

Hillingdon Accommodating Offenders Protocol

A joint protocol between London Borough of Hillingdon, London Probation Service (Hillingdon) and Hillingdon Youth Offending Service

A framework to prevent homelessness amongst people returning from custody and offenders subject to supervision in the community



Contents

Section		Page
1.	Introduction: The Need for Partnership Working	3
2.	Profile of the Probation Service	5
3.	Profile of the Youth Offending Service	6
4.	Profile of the Housing Department	7
5.	End to End Management of Accommodation for Offenders	9
6.	Referral Points and Procedures <ul style="list-style-type: none"> • Multi Agency Public Protection Arrangement Offenders • Prolific Priority Offenders • London Resettlement Scheme Offenders • All other Offenders Subject to Supervision 	12
7.	The Assessment Process <ul style="list-style-type: none"> • Homeless Assessment • Homeless on the Day Cases • Out of Hours Emergencies 	17
8.	Support Services for Ex-Offenders	20
Appendix A	Letter to Landlord Letter to Housing Benefit Section	24
Appendix B	Criminal Justice Act 1991 & Criminal Justice Act 2003	27
Appendix C	Multi Agency Public Protection Arrangements	29
Appendix D	Protocol for Sharing Information between the London Probation Service, Youth Offending Services, Voluntary Housing Providers and Local Authority Housing Department	30
Appendix E	Referral Form	34
Appendix F	Glossary of Terms	38
Appendix G	Contact Details	40
Appendix H	Housing Options	42

Section 1: Introduction: Hillingdon Accommodating Offenders Protocol- The Need for Partnership Working

There is clear evidence that a lack of settled, good quality, decent accommodation is related to re-offending. Those of no fixed abode or having many changes of address are more likely to re-offend. Not having a postal address can have serious and widespread consequences, such as reducing someone's ability to apply for employment, or evidence their identity when trying to obtain goods and services that many take for granted. Living in a high crime area is an environmental factor that can also increase the risk of re-offending.

This protocol has been developed by the Hillingdon Housing Department, Hillingdon Probation and Hillingdon Youth Offending Service, who all have a clear understanding of the role that accommodation can have in reducing re-offending and managing any potential risk to the public. This will subsequently contribute to the promotion of community safety and reducing the "fear of crime".

Purpose of Protocol

The main aim of the protocol is to present a clear, consistent and streamlined approach to the way in which the Housing Department assess offenders subject to Probation and Youth Offending supervision in relation to their accommodation needs. The protocol highlights how the different partners will work together to encompass the effective resettlement and rehabilitation of offenders within the borough in order to reduce re-offending and prevent homelessness where possible.

The protocol is a framework to prevent homelessness amongst people being released from custody, and under the supervision of the Probation and Youth Offending Services.

The protocol strives to develop a culture of understanding, effective forward planning and communication, which will enable agencies to meet their statutory and organisational responsibilities. It will ensure that staff time is deployed efficiently and effectively, thereby achieving better outcomes for offenders and saving time for workers.

Throughout the document reference to "offenders" and "clients" is used interchangeably to reflect the different terminology used by the different agencies.

Strategy links

The protocol will seek to support and implement:

- The London Resettlement Strategy
- Hillingdon's Community Safety and Drug Strategy
- Hillingdon Children and Young People's Plan 2006-2009 (CYPP)
- Hillingdon Council's Homelessness Strategy
- Hillingdon Supporting People 5-year Strategy
- Local Area Agreements
- The Youth Justice Plan
- Youth Justice Board's - Key Elements of Effective Practice – Resettlement
- Every Child Matters

Section 2: Profile of the National Probation Service

The aims of the Probation Service are:

- Protecting the public
- Reducing re-offending
- The proper punishment of offenders in the community
- Ensuring offenders' awareness of the effects of crime on the victims of crime and the public
- Rehabilitation of offenders

Each year the Probation Service commences the supervision of some 175,000 offenders. The caseload on any given day is in excess of 200,000 nationwide. Approximately 90% are male and 10% are female. Just over a quarter of offenders serving community sentences are aged 16-20 and just less than three-quarters are aged 21 and over.

