secure (section 75)</p>
Supporting people	<p>The Supporting People Programme Grant (SPPG) helps vulnerable people in Wales to avoid homelessness and retain their independence. Much of the support provided under the SPPG is around prevention and there are clear links with the prevention agenda detailed in Part 2 of the Housing Act (Wales) 2014. It is envisaged that there will be joined up services within Local Authorities around the prevention of homelessness, which may include a range of services funded under the SPPG.</p>

**General notes**

- 0.1 Households applying for housing under the homelessness provisions of part 2 of the Housing Act 2014 (the Act):  
[Housing Act 2014](#)
- 0.2 The homelessness form collects data from Welsh local authorities on the discharge of their responsibilities under the homelessness legislation (Part 2 of the 2014 Act). Advice on these duties (Parts VI and 2 of the Act) is given in the Homelessness Code of Guidance revised 2015.  
[Code of Guidance](#)
- 0.3 This note provides guidance on how to complete the quarterly homelessness return which collects data on the operation of the homelessness legislation in Wales.
- 0.4 These notes are framed in the context of the homelessness provisions of the Housing (Wales) Act 2014 which came into force on 27 April 2015.
- 0.5 **The return covers numbers of households not persons.**
- 0.6 Some sections of this return ask for a breakdown of households by ethnicity. The ethnic categories now used in this form have been expanded to match those recommended by the Commission for Racial Equality, now the Equality and Human Rights Commission.  
[www.equalityhumanrights.com](http://www.equalityhumanrights.com)
- The Public Sector Equality duties under the Equality Act 2010 exist to protect people from discrimination on the basis of 'protected characteristics'. The Equality Act 2010 defines people's protected characteristics for those using a service as:
- Disability;
  - Sex (gender);
  - Gender reassignment (gender identity or transgender);
- 0.7
- Pregnancy and maternity;
  - Race;
  - Religion or belief;
  - Sexual orientation;
  - Age.
- These 'protected characteristics' are used in Tables 1 to 5 of this form.
- 0.8 These guidelines involve the ethnic self-classification by an individual or household.

**Tables 1 - Households for which assistance have been provided during the quarter**

Record the households for which decisions were taken during the quarter (table 1) in accordance with notification requirements in Section 84 and Section 63 of the Act. Section 63 decisions (outcome of assessment only apply for rows 5a and 5b. All other data relates to the ending of the corresponding duty in accordance with a section 84 notification.

These sections cover all final decisions reached during the quarter, regardless of when the application was made, on households applying for accommodation or help in retaining or obtaining accommodation which your authority had reason to believe were homeless or threatened with homelessness (as defined in Sections 55 of the Act).

All households found to be eligible, unintentionally homeless and in priority need should be included even if they are to be referred to another local authority under local connection rules. Conversely, households referred to you by other authorities under local connection rules should not be included.

Note that any 16/17 year old found to be eligible for assistance must automatically be classed as in priority need according to the Code of Guidance.

Applications withdrawn before a decision is reached should be excluded.

Asylum seekers should not be included; only include households accepted as homeless where the applicant has been granted 'Leave to remain' under immigration legislation.

- |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Row 1</b>    | <b>Ineligible households</b><br>Cases where applicants were deemed to be ineligible in the context of immigration as set out in Schedule 2 of the Housing (Act) 2014 and the allocation of housing and homelessness (eligibility)(Wales) Regulations 2014. Applicants are eligible for Advice only.                                                                                                                                         |
| <b>Row 2</b>    | <b>Eligible, but not homeless or threatened with homelessness</b><br>Cases where, following assessment, applicants are eligible but are either not homeless or threatened with homelessness within the definition of Section 55. Applicants are eligible for Advice only                                                                                                                                                                    |
| <b>Row 3 i)</b> | <b>Eligible, threatened with homelessness, prevention assistance provided (Section 66)</b><br><b>Successful prevention</b><br>Cases where applicants are assisted under the 'prevention duty' (section 66) and have been discharged via section 67.3 (as the applicant is no longer homeless and has suitable accommodation available that is likely to last 6 months). This may or may not be as a result of Local Authority intervention. |

