

Report to the Cabinet

Report reference: C-002-2017/18
Date of meeting: 15 June 2017



**Epping Forest
District Council**

Portfolio: Housing
Subject: Flexible Homelessness Support Grant
Responsible Officer: Roger Wilson (01992 564419)
Democratic Services: Gary Woodhall (01992 564470)

Recommendations:

(1) That the Government's Flexible Homelessness Support Grant (required to be ring fenced to be used on homelessness services), already received by the Council in the sum of £277,000 in 2017/2018 and £313,000 to be received in 2018/2019 be used initially as follows:

(a) the Council continues working with Genesis Housing Association in order to provide private rented accommodation to homeless applicants in order to prevent homelessness, with a budget of £60,000 in both 2017/2018 and 2018/19 to fund the cost of the Association's Management Fees;

(b) the Council meets its own housing related support costs at the young parents scheme Railway Meadow, Ongar with a budget of £29,000 in both 2017/18 and 2018/19;

(c) to fund homelessness initiatives already agreed by the Cabinet at its meeting on 2 February 2017 (Minute 130 refers) (other than the Invest to Save funding) in the sum of £43,500 in both 2017/18 and 2018/19 resulting in a saving to the General Fund;

(2) That a further report be submitted to the Cabinet later in the year for consideration to be given for the use of the balance of the Flexible Homelessness Support Grant of around £131,000 in 2017/18 & £167,000 in 2018/19; and

(3) That the report referred to in Recommendation (2) above also include options for the use of any additional grant received from Government in order to provide financial support to help meet with new duties under the Homelessness Reduction Act 2017.

Executive Summary:

The Council has received a new Government Flexible Homelessness Support Grant which is required to be ring fenced to be used on homelessness services in the sum of £277,000 in 2017/18 and will receive £313,000 in 2018/19. The report sets out a number of initiatives for the initial use of the Grant. The Housing Portfolio Holder has already considered the use of some of the grant.

Furthermore, following the Homelessness Reduction Act 2017 receiving Royal Assent on 27 April 2017, officers have been informally advised that Government are working towards an April 2018 commencement. Under the Act there will be considerable additional duties placed upon authorities nationally to prevent and reduce homelessness. Due to the additional duties and the burdens being placed on authorities, the Government has announced that it will be providing financial support to help meet with the new duties.

It is suggested that a further report is submitted to the Cabinet at a later date on the use of the remaining Flexible Homelessness Support Grant funding and any further funding that may be received due to the implications of the Homelessness Reduction Act 2017, once the additional duties under the Act placed on the Council can be better assessed.

Reasons for Proposed Decision:

In order that the Cabinet can consider the initial use of the Government's Flexible Homelessness Support Grant funding.

Other Options for Action:

The main alternative options appear to be:

- (i) Not to consider the initial use of the Government's Flexible Homelessness Support Grant funding.
- (ii) To agree alternative options for use of the Flexible Homelessness Support Grant.
- (iii) Not to receive a further report on the use of the remainder of the Grant or any further Government funding received as a result of the introduction of the Homelessness Reduction Act 2017.

Report:

The Government's new Flexible Homelessness Support Grant

1. The Government's new Flexible Homelessness Support Grant (the Grant) replaces the former Department of Work and Pensions (DWP) Temporary Accommodation Management fee funding, which was provided to meet the costs of local authorities' management fees paid to Housing Associations to let and manage private sector accommodation for homeless families. The Government wants to "encourage local authorities to spend money on stopping homelessness instead of on costly temporary accommodation." It has therefore abolished paying management fees and provided instead a "lump sum" in order for authorities to tackle homelessness in more flexible and creative ways.

2. Under the Flexible Homelessness Support Grant (which is required to be ring fenced to be used on homelessness services), the Council has received £277,000 in 2017/2018 and will be receiving £313,000 in 2018/19, compared to around £60,000 per annum previously received under the Temporary Accommodation Management funding,

Future use of the Flexible Homelessness Support Grant

3. The following Paragraphs set out a number of homelessness initiatives for the initial use of the Grant.

Housing Association Leasing Direct (HALD) Scheme

4. The Council set up a Housing Association Leasing Direct (HALD) scheme with Genesis Housing Association in July 2010. The Council are currently assisting 17 households in accessing private rented accommodation under the scheme through nominations made by the Homelessness Prevention Team. As these households may have been found to be homeless and owed a full duty and could well have been placed in costly bed and breakfast accommodation for a period, the HALD scheme is an important resource and brings savings to the Council. Those referred must be eligible for full housing benefit in order to qualify for assistance, with the household being able to remain in the property for 2 years under an assured short-hold tenancy.

