

## Appendix 1: Homelessness Reduction Act Duties

<b>Advice</b>	<p>Access to free information and advice on:</p> <ul style="list-style-type: none"> <li>– preventing homelessness,</li> <li>– securing accommodation when homeless,</li> <li>– the rights of people who are homeless or threatened with homelessness, and the duties of the authority,</li> <li>– any help that is available from the authority or anyone else</li> <li>– how to access that help</li> </ul> <ul style="list-style-type: none"> <li>• Tailored to vulnerable groups e.g. care leavers, people ‘suffering with a mental illness or impairment’ and groups identified as being at particular risk of homelessness</li> </ul>
<b>Prevention Duty</b>	<p>Triggered when the applicant is:</p> <ul style="list-style-type: none"> <li>– threatened with homelessness within 56 days and</li> <li>– is eligible for assistance (this relates to immigration status)</li> </ul> <ul style="list-style-type: none"> <li>• The Council has a duty to take reasonable steps to help the applicant either remain in their existing accommodation or secure alternative accommodation.</li> <li>• The Council will assess the applicant’s circumstances, housing needs and support needs.</li> <li>• A personalised housing plan will be developed by the Council and the applicants setting out the steps both parties will take to try to prevent homelessness. This will also capture the role of other people/agencies.</li> </ul> <p><b>Duty lasts 56 days – if the threat of homelessness is not resolved at this point the applicant will be owed:</b></p>
<b>Relief Duty</b>	<p>Triggered when applicants is:</p> <ul style="list-style-type: none"> <li>– homeless</li> <li>– eligible for assistance</li> <li>– has a local connection</li> </ul> <ul style="list-style-type: none"> <li>• If it is determined that an applicant has a local connection with the district of another housing authority they can be referred to that authority for assistance.</li> <li>• The Council has a duty to take reasonable steps to help the applicant to secure accommodation.</li> <li>• The Council will assess the applicant’s circumstances, housing needs and support needs.</li> <li>• A personalised housing plan will be developed by the Council and the applicants setting out the steps both parties will take to secure accommodation and relieve homelessness.</li> <li>• Where the Council has reason to believe that an applicant may be homeless, eligible and have a priority need they must provide interim accommodation</li> </ul> <p><b>Duty lasts 56 days – if the homelessness is not resolved at this point the applicant will be owed:</b></p>
<b>Main Homeless Duty</b>	<p>Triggered when:</p> <ul style="list-style-type: none"> <li>– Homelessness has not been resolved at relief stage and the applicant is:</li> <li>– unintentionally homeless</li> <li>– eligible for assistance</li> <li>– has a priority need for accommodation</li> <li>– has a local connection</li> </ul> <p>The Council has a duty to secure accommodation for the applicant and any other person(s) who usually or might reasonably be expected to reside with them; either social housing or a minimum 12 month assured shorthold tenancy in the private rented sector.</p>