<b>Row 3 ii)</b>	<b>Unsuccessful prevention</b> Cases where applicants were unsuccessfully prevented from becoming homeless following the provision of assistance under the 'prevention duty' section 66. The applicants have been discharged via 67.2 and have become statutorily homeless.
<b>Row 3 iii)</b>	<b>Assistance Refused</b> Cases where applicants refused an offer of accommodation whilst being assisted under the 'prevention duty' section 66 and are discharged via section 67.4
<b>Row 3 iv)</b>	<b>Non co-operation</b> Cases where applicants have failed to co-operate whilst being supported under the prevention duty section 66. Therefore they have been discharged via section 79.5.
<b>Row 3 v)</b>	<b>Other Reasons</b> Cases where applicants whilst being supported under the prevention duty section 66 have either had their duty ended as a result of their behaviour or change of status. Cases that have been discharged via sections 79.2, 79.3 and 79.4
<b>Eligible, homeless, subject to duty to help to secure (Section 73)</b>	
<b>Row 4 i)</b>	<b>Number of decisions</b> Total number of decisions made in relation to the discharge of section 73. This should equal the total of rows 4ii), 4iii), 4iv) and 4v).
<b>Row 4 ii)</b>	<b>Successfully Relieved</b> Cases where applicants are assisted under the relief duty section 73 and discharged via section 74.4 (as the applicant is no longer homeless and has suitable accommodation available that is likely to last 6 months) This may or may not be as a result of Local Authority intervention.
<b>Row 4 iii)</b>	<b>Unsuccessfully Relieved</b> Cases where applicants' homelessness was unsuccessfully relieved following the 'relief' duty section 73. The applicants have been discharged via section 74.2 and 74.3 only.
<b>Row 4 iv)</b>	<b>Assistance Refused</b> Cases where applicants refused an offer of accommodation whilst being assisted under the 'relief duty' section 73 and are discharged via section 74.5.
<b>Row 4 v)</b>	<b>Non co-operation</b> Cases where applicants, whilst being assisted under the 'relief' duty section 73 have failed to co-operate. Therefore they have been discharged via section 79.5.
<b>Row 4 vi)</b>	<b>Other Reasons</b> Cases where applicants, whilst being assisted under the 'relief' duty section 73 have either had their duty ended as a result of their behaviour or change of status. Cases that have been discharged via sections 79.2, 79.3 and 79.4
<b>Eligible, homeless but not in priority need</b>	
<b>Row 5a i)</b>	<b>Number of decisions</b> Cases where applicants who have been unsuccessful during the relief stage (row 4iii) are not deemed to be in priority need under
<b>Eligible, homeless and in a priority need, but intentionally so</b>	
<b>Row 5b i)</b>	<b>Number of decisions</b> Cases where applicants have been assessed as being in priority need, but intentionally so (section 77)
<b>Eligible, unintentionally homeless and in priority need (Section 75)</b>	
<b>Row 5c i)</b>	<b>Number of decisions</b> Total number of decisions made in relation to discharge of section 75 under section 76. This equals the sum of rows 5c ii), 5c iii) and 5c iv).
<b>Row 5c ii)</b>	<b>Positively discharged</b> Cases where the applicants who have been assisted under the 'final' duty (section 75) have been positively discharged via sections 76.2a and 76.2b. This may or may not be as a result of Local Authority intervention. The homelessness has been successfully relieved.
<b>Row 5c iii)</b>	<b>Assistance Refused</b> Cases where applicants refused an offer of suitable accommodation whilst being assisted under the 'final' duty section 75 and are discharged via section 76.3.
<b>Row 5c iv)</b>	<b>Non co-operation</b> Cases where applicants who have been assisted under the 'final' duty section 75 have failed to co-operate. Therefore they have been discharged via sections 79.5.
<b>Row 5c v)</b>	<b>Other Reasons</b> Cases where applicants who have been assisted under the 'final' duty section 75 have either had their duty ended as a result of their behaviour or change of status. Cases that have been discharged via sections 76.6, 76.7, 79.2, 79.3 and 79.4
<b>Row 6</b>	The total number of decisions equals the sum of rows 1, 2, 4i), 5a i), 5b i) and 5c i). The total number of decisions recorded in Table 1 row 6 must be the same as the total number of decisions recorded in Table 5 row 6.
<b>Row 7</b>	The total number of prevention/ relief equals the sum of rows 3i), 4 ii), 5c ii).

**Table 6 - Homeless households accommodated by your authority at the end of the quarter.**

This section records the number of households accommodated at the end of the quarter by their type of accommodation.

These sections record the number of households accommodated at the end of the quarter:

- who are being assisted under section 73/ 75 but accommodated under section 68/ 75 or are accommodated under 68 pending the outcome of the assessment under section 62. This will also include those households who are continued to be accommodated under section 68 following the ending of Section 73 by (74.2) and (74.3) where they do not qualify for 75 as they are in priority need and intentionally homeless (if the Authority is having regard to intentionality for that group)
- that have been found to be eligible for assistance, unintentionally homeless and in priority need and are temporarily accommodated while they await suitable accommodation.

