

## Notice of Non-key Executive Decision

<b>Subject Heading:</b>	<p><b>Havering and Beam Partnership – Hotel Move-On Programme</b></p> <p><i>Supporting our families to move out of hotels</i></p>
<b>Decision Maker:</b>	Patrick Odling-Smee - Director of Housing
<b>Cabinet Member:</b>	Councillor Keith Darvill – Lead Portfolio Holder for Housing Services
<b>SLT Lead:</b>	<b><i>Patrick Odling-Smee – Director of Living Well</i></b>
<b>Report Author and contact details:</b>	<p>Darren Alexander, Assistant Director Housing Demand</p> <p><a href="mailto:darren.alexander@havering.gov.uk">darren.alexander@havering.gov.uk</a></p>
<b>Policy context:</b>	This report sets out the proposal to support our families to move out of hotels. Thereby reducing the number of households in emergency hotel accommodation to address the acute homeless crisis.
<b>Financial summary:</b>	<p>This is intended to be funded by Government Grant awarded to the Council via the Homes4Ukraine response programme.</p> <p>This report seeks approval to press ahead with the Move-On Initiative for households living in hotel to alleviate the pressures of homelessness on the council.</p>

**Non-key Executive Decision**

<b>Relevant Overview &amp; Scrutiny Sub Committee:</b>	<i>Places OSSC</i>
<b>Is this decision exempt from being called-in?</b>	<i>The decision will be exempt from call in as it is a Non key Decision</i>

**The subject matter of this report deals with the following Council Objectives**

People - Things that matter for residents X

Place - A great place to live, work and enjoy

Resources - A well run Council that delivers for People and Place.

## Part A – Report seeking decision

### DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

1. The Council has an ambition to reduce the number of clients in bed and breakfast accommodation. This was set out in the Homelessness Prevention and Rough Sleeping Strategy 2020-25. Bed and breakfast accommodation is only suitable for a client as a last resort in emergency cases. However an increased number of people are struggling to pay for their rents or mortgages after paying for food, energy bills etc. therefore face evictions and repossessions. This has therefore seen an increase in homelessness approach and an increase in clients going into emergency chain bed & breakfast hotels. This is costing the Council over £2m a year.
2. Abercrombie Family Assessment Centre was closed in March 23 for demolition with start on site for build of the new Family Welcome Centre underway. This meant a loss of 45 units of accommodation that we had previously used to accommodate our families and single people in the Harold Hill area.
3. Abercrombie House has, for many years, been an emergency Family Assessment Centre where the local authority has been able to use it as a respite centre for families at risk. Unfortunately due to the current cost of living crisis and the impact it has had on homelessness this provision is still not sufficient to meet the homeless demand and hence the use of Bed and Breakfast accommodation.
4. Parental and friend evictions remain the highest reason for homelessness in Havering, it represents 43% of the number of approaches we see each year. Households are asked to leave the family home more than they are asked to leave by a private rented landlord.
5. To reduce number of placements in bed and breakfast accommodation we want to incentivise families to move on out of hotels into a private rented property.
6. However, we also recognise that part of the reasons for asking a loved one to leave is due to the higher energy bills, increase in mortgage payments, landlords increasing their rents, and the general inflation of household costs. This is leading to a build-up of debt and deeper financial stress for anyone who has been hosting over the last couple of years.
7. We have developed this initiative with these critical issues in mind and as part of a hosting package we will ask that family and friends allow their family members to remain in the home for at least 6 months or until such time an alternative private rented property has been secured.