All National Probation Service (NPS) work with offenders combines continuous assessment and management of risk and dangerousness, with the provision of expert supervision programmes designed to reduce re-offending. Enforcement of the order/licence conditions is a priority.

There are around 100 approved Probation hostels that play a major role in the NPS public protection strategy, providing controlled environments for offenders on bail, community sentences and post custody licences.

Hillingdon Borough, part of London Probation, works with offenders whose main area of residence is Hillingdon.

Approximately 30 Offender Managers staff the borough, across different teams:

- Public Protection Unit - High Risk of Harm
- Two Offender Management Units (general offending problems)
- Prolific and Priority Offenders and Substance Misuse Unit - (offenders who present a high risk of re-offending or with serious drug problems)

An administration team supports the Offender Managers, and the overall manager is an Assistant Chief Officer based at Harrow Probation Office.

Section 3: Profile of Hillingdon Youth Offending Service

Hillingdon Youth Offending Service (YOS) is a multi-disciplinary team including Police Officers, Social Workers, Health, Education, Parenting and Substance Misuse Officers. The Youth Offending Service also has access to an Accommodation Officer who is currently based at the 16+ Team (Education and Children's Services).

The Accommodation Officer post is shared between the Youth Offending Service and the Leaving Care Team, but based with the Leaving Care Team.

The post provides a specialist resource of housing expertise to the Youth Offending Service to support its work with clients 16 and over who have housing problems through casework and the development of access to resources. The Accommodation Officer will undertake housing needs assessments of young people within the Youth Justice System and in crisis situations with a view to identifying appropriate resources and solutions.

As the Youth Offending Service incorporates representatives from a wide range of services it can respond to the needs of young offenders (aged 10-18years) in a comprehensive way. Each young person who is referred to the Youth Offending Service is assessed in accordance with the national assessment tool (ASSET), which highlights any unmet needs they may have and measures the risk they pose to others. The ASSET looks at the broad spectrum of client needs and also takes in consideration whether a child in need assessment is required. This process enables the Youth Offending Service to identify suitable programmes to address the needs of the young person with the intention of preventing further re-offending.

Section 4: Profile of the Housing Department

Housing Advice and Options Team (HAOT)

Phone:01895 250147

Fax:01895 556457

The main aim of the department is to provide advice and assistance to prevent homelessness. This section is the first port of call for customers who approach the housing needs section for assistance. They provide clients with information, advice and assistance on all housing issues and across all tenures.

Emergency Housing Unit (EHU)

Phone: 01895 250147

Fax: 01895 556 457

The Emergency Housing Unit assesses applicants from people who are homeless or threatened with homeless to determine if they are owed a duty under The Housing Act, 1996 (amended by the Homeless Act 2002). This can include people who are vulnerable as a result of having been in custody. In some cases, the team provides temporary accommodation. This may be in a bed and breakfast hotel, a hostel, or in privately rented accommodation. Officers from EHU work with probation officers, mental health workers, and other agencies to assess the housing need of an individual service user. Wherever possible they contribute to the care package and arrange for suitable accommodation. Joint working with these agencies ensures that the limited resources available are maximised. Where service users are housed in permanent Council housing stock, the care package details will be forwarded to Hillingdon Homes (responsible for council housing management) with the service user's consent.

Out-of-hours emergencies

The Duty Emergency Housing Officer is available via the Hillingdon Council switchboard (01895 250 111) for advice on re-housing in emergencies, outside office hours.

Housing Assessment Team

The Housing Assessment Team manages the allocation of permanent social housing to applicants on the Council's housing register. Applicants are able to register on the waiting list whilst in custody or when residing in a bail hostel. Existing Council and Housing Association Tenants can also apply for a transfer to alternative accommodation.

Hillingdon receives many applications for permanent housing every year. However, there are not enough properties to meet demand. Therefore, the Council has a system for prioritising the allocation of properties on the housing register that is based on the applicant's housing need. The rule of the prioritisation is known as the Council's Allocation Policy.

More information can be obtained from: www.locata.org.uk or from the Housing Assessment Team in Hillingdon.