5. The Council currently pays management fees of around £60,000 per annum to Genesis Housing Association to provide the 17 units of private rented accommodation to some of the Council's homeless applicants, representing a cost of around £60 per week per unit. The amount paid is set in accordance with the DWP's Housing Benefit Subsidy rules and was previously been met by the Department of Work and Pensions. This funding has been replaced by the Grant and the Housing Portfolio Holder agreed that the cost of the management fees for the first quarter of 2017/18 in the sum of around £15,000 be met from the Grant, until the Cabinet could consider its longer term use.

6. As this is an important part of the Council's homelessness prevention regime it is suggested that the Council continues working with Genesis Housing Association to provide private rented accommodation to homeless applicants in order to prevent homelessness, and a budget of £60,000 in both 2017/18 and 2018/19 is agreed funded from the Government's Flexible Homelessness Support Grant to fund the cost of the Association's Management Fees.

Young Parent Scheme – Railway Meadow, Ongar

7. Railway Meadow in Ongar is a supported housing scheme built in partnership with Brentwood and Uttlesford Councils for young parents, which provides support to help young people overcome challenges during their pregnancy and the first year of their child's life. The scheme consists of 13 self-contained flats with a communal lounge, activity area, training kitchen and office. The accommodation is offered to young mothers, fathers and couples aged between 16 and 25 years of age. The support gives young people essential parenting and life skills to enable them to move on and live independent lives. The scheme is owned and managed by "L&Q Living" and referrals are received from the Council, and Brentwood and Uttlesford Councils, with residents being re-housed by their host authority at the appropriate time. The Council has nomination rights to 8 of the flats.

8. Until 2016/17 the annual support costs were met by Essex County Council's Housing Related Support (HRS) budget (formally known as the "Supporting People" budget). However, as a result of the HRS funding reductions made by the County the funding for Railway Meadow has been withdrawn from 1 April 2017. As the Council has 8 young parents housed at the Scheme the loss of funding amounts to £36,000 per annum. However, as L&Q Living have identified a number of services that can be classed as "Housing Management Support" and therefore eligible for housing benefit this amount has been reduced to £29,000 per annum. It is suggested that the Council's element of the support costs in the reduced sum of £29,000 per annum is met from the Grant in 2017/18 and 2018/19. Both Brentwood and Uttlesford Councils have confirmed that they will meet their element of the support costs in the future. If the Council did not agree to meet its support costs for the scheme L&Q Living have stated that the Scheme will be discontinued and be converted to general needs accommodation. It is considered that the Scheme is an important facility and forms a crucial part of the Council's homelessness prevention regime. Should it close there would be an increased risk of more bed and breakfast and other temporary placements being made.

Homeless Persons' Hostel Norway House, North Weald

9. As a result of the increasing pressures on homelessness, the Council's homeless persons' Hostel Norway House, North Weald is often full. In addition, the 8 units of accommodation for homeless families at Hemnall House, Epping are also full. The Council currently employs 1 FTE Hostel Manager and 2 FTE Deputy Hostel Managers at the Hostel. Staff at the Hostel provide support to homeless households there and also visit and provide support to homeless households living at Hemnall House, Epping. In addition, they visit and inspect all of the B&B hotels periodically. Importantly, each of the staff participate in a 3-weekly on-call rota which means they are on-call one week (including the weekend) in three, which increases when there are absences through leave, sickness or vacancies which must be covered by the remaining staff.

10. The Housing Portfolio Holder considered that, when taking into account all of the additional pressures around the provision of temporary accommodation generally, additional hostel management resources are needed and therefore agreed, through a Portfolio Holder Decision, the appointment of 1 part-time (18 hours) additional Deputy Hostel Manager on a temporary contract for 2 years at a cost of £13,700 per annum funded from the Government's Flexible Homelessness Support Grant.

Homelessness Initiatives Previously Agreed by the Cabinet

11. At its meeting on 2 February 2017, (Minute 130 refers), the Cabinet considered the recommendations of the Communities Select Committee and subsequently the Finance and Performance Management Cabinet Committee that additional resources would be made available to deal with the increasing homelessness pressures in the District.