Families and friends would be asked to provide information about their circumstances so that we can better understand their financial circumstances. They will be asked to sign an agreement where it will enable us to pay incentives of up to £1000 a month to help with their household bills, debts etc. This would address issues:

## Non-key Executive Decision

- Allow families with young children to remain in their existing homes
  - Reduce the impact on hotel placements
  - Protect school places for children who would otherwise expect to change their schools if they had to move
  - Maintain stability during a cost of living crisis
  - Reduce debts of households who have incurred them for opening up their home
  - Reduce levels of stress and anxiety amongst our mothers and fathers
- A. **Approve** the proposal to support 50 families to move out of hotels through a mixed offer of crowdfunding and private rented accommodation offers totalling £125,000 over the next two years. The initial cost of £25,000 to kick start the project in December 2023.
- B. **Note** the projected savings

### **AUTHORITY UNDER WHICH DECISION IS MADE**

#### 3.3 Powers of Members of the Senior Leadership Team

Members of the Senior Leadership Team (SLT) have delegated authority to act as follows within the assigned service service/portfolio of responsibilities, subject to the general provisions and limitations set out in section 3.1 above.

#### General powers

(b) To exercise all the powers delegated to them personally and those powers delegated to Second Tier Managers and other staff members in their directorate where circumstances require and so far as legally permissible. Exercise of such powers should be recorded where appropriate. Where possible, a SLT member should give notice to a relevant staff member that he or she intends to exercise a specified power that is delegated to that staff member.

3.8.2 ASSISTANT DIRECTOR HOUSING (a) To exercise the Council's functions with regard to homeless persons. (b) To negotiate with families and friend in support of the homeless function.

### **STATEMENT OF THE REASONS FOR THE DECISION**

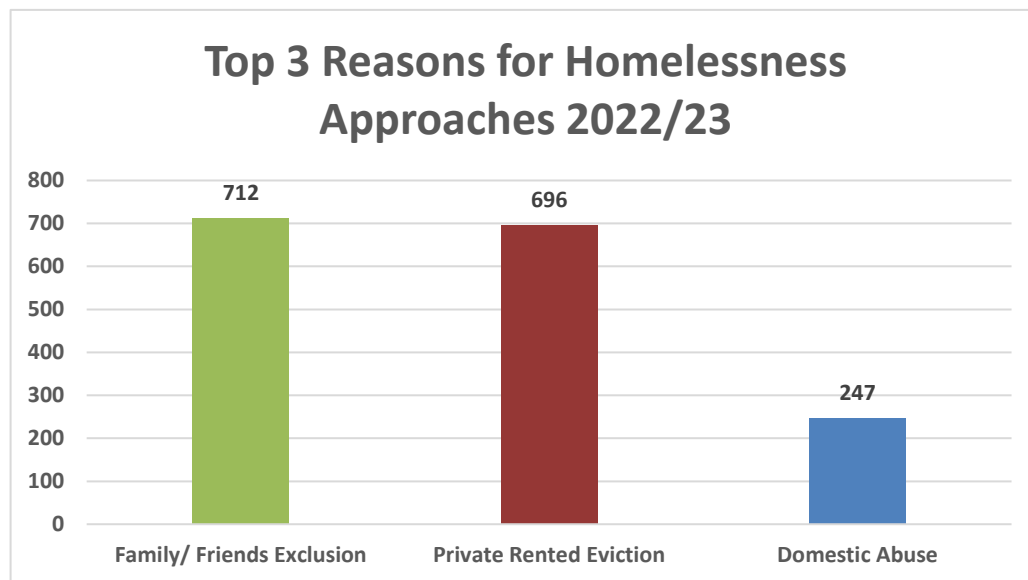
#### **8. Main causes of homelessness and why the demand for hotels**

9. The service is fighting to effectively address homelessness by supporting households to remain in their accommodation as long as possible right up until bailiff warrants are issued. We understand this will cause particular distress to

**Non-key Executive Decision**

families the alternatives however, are already available within the gift of the local authority.

10. Family and friend exclusion remains the main cause of homelessness in Havering, and in this climate it is vital we get the message out that support is required from our extended families to help us prevent as much as is possible the impact of children living in emergency hotel accommodation.



11. The table below illustrates the number of homeless approaches pre-pandemic to now. Havering Council has seen a 40% increase over the last two years in the number of households who require emergency accommodation. We have also seen significant increase on domestic abuse approaches to the service which illustrates the pressure to place into emergency accommodation.