Section 5: “End to End” Management of Accommodation for Offenders

Prior to Sentence/ Remanded in custody

Probation Officer/Youth Offending Officer

It is essential that Probation staff/YOT staff in conjunction with any Support Staff discuss options for managing housing in the event of an offender receiving a prison sentence. Properly terminating or securing a tenancy results in reduced rent arrears and damage to the property.

Appendix A contains standard letters, which should be sent to the Housing Benefit Section and the landlord of the accommodation in the event that the client is on remand or sentenced to 13 weeks or less and they would like to claim housing benefit whilst in custody.

It is intended that these letters will be made available to offenders on reception at Feltham YOI, HMP Wormwood Scrubs and HMP Holloway.

Probation Officer/YOT Officer should ask if the offender has notified the landlord and the Housing Benefit Section about their current circumstances. If the offender has not notified them, then the Probation Officer/YOT Officer should encourage the offender to do so, using the letters in Appendix A. These may be available at the prison. If they are not available, then Probation Officer/YOT Officer can either send these letters to the offender in custody or obtain consent from the offender to complete the letters on their behalf.

It is advised that at Pre-sentence stage the Probation Officer/YOT Officer explores the client’s accommodation status and the possible outcomes if the offender is sentenced to a term of imprisonment. Any complicated accommodation issues should be discussed with the Housing Advice and Options team or with St Mungos support services.

It is Youth Offending Service (YOS) policy to support a young person to remain living with their families or in another suitable arrangement, whilst it is safe to do so and as far as possible contributing to their not re-offending.

The YOS Accommodation Officer is the key focal point for team members wishing to access advice and support on behalf of their clients. They will be fully briefed on availability of placements and the capacity of particular schemes to deliver good outcomes for offenders.

Where the ASSET score or immediate case knowledge indicates either emergency or anticipated accommodation requirements in a particular case, the YOT Accommodation Officer should endeavour to offer an appointment or visit the said young person to assess their current situation and explore various accommodation options with them.

During this assessment the YOT Accommodation Officer will, where appropriate, refer the young person to various in-borough hostels and look at were possible preventing homelessness. If however the young person is assessed as in need of emergency accommodation and when there are no hostel emergency beds available or referral to hostels is not deemed as appropriate, then they will be referred to HAOT/EHU depending on the client group.

When assessing the housing needs of 16/17 year olds, Officer are advised to make reference to Hillingdon Council's 16/17 protocol.

During Custody

When an offender receives a prison sentence and is aware that they will have a housing need on release, they should be encouraged to make full use of any housing advice service or voluntary agencies based within the prison to secure accommodation for them on release.

If the offender does not have any form of accommodation available when approaching release then the Offender Manager/ YOS Officer will request the assistance of the Housing Section, using the route described in Section 6, as appropriate to the type of offender.

The YOS Supervising Officer in conjunction with the YOS Accommodation Officer will carry out an assessment of the housing needs of young people serving custodial sentence before they are released. If the outcome of the assessment indicates that a young person will have housing needs the YOT Accommodation Officer will consider and facilitate appropriate referrals to local hostels prior to the young person's release.

Where possible a referral to Housing Services should be avoided with the preference being on accessing semi-independent accommodation for 16 & 17 year olds in housing needs.

There may be cases whereby individual circumstances prevent the young person's access to local hostels. For example offending history, location of hostels may place the young person at greater risk of offending or place the young person at risk; the young person may not be suited to a hostel-type environment.

In the above cases where it is deemed that the young offender is assessed as not suitable for hostel accommodation, the young person's YOS Supervising Officer in conjunction with the YOS Accommodation Officer will refer the case to HOAT/EHU depending on the client group.

A Hillingdon Housing Needs Services Referral Form (Appendix E) should be submitted in line with the procedures set out in section 6 of the protocol, prior to the young person's release date. This should include the reason why the client is not suitable for hostel accommodation and what referrals have been made. If any changes are made to the ASSET after submission of the risk assessment, then the Housing Officer will need to be updated.