12. It was agreed that CSB funding of £43,500 per annum be made available for:

(a) the appointment of 1 FTE additional Grade 6 Homelessness Prevention Officer in order to deal with the requirements of the expected Homelessness Reduction Act and the additional workload generally due to increasing homelessness pressures (£32,000 per annum);

(b) the appointment of an external company to undertake Homelessness Reviews (£9,000 per annum); and

(c) funding an external company to provide specialist services to rough sleepers (£2,500 per annum).

13. It was further agreed that the existing Invest to Save Funding of £90,000 be used for providing applicants with a rental loan of 4 weeks rent to meet the costs of rent in advance to assist them in securing accommodation in the private rented sector and/or a landlord deposit in accordance with LHA rates (lodged with a third party by the landlord). Using the funding in this way will assist with preventing homelessness. Applicants are required to repay loans on an interest free basis over 36 months, thereby re-cycling the budget to enable others to benefit from the Scheme in the future.

14. It is suggested that, as the Council has received additional funding from the Government for homelessness services, these initiatives be funded from the Grant for the next 2 years thereby making a saving to the General Fund of £87,000 with these initiatives funded from the General Fund from 2019/20.

Future use of the remaining Flexible Homelessness Support Grant and potential Homelessness Reduction Act Grant Funding

(a) Use of the Remaining Flexible Homelessness Support Grant

15. The total cost of the homelessness initiatives suggested in the recommendations is around £146,000 in both 2017/18 & 2018/19. If the Cabinet agrees the recommendations this would result in a balance of £131,000 in 2017/18 & £167,000 in 2018/19. The Director of Resources has confirmed that the conditions of the Grant are not prescriptive (other than the Grant being ring fenced to be used on homelessness services) and it is likely that the funding can be carried forward beyond 2018/19. It is therefore suggested that a further report be submitted to the Cabinet at a later date when officers have had the opportunity to investigate other homelessness initiatives, including considering the full implications and burdens of the new duties under the Homelessness Reduction Act 2017 referred to at Paragraph 16 in the report.

(b) Potential Homelessness Reduction Act Grant funding

16. The Homelessness Reduction Act 2017 received Royal Assent on 27 April 2017. Officers have been informally advised that Government are working towards an April 2018 commencement which will include re-writing the Homelessness Code of Guidance. Under the Act there will be considerable additional duties placed upon authorities nationally to prevent and reduce homelessness.

17. The main proposed additional duties are (in summary) as follows:

- The period that a person can be considered to be threatened with homelessness and if it is likely that they will become homeless is extended from 28 days to 56 days.
- An applicant seeking homeless support would automatically be judged to be homeless once the period specified in a Section 21 Notice expired (which is the standard notice period provided by private landlords to tenants and is recognised as the single biggest cause of homelessness), preventing councils to advise applicants to remain in occupation beyond expiry.
- Placing an emphasis on services preventing homelessness from occurring strengthening the duties on local authorities to provide advice, securing accommodation and other help available.
- Ensuring services meet the needs of groups at particular risk to reflect their complex needs and vulnerabilities.
- Complying with a new Code of Practice (not yet published) that specifies how homelessness services should be run and desired outcomes.
- A duty to carry out an assessment of an applicant's case notifying the applicant of the assessment and the provision of a personal housing plan, including a summary of the applicant's case in order to provide effective support.
- The applicant's right to a Review of their assessment (referred to above).
- The ending of the homelessness duty if the applicant "is unreasonably refusing to co-operate" and is working against and not with the authority and their expectations are realistic.
 - The requirement to secure accommodation for at least 12 months for all applicants who the authority is satisfied are eligible for assistance regardless of priority need.

18. Due to the additional duties and the burdens being placed on authorities, the Government has announced that it will be providing financial support to help meet with the consequences of the new duties although levels of funding are not yet clear. It is suggested that the report referred to in Paragraph 15 in the report also includes options

for the use of any additional grant received from Government in order to provide financial support to help meet with new duties under the Homelessness Reduction Act 2017.

Resource Implications

If the Recommendations are agreed, for ease of reference, the following table sets out the expenditure against the Grant showing the balance available for further homelessness initiatives which the Cabinet will be asked to consider later in the year:

Initiative	Expenditure (£)	Expenditure (£)
	2017/18	2018/19
Cost of Management Fees to Genesis Housing Association to provide private rented accommodation to homeless applicants	60,000	60,000
Cost of the Council's Housing Related Support charges at the Young Parent's Scheme Railway Meadow, Ongar	29,000	29,000
Funding already agreed by Cabinet on Homelessness Initiatives	43,500	43,500
Funding of the part-time (18 hours) Deputy Hostel Manager already agreed by the Housing Portfolio Holder	13,700	13,700
Total Cost	146,200	146,200
Grant Balance	130,800	166,800

There appear to be no Resource Implications on other Directorates

Legal and Governance Implications

Homelessness Act 1996 as amended by the Housing Act 2002.
Homelessness Reduction Act 2017.