12. Table 1. Number of homeless approaches for the last 4 years.

Dates	Homeless Approaches	Dates	Homeless Approaches	Dates	Homeless Approaches	Dates	Homeless Approaches
Apr-19	155	Apr-20	114	Apr-21	235	Apr-22	26
May-19	186	May-20	141	May-21	268	May-22	29
Jun-19	160	Jun-20	165	Jun-21	315	Jun-22	23
Jul-19	195	Jul-20	166	Jul-21	246	Jul-22	28
Aug-19	177	Aug-20	228	Aug-21	275	Aug-22	31
Sep-19	165	Sep-20	269	Sep-21	302	Sep-22	29
Oct-19	187	Oct-20	236	Oct-21	262	Oct-22	30
Nov-19	174	Nov-20	256	Nov-21	280	Nov-22	30
Dec-19	111	Dec-20	175	Dec-21	169	Dec-22	24
Jan-20	233	Jan-21	239	Jan-22	258	Jan-23	28
Feb-20	160	Feb-21	258	Feb-22	250	Feb-23	32
Mar-20	129	Mar-21	292	Mar-22	282	Mar-23	33

**Non-key Executive Decision**

Total	2032	2539	3142	3486
Avg	169	211	261	290

**13. Table 3. Bed and Breakfast Hotels booked – for the last 4 years**

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
2019/20	0	0	0	0	0	0	0	0	0	0	0	3	
2020/21	0	2	1	0	4	5	14	13	18	19	14	3	
2021/22	10	8	11	7	8	11	7	8	7	23	17	8	1
2022/23	7	12	16	27	33	40	44	45	39	53	21	51	3

**14. Table 4. Singles and families placed in Bed and Breakfast Hotels for the last 4 years**

	2019/20	2020/21	2021/22	2022/23	Total
Singles	3	90	82	131	306
Families	0	3	43	257	303
Total	3	93	125	388	609

**15. Table 5. Properties secured in the private rented market through Find Your Own**

	Apr 22 to Mar 23	Apr 21 to Mar 22	Apr 20 to Mar 21	Apr 19 to Mar 20
Find your Own	150	222	322	240
Budget	£425,000	£425,000	£425,000	£425,000
Find your own expenditure	£412,339	£538,140	£639,000	£839,000
Capital Letters	13	59	0	0

**16.** The service is considering all options available that will enable the Council to support families and single people to move out of hotels over the coming months.

**17. Beam and Havering Partnership – Supporting our families to move out of hotels**

Beam is a social enterprise that supports people at risk of homelessness or in Temporary Accommodation (hotels, hostels, private sector leased) into employment and private rented sector housing by the following means:

- **Financial barriers:** Residents in TA often lack money for essential tools for quality employment, such as qualification courses, childcare, work attire, laptop, a smartphone and wifi. Similar financial barriers exist for entering the private rented sector, including upfront rent and security deposit, moving costs and household items. Beam can fund all of the above items.

## Non-key Executive Decision

- **Support barriers:** Temporary Accommodation residents approaching the Council often have higher support needs and require more personalised, intensive one-to-one support than both our employability services and housing solution officers are currently able to provide. Beam offers personalised, intensive one-to-one support, including up to 6 months after a work or housing outcome is achieved, with a focus on sustainment.
- **PRS move-on expertise:** Beam offers wrap-around PRS support that includes personalised affordability and budgeting assessments, access to guarantor partnerships with same-day approval, one-to-one house-hunting support and an in-house landlord engagement team with landlord partners that provide access to new housing stock for local authorities.

### **18. Beam: Impact & Results**

#### **19. Across the UK**

**20.** Since 2017, Beam supported 2,600+ homeless service-users, raising £4.6 million to address financial barriers to employment and housing, and helping 1,400+ service-users enter employment and 625 households sign tenancies.