**Figures are requested for each of the following different circumstances:**

<b>Rows 1, 2, 3</b>	<ul style="list-style-type: none"> <li>• Hotel annexes consisting of self-contained units of accommodation where meals are not provided should not be included - they should be treated as private sector accommodation and shown in one of the first three rows.</li> </ul>
<b>Row 6</b>	<ul style="list-style-type: none"> <li>• Hostels include shared accommodation, owned or leased and managed by either a local authority, housing association or non profit making organisation including reception centres, emergency units and night shelters.</li> <li>• Male refuges should be included with hostels.</li> </ul>
<b>Row 8</b>	<ul style="list-style-type: none"> <li>• The bed and breakfast heading should include privately owned or managed hotels/guest houses with some shared facilities.</li> </ul>
<b>Row 9</b>	<ul style="list-style-type: none"> <li>• Other includes mobile homes, such as caravans, 'dismountables', 'portacabins' and 'transportables'.</li> <li>• Other should not include supported housing. Supported housing should be included under the type of provider.</li> </ul>
<b>Row 10</b>	<ul style="list-style-type: none"> <li>• Homeless at home refers to any arrangements whereby a household remains in, or returns to, the accommodation from which they are being made homeless, or in other accommodation found by the applicant. Include any households who moved from accommodation arranged by your authority into this type of arrangement.</li> </ul>

## Contact information

Homelessness April - June 2015

PLEASE SELECT

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Please provide contact details for your authority or RSL below. This will help us to direct any queries to the correct contact.

### Form completed by/Main contact for data queries:

	V1
Name	<input type="text"/>
Telephone number	<input type="text"/>
E-Mail address	<input type="text"/>

### Alternative contact details

Name	<input type="text"/>
Telephone number	<input type="text"/>
E-Mail address	<input type="text"/>

**Table 1: Households for which assistance has been provided during the quarter**

Homelessness April - June 2015

PLEASE SELECT

[Table 6](#)

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		Total	Of which: Single Person Households	V1	V2	Comment	
		a	b	a	b		
1	Ineligible households			X	X		
2	Eligible, but not homeless or threatened with homelessness			X	X		
3	Eligible, threatened with homelessness, prevention assistance provided (Section 66)	i) Successful prevention			X	X	
		ii) Unsuccessful Prevention			X	X	
		iii) Assistance Refused			X	X	
		iv) Non co-operation			X	X	
		v) Other Reasons			X	X	
4	Eligible, homeless, subject to duty to help to secure (Section 73)	i) Number of decisions			X	X	
		ii) Successfully Relieved			X	X	
		iii) Unsuccessfully Relieved			X	X	
		iv) Assistance Refused			X	X	
		v) Non co-operation			X	X	
		vi) Other Reasons			X	X	
5a	Eligible, homeless but not in priority need			X	X		
5b	Eligible, homeless and in a priority need, but intentionally so			X	X		
5c	Eligible, unintentionally homeless and in priority need (Section 75)	i) Number of decisions	0	0	✓	✓	
		ii) Positively discharged			X	X	
		iii) Assistance Refused			X	X	
		iv) Non co-operation			X	X	
		v) Other Reasons			X	X	
6	Total decisions	0	0	✓	✓		
7	Total prevention / relief	0	0	✓	✓		

**Comment**



**Table 6: Homeless households temporarily accommodated by your authority at the end of the quarter**

Homelessness April - June 2015

PLEASE SELECT

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	Total	Of which are: Families with children	V1		Comment
			a	b	
1 Directly with a private sector landlord			x	x	
2 Private sector accommodation leased by your authority			x	x	
3 Private sector accommodation leased by RSLs			x	x	
4 Within your own stock			x	x	
5 RSL stock			x	x	
6 Hostels (including reception centres and emergency units)			x	x	
7 Women's refuge			x	x	
8 Bed and breakfast			x	x	
9 Other			x	x	
10 Homeless at home			x	x	
11 Total	0	0	✓	✓	

**Comment**

**Validation Table**

PLEASE SELECT

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**Note:**

This table compares some of the data that you have provided in this form with the data from the previous year. Please provide a comment where there has been a sufficiently large change between the two quarters' data.

	Reference to the data item	April - June 2014 data	April - June 2015 data	Difference between the two quarters	V1	Comment
		a	b			
1	Total decisions	Table 1, Row 6, Column a	Select LA	0	Select LA	✘
2	Total number of households eligible, unintentionally homeless and in priority need	Table 1, Row 5c i), Column a	Select LA	0	Select LA	✘
3	Total number of homeless households temporarily accommodated by your authority at the end of the quarter	Table 6, Row 11 (Total), Column a	Select LA	0	Select LA	✘
4	Total number of families with children temporarily accommodated in Bed and Breakfast by your authority at the end of the quarter	Table 6, Row 8 (Total), Column b	Select LA	0	Select LA	✘

**Comment**