Offenders Released in the Community

Depending on the clients circumstances:

- There may be an accommodation solution available to the client on release
- The client may have sourced his/her own accommodation
- If accommodation is not secured then the client will be provided with the relevant advice and assistance from the Housing Advice & Options Team

Appropriate support may be provided through a variety of sources such as Supporting People, Youth Offending Service and Probation Services. This will enable the client to sustain and maintain their tenancy and will help avoid repeat homelessness.

Section 6: Referral Points and Procedures

The following 3 categories of offenders are given priority in this protocol. They are:

- Multi Agency Public Protection Arrangement (MAPPA)
- Prolific and Priority Offenders(PPO)
- London Resettlement Scheme(LRS)

Multi Agency Public Protection Cases

The majority of MAPPA offenders are managed by Public Protection Unit. Probation Officers in the Offender Management Unit manage some offenders, these are often those managed at Level 1.

Young offenders (generally those under 18) who are assessed as high risk and meet the criteria to be referred to MAPPA are managed by the Youth Offending Service.

The majority of offenders subject to MAPPA procedures will have received a prison sentence, and be subject to licence supervision on release, but there will be a proportion who are serving their entire sentence in the community.

A proportion of offenders subject to MAPPA arrangements are deemed to be of such high risk as to warrant supervision on release in an Approved Probation Hostel. With such cases however, "move on" accommodation is required at some point, ensuring that the risk management process of the offender is not compromised.

Prolific and Other Priority Offenders (PPO) Cases

The Prime Minister launched the Prolific and other Priority Offender (PPO) Strategy in March 2004 as a way of targeting offenders who commit the most crime and those who cause the most harm to local communities.

The strategy is in three complementary parts designed to tackle both Prolific offending and its roots, comprising:

- Prevent and Deter – to stop young people entering the pool of prolific offenders;
 - Catch and Bring to Justice – actively tackling those who are already prolific offenders; and
- Rehabilitate and Resettle – working to increase the number of such offenders who stop offending by offering a range of supportive interventions.

The process for identifying PPO's is based on the police National Intelligence Model but should also take account of information from other sources such as the Probation Service and Youth Offending Service. Every case is assessed using a Metropolitan Police Matrix.

Within the Hillingdon borough, there are approximately 30 offenders identified as PPO's who receive "premium service" input from the Probation Service in the form of a dedicated Probation Officer and Probation Service Officer.

Hillingdon Youth Offending Service also supervises clients subject to PPO arrangements. These young offenders receive additional support both during and after statutory intervention from the YOS.

Recommended referral points for MAPPA Cases and PPO Cases:

Offenders should be referred to the Emergency Housing Unit using the agreed Referral Form in Appendix E. An Emergency Housing Officer will then interview the offender either in prison, Civic Centre, via video link or at the Probation Office, or in a bail hostel. Offenders will also be discussed at Level 2 MAPPA meetings or the PPO panel were accommodation needs might be identified.

<u>Offenders status</u>	<u>Time scale for referral</u>	<u>Referral Route</u>
For offenders not going to a Probation hostel in custody	3 months prior to release	Fax to EHU- 01895 556457
Offenders in the Community	Contact housing immediately when a housing need is identified	Fax to Housing Needs Reception if homeless on the day-01895 556881
In a Probation Hostel	6 months prior to anticipated discharge from the hostel as some cases maybe considered for direct allocation due to the nature of the offence committed	Fax to EHU- 01895 556457

London Resettlement Scheme cases

The Resettlement Section at HMP Wormwood Scrubs provides Uxbridge Probation with a spreadsheet on weekly basis with details of current offenders on custodial sentence that have a housing need and are from Hillingdon Borough. Offender Managers with responsibility for this scheme should ensure that, the Emergency Housing Unit is notified of all cases with a housing need and that they liaise with the allocated Housing Officer on these cases.

Offenders falling within the London Resettlement Scheme will either be assessed and advised at HMP Wormwood Scrubs, by video link or on release.

The London Resettlement Scheme is currently going through a period of expansion and it is anticipated that the processes associated with it, will extend to other London Prisons during 2008. Both Housing and Probation will need to develop a flexible response to the continued evolution of this initiative.