#### **21. Within Havering**

**22.** Beam supported 63 Havering residents affected by homelessness with 13 weeks of personalised employment support, with 31 Havering residents having started work and 15 Havering residents still actively job-hunting.

**23.** Since October 2021, Beam has raised over £99,500 for Havering residents affected by homelessness, alleviating the financial barriers faced when starting employment.

#### **24. Success stories in Havering**

##### **25. A new chapter for Hannah and her children after starting work for the first time in 10 years**

**26.** Single mum-of-three, Hannah has been living in temporary accommodation with her children. With the cost of living crisis, Hannah started to fall behind on her utility bills and needed additional income to avoid entering debt.

**27.** With Beam, she received £2,563 to cover the following financial costs associated with restarting work after a 15-year career break; childcare, laptop, travel, work clothes and smartphone. With her Beam caseworker, Ellie, Hannah wrote her first online CV and began practising her interviewing skills. She secured full-time employment as a cleaner after 2 months of job-hunting and has been in the role ever since.

**28.** Hannah's Beam donations page is here: <https://beam.org/campaigns/hannah-cleaner-role>

## Non-key Executive Decision

**29. Grahame became homeless during the Covid pandemic. Now he is working in security and living in a studio flat.**

**30.** Grahame fell into homelessness after having to leave his job due to health reasons. After a 50-year career as a welder, Grahame struggled to adapt to the online employment market. Shortly afterwards, a relationship breakdown meant that he found himself sofa surfing.

**31.** Grahame found in Sophie, his Beam caseworker, someone who was willing to spend hours to support him to learn how to use a computer for the first time. Alongside one-to-one support, he received £1,738 in financial support to cover the cost of training, a laptop, work clothes, and travel costs. With Beam, Grahame retrained as a security guard and found stable full-time work, and shortly after, was able to move into his own studio flat.

**32.** See Grahame's Beam donations page here: <https://beam.org/campaigns/grahame>

**33. Current Beam Proposal (2023 - 2024):**

### **34. Context**

**35.** Havering has experienced a 400 percent increase in its use of hotels for homeless residents over the past two years as a result of a drastic rise in homelessness applications from 2,032 in 2019/2020 to 3,152 in 2022/2023.

**36.** With 182 households currently in CHAIN hotels, non-CHAIN hotels and nightly lets, there is a need for a wrap-around service to offer intense 1:1 support to facilitate stable move-on offers and transition out of emergency housing.

### **37. Proposal**

**38.** Beam will provide PRS move-on support to 50 households in Havering's emergency TA (hotels and nightly lets) to reduce the number of hotel spaces currently occupied by homeless residents in Havering.

**39.** Beam will initially pilot 25 joiners in the final 2 quarters of 2023/2024 with a view to delivering a breakeven position of 7 successful moves by year end.

### **40. Proposed Service Design (Broad)**

**41. Beam will provide a PRS move-on service for hotel residents as follows:**

**42.** Referrals will be submitted by Havering's move-on coordinators in partnership with Beam, with potential scope for Beam to access Jigsaw further down the line to focus on early intervention.

**43.** Beam caseworkers will carry out full affordability assessments of Havering residents referred, assessing bedroom entitlements, property requirements, plus housing costs needs, focused on sustaining a tenancy

**44.** Beam's PRS team will provide educational workshops to raise awareness of the current housing crisis in Havering and Greater London.

## Non-key Executive Decision

45. Beam will operate a website that allows the public to fund employment training, housing costs and other related costs for service-users, and pay the suppliers for budgeted items from the funds raised on the website
46. Where privately renting is currently not affordable, Beam caseworkers will identify appropriate employment courses and employment routes through strengths-based assessments via creating a personal employment budget for each service-user with all funding requirements
47. Beam caseworkers will provide intensive 1-2-1 support to service users to support them into employment, such as CV preparation and connections to prospective employers
48. Beam caseworkers will provide support for service-users to secure PRS tenancies, including training on using online housing websites and tools, top tips for viewings, housing paperwork support and safety checks compliance
49. Beam caseworkers will provide ongoing support for 3 months after a service-user starts work and for 6 months after a service-user signs a tenancy for the private rented sector

### **50. Partnership fees**

**51. Service delivery fee for 2023/24 £25,000 for project kick off and £25,000 with 25 joiners due on 1 April 24.**

52. The pilot lump sum shall be paid in 2 instalments:

53. £25,000 upon commencement of the contract on the 14 November 2023

54. £25,000 on the 1st of April 2024 upon completion of 25 residents joining Beam.