Safer, Cleaner and Greener Implications

None.

Consultation Undertaken

None.

Background Papers

Homelessness Strategy 2015-2018.

Risk Management

Continuing to fund homelessness initiatives beyond 2018/19 should no further Government funding be received.

Equality Analysis

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided as an Appendix to the report.



Equality analysis report

Use this report template to record your equality analysis. This report is a written record that demonstrates that you have shown *due regard* to the need to **eliminate unlawful discrimination, advance equality of opportunity and foster good relations** with respect to the personal characteristics protected by equality law. Due regard must be paid at formative stages of policy or service development, changes, or withdrawal.

To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:

- Factsheet 1: Equality Profile of the Epping Forest District
- Factsheet 2: Sources of information about equality protected characteristics
- Factsheet 3: Glossary of equality related terms
- Factsheet 4: Common misunderstandings about the Equality Duty
- Factsheet 5: Frequently asked questions
- Factsheet 6: Reporting equality analysis to a committee or other decision making body

If you require further help, please contact the Performance Improvement Unit.

Step 1. About the policy, service change or withdrawal

<p>Name of the policy, service or project: <i>be specific</i></p>	<p>Use of a proportion of the Government's Flexible Homelessness Support Grant for: Additional part-time Deputy Hostel Manager 2 year contract already agreed by the Housing Portfolio Holder; Continued payment of Management Fees to Genesis Housing Association for 2017/2018 & 2018/2019; Continuing the funding of the support costs at the young Parents' Scheme Railway Meadow, Ongar for 2017/2018 & 2018/2019 Homelessness initiatives already agreed by the Cabinet in 2017/2018 & 2018/2019 subsequently funded by the General Fund</p>
<p>Revised / new / withdrawal:</p>	<p>New</p>
<p>Intended aims / outcomes/ changes:</p>	<p>Provision of temporary/interim accommodation for Single Vulnerable parents and children Additional staffing to meet increasing homelessness pressures at Norway House North Weald Continued use of accommodation managed by Genesis Housing Association for homeless applicants</p>
<p>Relationship with other policies / projects:</p>	<p>EFDC Housing Allocations Scheme – Appendix 4 polices for accommodating homeless applicants. HRA Business Plan 2016-17 – the Housing Register is assessed and housing need is reflected in the new build plans EFDC Homeless Strategy 2015-2018 EFDC homelessness leaflet 2017 EFDC KPI COM004 - How many households were housed in temporary accommodation P1E 2015-16 Q1,2,3,4 homelessness statistics submissions to Government</p>
<p>Name of senior manager for the policy / project:</p>	<p>Alan Hall, Director of Communities</p>
<p>Name of policy / project manager:</p>	<p>Roger Wilson, Assistant Director (Housing Operations)</p>

Other relevant documentation:	ONS Census Data 2011 ONS Subnational population projections for England 2012 – based on 2011 Census Housing Act 1996 – Part VII (amended by the Homelessness Act 2002) Housing Act 1985 Homelessness Reduction Act 2017 Detailed local authority level homelessness figures: July to Sept 2016 & Apr-Jun.xlsx via www.gov.uk
-------------------------------	---

Step 2. Decide if the policy, service change or withdrawal is equality relevant

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	<p>If yes, state which protected groups:</p> <p>Age Disability Pregnancy and maternity</p> <hr/> <p>If no, state reasons for your decision:</p>
--	---

Step 3. Gather evidence to inform the equality analysis

What evidence have you gathered to help you understand the impact of your policy or service change or withdrawal on people? What does your evidence say about the people with the protected characteristics? If there is no evidence available for any of the characteristics, please explain why this is the case, and your plans to obtain relevant evidence. Please refer to Factsheet 2 ‘Sources of evidence for the protected characteristics’