Housing Needs Role

London Resettlement cases need to be approved by senior management before any form of accommodation is provided or any prevention works is undertaken which leads to any financial payment being made.

London Resettlement cases must be seen before release and issued with the relevant section 184-decision letter.

Probation & Prison Role

Referrals for London Resettlement case will include a report from HMP Wormwood Scrubs Resettlement Wing. Uxbridge Probation will provide information about those with a housing need to the Emergency Housing Unit Team Leaders on a weekly basis.

Support Services Role

Offenders support needs will be discussed regularly with partnership agencies e.g. (St Mungos, Probation, Youth Offending Team, Hillingdon Drug & Alcohol Services, Criminal Justice Intervention Team) and appropriate referrals will be made. Support Services will handle referred cases in line with their agreed Service Specifications.

All other offenders will be referred directly to the Housing Advice and Options Team.

General Resettlement Cases (those in custody)

General Resettlement Cases are defined here as those who will be subject to post-release supervision, these do not fall under the MAPPA, PPO or London Resettlement scheme and will be of No Fixed Abode on release from custody.

Recommended Referral Point for Resettlement Cases

Offenders who do not have accommodation to be released to are not suitable for Home Detention Curfew. It is also not appropriate to refer offenders for parole application for housing assistance.

General Resettlement Cases should be referred 4 weeks prior to release to the Housing Advice and Options Team using the relevant referral form. (Fax -01895 556457)

All Offenders in the Community

Offenders with a housing need in the community should be advised to attend the housing needs reception and seek assistance from the Housing Advice and Options Team. Offender Managers should notify the duty manager issues of risk with regards to the client, prior to their arrival on 01895 556695. The referral form attached in Appendix E should be completed and faxed to 01895 556881.

Section 6: Assessment process for clients referred to Emergency Housing Department

Upon receipt of a referral, the offender will be allocated a Housing Officer. The Housing Officer will contact the Offender or the referral agency to arrange an appointment for the offender to attend the Civic Centre in order for a housing application to be made. Contact will be made within 24 hours of receiving the referral form with the clients representative. MAPPA cases will be allocated to Housing Officer by EHU team leaders for direct appointment and assessment.

If the offender is in custody at the time of the referral it may be possible for a Housing Officer to attend the prison, depending upon its location, to directly assess the offender. In order to facilitate this, the referral must be made in the agreed time frame outlined in the protocol . It may also be possible for the Housing Officer to interview the client by video link or at the Probation Office.

Housing Officers role

Any client that is referred to emergency housing will be assessed according to the Housing Act 1996 as amended by the Homelessness Act 2002. Housing staff must pay particular attention to section 189 of the Housing Act and to the Homelessness (Priority Need for Accommodation) (England) Order 2002 regarding the vulnerability of the client, and also the Homelessness Code of Guidance for Local Authorities (DCLG, 2006), paragraphs 10.24 – 10.27 regarding vulnerability and intentionality.

Referring Agents role

The referring agent should provide detailed background information regarding the impact due to the lack of housing will have on the clients likelihood to re-offend, as well as their own assessment of the client's needs. This information should be sent with the referral form to EHU or to the Housing Advice and Options Team depending on the client group.

A representative agency can also make representations on behalf of their clients after the client has made contact with housing services.

The Housing Officer must assess each case on an individual basis, ensuring that no blanket policies are applied, but rather that each case is looked at according to its own merits (Code of Guidance paragraph 10.27)

The Housing Officer will reach their decision as to whether the Council has a legal duty to re-house the service user as soon as possible (target time 33 days) in order to minimise any stressful effects on the offender. Where applicable, temporary accommodation will be provided during this time.

The Housing Officer will maintain contact with the applicant's referring officer throughout this process. Good communication and information sharing between the Offender Management Team is key in providing a responsive service.

If the Housing Officer concludes that an offender is not owed a housing duty by the Council, the Housing Officer will explain the review process and refer them to the Housing Advice and Options Team based in the Civic Centre, who will be able to refer them on to other services and advise them on addressing their housing need.