55. The extension payment for an additional 25 residents to join Beam is as follows:  
£25,000 upon commencement of the extension on the 1st of April 2024

56. £25,000 on the 1st of October 2024 upon completion of the additional 25 residents joining Beam.

57. **Outcome-based fees:** £1,500 per household supported into a private rented tenancy. Outcome-based fees will be invoiced quarterly in arrears, commencing 1st April 2024.

### **58. Cost Analysis for Havering Council**

**59. We forecast Beam's partnership with Havering Council to bring an estimated £75,133 in total cost avoidance savings for the Council, across the financial years 23-24 and 24-25.**

60. We've taken the following assumptions into account when calculating total cost avoidance for Havering Council:

61. Across the partnership, Beam's PRS Support will cut the length of time spent in hotels by 50 percent across the partnership per household supported into PRS

62. Beam will have a 60 percent housing outcome rate for the 50 households joining Beam (30 PRS tenancies)

- 6 PRS outcomes this fiscal year (23-24), split between singles and families incl. households on a government pathway

## Non-key Executive Decision

- 24 PRS outcomes next year (24-25), split between singles and families incl. households on a government pathway
- We assume these 24 tenancies will be signed between April 1 and October 1, 2024, average 4 per month

**63.** In cost avoidance analysis, we've assumed that the likely alternative for hotel move-on without Beam is PSL

**64.** The sole service delivery fee charged by Beam to Havering Council in 2023-24 will be £25,000 upon the commencement of the contract.

**65.** All outcome payments will be billed in the next fiscal start, starting April 1, 2024.

**66.** To achieve in-year hotel move-ons, Beam will receive 15 high-quality referrals within the first 2 weeks of November (see below).

**67.** High-quality referrals will be defined using the following criteria:

**68. Affordability:** Service-users should be pre-assessed to be able to afford and sustain a privately rented property in line with bedroom entitlement.

**69. Engagement and House-Hunting Readiness:** Service-users should demonstrate active engagement and a readiness to seek a private rented sector property with Beam's support.

**70. Communication and Meeting Proficiency:** Referred service-users must be able to independently communicate in English and join virtual meetings.

**71. Legal Status & Debts:** All referred individuals must provide valid proof of their right to live and work in the UK as well as no unresolved debts.

### **72. Calculating Cost-Savings in Real-Time**

**73.** Throughout the partnership, Beam will keep track of how much money Havering Council is saving in **real time** to show the total in-year cost avoidance.

## **OTHER OPTIONS CONSIDERED AND REJECTED**

### **74. Continue to use Chain Hotels and other high cost hotels.**

Over the last 12 months the Council have placed high volumes of families into chain hotels and this has been a concern particularly for those affected with stays beyond the statutory 6 week limits. Block booking chain hotels has been considered, however, locking the Council into long term booking arrangements places the authority at risk of exposure when demand is no longer there. This option remains the highest risk and the highest cost and should only be used in emergencies and as a last resort.

### **75. Procure properties through a long term lease agreement with a purchase options.**

Discussions are taking place with a provider to purchase properties and lease to the council on a 40 lease agreement with an income strip so the Council will own the property for £1 at the end of the 40 year lease. The lease rental will rise with inflation over the 40 years, increasing the risk of financial losses over the period.