Characteristic	Evidence (name of research, report, guidance, data source etc.)	What does this evidence tell you about people with the protected characteristics?
Age	Housing Act 1996 – Part VII	Older applicants can be considered to be in priority need ‘Homelessness’: -The person has no accommodation,

	amended by the Homelessness Act 2002	anywhere, that is available for occupation and they are legally entitled to occupy; or have accommodation but cannot gain entry to it, or it is a mobile home and there is nowhere to park it; or you have accommodation but it is not reasonable for you to live there; for example if you have been in hospital with a serious health problem and would no longer be able to cope in that property, even with support. Threatened with homelessness if it is likely that you will become homeless within 28 days. If a lack of accommodation forces you to be separated from your family who would normally live with you.
	ONS Census Data 2011	Epping Forest District <u>Population & migration</u> <ul style="list-style-type: none"> • 18.4% 0-15 years old • 10.1% - 16-24 years old • 32.9% - 25-49 years old <u>Age Structure within the district</u> <ul style="list-style-type: none"> • 1.2% - 15 years old • 2.5% - 16-17 years old • 2.2% - 18-19 years old • 5.3% - 20-24 years old • 5.3% - 25-29 years old • 20.5% - 30-44 years old <u>Population Density</u> <ul style="list-style-type: none"> • Essex No. of persons per hectare 3.7% (124,659) East of England - 3.1% (5,846,965.) • England – 4.1 % (53,012,456.) <u>Resident population estimate Mid 2014</u> <ul style="list-style-type: none"> • 7,200 – 15-19 years old • 7,200 – 20-24 years old • 7,400 – 25-29 years old • 7,800 - 30-34 years old • 8,100 – 35-39 years old • 9,100 – 40-44 years old <u>Homelessness (Statutory) 2017</u> Total as of 31 March 2017 (all age ranges) <ul style="list-style-type: none"> • Temporary accommodation: -116 • B&B - 31 • Hostel - 45 • Other - 40
	EFDC KPI COM004 - How many households were housed in temporary accommodation	The number of households in temporary accommodation provided under homelessness legislation has increased: - 2016-17 (all age ranges) <ul style="list-style-type: none"> • Q1 – 103 • Q2 – 111 • Q3 – 101 • Q4 - 116
Disability	Local Authority District - Indices	<u>Mental Health JSNA</u> Page 31

	of Deprivation via www.gov.uk Mental Health JSNA	<p>“...70% of people accessing homelessness services have a mental health problem. Many of these people do not receive the support they need to overcome their mental health and substance misuse problems.”</p> <p>Within this document it states:-</p> <p><i>“a survey of 152 homeless people in Essex..” “..the majority suffered from stress, anxiety or depressions. 84% of participants experienced at least 1 of these and 63% experienced all three.”</i></p> <p>Nearly half reported using drugs and alcohol as coping mechanisms. Approx. 41% had been diagnosed with a mental health condition (0.7% of the Essex population is on a GP Mental Health Conditions Register). Approx. 1 third with mental health issues are currently receiving support.</p>
	Homelessness (Priority Need for Accommodation) (England) Order 2002	<p>In 2002 an Order made under the 1996 Act extended the priority need categories to include applicants who: -</p> <ul style="list-style-type: none"> • are aged 16 or 17; • are aged 18 to 20 and previously in care, were previously in custody; were previously in HM Forces; or • were forced to flee their home because of violence or the threat of violence.

Pregnancy and maternity	Statutory Homelessness	Priority need groups include households with dependent children and/or a pregnant woman and individuals who are vulnerable in some way. Individuals are classed as vulnerable if they: have mental illness or physical disability; are a young person (16 to 17 years old, or 18 to 20 years old and vulnerable as a result of previously being in care); were vulnerable as a result of previously being in custody; were vulnerable as a result of previously being in HM Forces; or were forced to flee their home because of violence or the threat of violence.
	Statutory Homelessness	Priority need groups include households with dependent children and/or a pregnant woman and individuals who are vulnerable in some way
Gender reassignment	None identified	None identified
Marriage/civil partnership	None identified	None identified

Sexual orientation		
Staff	Consultation with Norway House staff members	Have strong concerns for staff safety and that of other residents due to the increasing number of occupants at Norway House with the addition of single vulnerable people. This highlights the need for additional staffing.

Steps 4 & 5 Analyse the activity, policy or change (*The duty to eliminate unlawful discrimination*)

Based on the evidence you have analysed, describe any actual or likely adverse impacts that may arise as a result of the policy decision. Where actual or likely adverse impacts have been identified, you should also state what actions will be

taken to mitigate that negative impact, i.e. what can the Council do to minimise the negative consequences of its decision or action.