## Non-key Executive Decision

### **76. Private partner to purchase and subsequently lease properties to the Council to be used as temporary accommodation**

We considered the use of these properties as temporary accommodation however, the Council have already assessed that the rental value and the housing benefit subsidy deficit would lead to the Council losing out financially. The existing PSL scheme is also being pursued however there is a financial loss to the council due to the subsidy loss as set out elsewhere in this report.

### **77. The Council to purchase properties through the HRA**

The Council has had a programme for the last 4 years for the purchase of properties through the HRA Acquisitions programme, funded from HRA borrowing and grant. For 2022/22 and 2022/23 the council received GLA grant towards these acquisitions however this has stopped so RTB receipts are being used in 2023/24 to subsidise the purchases. The increasing rise in house prices in the borough has impacted on the financial viability of this programme. Other funding grant opportunities are being explored. There are limitations in that we are only able to acquire units within the Havering borough boundaries as opposed to this proposal which enables us to acquire in other London Boroughs. Although this approach has delivered a positive yield of 35 – 80 per year it will not meet the required demand so other options are going also needed.

### **78. The Council to purchase properties through its own wholly owned subsidiary company MLH**

We took the “**Private Housing Investment for Settled Homes Proposal for Mercury Land Holdings PHISH**” to Cabinet and it was agreed in 2022 to purchase 125 properties over a 5 year period. The structure of the proposal would mean that there was a capital outlay of circa £60 million from the Council’s general fund and upon acquisition of a property we would offer 12-24 months Assured Shorthold Tenancy (AST) to homeless households and subsequently discharge our housing duty. However, significant delays in drawdown loan agreements and the fundamental change to the financial climate in that period i.e. spike in inflation and interest rates meant that this approach was no longer financially viable. This does not mean we cannot revisit this approach once the markets have settled down however, it cannot be treated in isolation as a panacea for the current homeless pressures. The 125 units and limited 5 year term will not meet the considerable risk of hotel use in the long-term and will only alleviate it in the short term.

### **79. Develop new supply of homes through the regeneration programme**

This is being actively pursued however the viability of future schemes has to be carefully considered. The Council does not receive GLA Grant for the units that are replaced, only the additional units built. There is also the medium term displacement of households during the development stage that creates additional demand for temporary accommodation. The Council is also developing a new Family Assessment Centre in Harold Hill that will provide temporary accommodation for homeless households however this is not due to be completed until 2025.

**Non-key Executive Decision**

**80. The Council to work with other investors who provide options to supply accommodation**

The Council still consider this as a viable option in order to further increase the mixed portfolio profile it requires to meet the housing need and will carry out its due diligence of these offers as and when they arise.

**PRE-DECISION CONSULTATION**

**NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER**

Name: Darren Alexander

Designation: Assistant Director, Housing Demand

Signature:



Date: 16.11.23

## Part B - Assessment of implications and risks

### LEGAL IMPLICATIONS AND RISKS

#### 81. Homelessness law Issues

- 82.** The Council has functions under Part VII of the Housing Act 1996 to provide temporary accommodation to homeless households on an interim basis if it has reason to believe that the homelessness applicant may: (a) be homeless; (b) be eligible for assistance; and, (c) have a priority need and to provide temporary accommodation on a longer term basis where the homelessness application has been accepted by the Council under section 193 of the Housing Act 1996.
- 83.** We are offering a Move-On Pathway to the families in hotels to help secure property in the private rented sector. This would enable us to avoid the use of B&B hotels. The Homelessness Reduction Act 2017 states where the applicant has suitable accommodation and a reasonable prospect of having suitable accommodation for at least six months, the prevention duty can be ended.
- 84.** When ending prevention duty for this reason, a local authority should assess the suitability of the accommodation at the time it becomes available. There is no requirement that the same accommodation has to be available for the whole six-month period.
- 85.** The Homelessness (Suitability of Accommodation)(England) Order 2003 as amended (“the 2003 Order”) provides that if no alternative accommodation is available for the homelessness applicant, the Council may accommodate the applicant’s family in B&B for a period, or periods, not exceeding 6 weeks in result of a single homelessness application. Where B&B accommodation is secured for a homelessness applicant with family commitments, the Secretary of State (DLUHC) considers that the authority should notify the applicant of the effect of the 2003 Order, and, in particular, that the Council will be unable to continue to secure B&B accommodation for such applicants any longer than 6 weeks, after which the authority must secure alternative, suitable accommodation. Failure to comply with the 2003 Order puts the Council at risk of being subject to legal challenges.

### FINANCIAL IMPLICATIONS AND RISKS

#### 86. Financial implications and risks:

- 87.** The full year savings for next year (24-25) would be estimated £75,133 in total cost avoidance savings for the Council, across the financial years 23-24 and 24-25. It is anticipated the scheme is likely to break even the end of year 23-24, and will make savings in 24-25.

## **Non-key Executive Decision**

**88.** Although the Council will pay a £100,000 lump sum (payable in instalments), plus £1,500 for each person housed, to Beam, this will be mitigated by a reduction in the cost of placing in hotel accommodation.

### **HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)**

**89.** There are no HR implications.

### **EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS**

**90.** The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have 'due regard' to:

- i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- ii) The need to advance equality of opportunity between persons who share protected characteristics<sup>1</sup> and those who do not, and;
- iii) Foster good relations between those who have protected characteristics and those who do not.

**91.** The Council is committed to all of the above in the medium term Havering and Beam Partnership scheme and is expecting that this will not just be a positive step in our endeavour to relieve the existing pressures of homelessness but to give assurance to our colleagues in health and social care that we are focussed in our efforts to improve health inequalities.

**92.** This growing use of hotels has been particularly harmful to children and their education and has exacerbated their parents' anxiety about providing a stable, safe and secure home. Havering and Beam Partnership would allow much more stability for families.

**93.** We will also make every effort to ensure that households with protected characteristics, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, who are over-represented as homeless also receive the right attention and support to live independently.

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<sup>1</sup> 'Protected characteristics' are age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex/gender, and sexual orientation.

## Non-key Executive Decision

### **HEALTH AND WELLBEING IMPLICATIONS AND RISKS**

- 94.** It is anticipated that the mobilisation of this proposal and its subsequent delivery of Family Assessment Centre reducing the Council's dependency on hotels will generate positive health and wellbeing benefits directly to households who have a need to be accommodated by the Council in an emergency.
- 95.** Havering council is committed to improving the health and wellbeing of its residents. The provision of accommodation other than hotels is an important determinant of health and wellbeing as housing impacts both our physical and mental health and wellbeing. Inadequate housing and poorly designed housing is associated with increased risk of ill health including cardiovascular and respiratory diseases, depression and anxiety as well as risk of physical injury from accidents. Hotels in particular do not offer the amenities that families and their children need and this has a wider impact on schools and the ability of children to thrive in education.
- 96.** Housing such as Family Assessment Centres (particularly for women due to safety issues) does have a role to play as an important pathway to longer term stability and sustainability as well as well as means through which people living in Havering can build a new life (e.g. access to employment, identity, living practices, creation of social networks etc.). The scheme will also benefit households at risk of homelessness by providing accommodation for children in particular who have been staying in hotels.
- 97.** There is an impact for families placed outside of the borough but the risks of remaining in insecure hotel accommodation particularly for children weigh higher.

### **ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS**

There are no environmental and climate change implications as a result of this decision.

### **BACKGROUND PAPERS**

None

### **APPENDICES**

None

**Non-key Executive Decision**

**Part C – Record of decision**

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

**Decision**

Proposal agreed

**Details of decision maker**

Signed



Name: Patyrick Odling-Smee

Cabinet Portfolio held:

CMT Member title:

Head of Service title

Other manager title:

Date: 20/11/23

**Lodging this notice**

The signed decision notice must be delivered to Committee Services, in the Town Hall.

**For use by Committee Administration**

This notice was lodged with me on \_\_\_\_\_

Signed \_\_\_\_\_