<i>Characteristic</i>	<i>Actual or likely adverse impacts identified</i>	<i>Actions that are already or will be taken to reduce the negative effects identified</i>
Age	None identified	
Disability		
Pregnancy and maternity		
Dependents / caring responsibilities	None identified	None identified
Gender reassignment	None identified	None identified
Marriage and civil partnership	None identified	None identified
Race / ethnicity	None identified	None identified
Religion or belief	None identified	None identified
Sex	None identified	None identified
Sexual orientation	None identified	None identified
Staff	Impact on staff and occupant safety due to additional 6 additional occupants (single vulnerable people) housed in modular units at Norway House, North Weald and the impact of increasing homelessness.	Additional staffing on-site will reduce the risk to staff £5,000 per annum already agreed to be made (funded by HRA) for the appointment of a security company to provide security officers to attend Norway House, on an adhoc basis when required – to support staff and other residents on occasions when they feel at risk from residents particularly out of normal office hours This will also solve the problem of lone working.

Step 6.

The duty to advance equality of opportunity

Can the policy, service or project help to advance equality of opportunity in any way? If yes, provide details. If no, provide reasons. (Note: not relevant to marriage and civil partnership)

<i>Characteristic</i>	<i>Ways that this policy, service or project can advance equality of opportunity</i>	<i>Why this policy, service or project cannot help to advance equality of opportunity:</i>
Age	An additional staff member at Norway House, continued use of Genesis accommodation and the funding of Railway Meadow, Ongar will assist with being able	
Disability		

	<p>to provides temporary accommodation for: -</p> <ul style="list-style-type: none"> • homeless young vulnerable adults • those with a disability • pregnant or with a very young baby <p>until suitable permanent accommodation is located.</p>	
Dependents / caring responsibilities	<p>Having additional staffing at Norway House will assist with providing temporary modular units for vulnerable single adults avoiding the use of expensive B&B accommodation.</p> <p>Working with L&Q Living to continue to provide accommodation to young parents.</p> <p>Continuing to fund management fees for Genesis properties will provide much needed accommodation for those with dependents and caring responsibilities</p>	
Gender reassignment	None identified	None identified
Race / ethnicity	None identified	None identified
Religion or belief	None identified	None identified
Sex	None identified	None identified
Sexual orientation	None identified	None identified

The duty to foster good relations

Can the policy, service or project help to foster good relations in any way? If yes, provide details. If no, provide reasons. *(Note: not relevant to marriage and civil partnership)*

<i>Characteristic</i>	<i>How this policy, service or project can foster good relations:</i>	<i>Why this policy, service or project cannot help to foster good relations:</i>
Age	<ul style="list-style-type: none"> • Additional staffing at Norway House will assist with the modular units project and generally bring much needed additional resource to the whole of the Hostel • The funding of housing related 	
Disability		
Pregnancy and maternity		

	<p>support at the young parents' scheme Railway Meadow, Ongar will ensure this client group is supported</p> <ul style="list-style-type: none"> • It is important to continue with the Genesis Scheme in order to provide 17 units of accommodation in order to prevent homelessness 	
Dependents / caring responsibilities	Continuing to accommodate young parents and children at Railway Meadow, Ongar	
Gender reassignment	None identified	
Race / ethnicity	None identified	
Religion or belief	None identified	
Sex	None identified	
Sexual orientation	None identified	
Staff		

Step 7. Documentation and Authorisation

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
1. Employment of additional part-time Deputy Hostel Manager	Russell Wallace	N/A
2. Continued use of Railway Meadow accommodation	Russell Wallace	N/A
3. Continues use of Genesis accommodation	Russell Wallace	N/A

Name and job title of officer completing this analysis:	Roger Wilson Assistant Director (Housing Operations)
Date of completion:	22.05.2017
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Alan Hall Director of Communities
Date of authorisation:	22 May 2017
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	22 May 2017

Step 8. Report your equality analysis to decision makers:

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy.

Therefore you must:

- reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be updated as your policy or service changes develop, and it exists as a log of evidence of due regard;
- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

Your summary of equality analysis must include the following information:

- if this policy, service change or withdrawal is relevant to equality, and if not, why not;
- the evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- what the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- what you found when you used that evidence base to assess the impact on people with the protected characteristics;
- whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;
- whether or not your policy or service changes could help to foster good relations between communities.