Homeless on the Day Cases

When an offender presents at the Housing Needs Reception the Customer Services Team will establish if they are homeless on the day. If so they will be referred directly to Advice and Options Team, to explore other housing options and if necessary from there to the duty Emergency Housing Officer who will interview them to establish if there is genuine homelessness, eligibility and priority need. The Housing Officer who sees the offender will assist the applicant to source his or her own accommodation wherever possible.

If the offender is homeless on the day that he/she presents to the Civic Centre, the referring agent should fax the completed referral form, risk assessment and if required background information to Housing needs reception to 01895 556881.

This information is essential in identifying suitable accommodation for those who may pose a risk to others and failure to provide it may make it impossible for housing section to provide interim accommodation.

If the offender has just been released from prison, this may contribute to them being considered a priority need, depending on the length of their sentence and any additional vulnerability they may have. The Housing Officer will assess this at the time of the interview. If the offender meets the criteria above, and there is no alternative accommodation, they will be placed in temporary accommodation. In order for them to be placed into temporary accommodation he/she should make a claim for Housing Benefit, the reason for this is to ensure that the clients' rent is being paid and rent arrears are not accruing.

Where the offender will not be homeless on the day, they will be seen by one of the Advice & Options Duty Officers, who will advise them of the full range of their housing options, and assist them in accessing accommodation. If they are not successful in this, and the Advice & Options Duty Officer, is satisfied that the Offender appears to be homeless, eligible for assistance and in priority need, (under the Housing Act 1996) they will refer the case to the EHU team leaders, who will allocate the client a Housing Officer who will contact the Offender to make an appointment to see them. An offender can request a homelessness assessment in any event.

Housing Assessment and Support needs of clients subject to YOS Supervision

In such cases where it is deemed necessary to facilitate a Homelessness Application prior to a young person's release from custody and where all Housing Options and prevention mechanism have been explored. Then a Housing Officer will be allocated to work in conjunction with the YOS Officer:

- To ensure integrated casework planning
- To ensure widest consideration is given to all accommodation options as well as mediation
- To clarify the roles and responsibilities of each department
- To ensure information about risk is appropriately shared with providers
- To ensure ongoing monitoring of individual arrangements and their effectiveness
- To agree the type and amount of accommodation support that should be provided
- To clarify move on arrangements and ongoing assessments
- To clarify funding arrangements and benefit entitlements
- To provide the opportunity for senior management oversight of individual high profile cases

The YOS Accommodation Officer and Housing Officer will liaise on a regular basis to monitor the young persons' placement. In cases where a young person has been placed in temporary accommodation where possible plans should be made in partnership to facilitate referrals to more appropriate forms of accommodation:

- YMCA (Ventura House, St Andrews)
- P3 (Challenger House, Swakefields, supported accommodation with 24 hour on site staffing, curfews etc)
- Jupiter House (Foyer Project)
- Trinity Homeless Projects (Male and Female Hostels)
- Referral to out-of borough hostels
- Council operated hostels

When assessing the housing needs of 16/17 year olds, Officer are advised to make reference to Hillingdon Council's 16/17 protocol.

Section 7:Support Services

Hillingdon Drug and Alcohol Services

The London Borough of Hillingdon (LBH) and Hillingdon Primary Care Trust (HPCT) have implemented a singularly managed Substance misuse treatment services that reflects government policy- “Modernising Mental Health Services” and “Partnership in Action”.

Hillingdon Drug and Alcohol Services (HDAS) are jointly funded by the London Borough of Hillingdon and Hillingdon Primary Care Trust and under a partnership agreement the services are managed by HPCT.

HDAS provide treatment to those individuals whose substance misuse needs are such that they require a specialist service. The key focus of HDAS is the provision of services for those people who are physically and psychologically dependent on alcohol or illicit substances, and their carers’. Services are delivered in line with practice guidelines of the National Treatment Agency (NTA).

HDAS is based at Old Bank House (OBH), 64 High Street, Uxbridge, Hillingdon. OBH also houses HAGAM a charitable organisation providing counselling for people with substance misuse problems providing a one-stop-shop for clients.

HDAS provides services for people living in the London Borough of Hillingdon (LBH) or with a GP in LBH. HDAS works with people who have problems with any of the following substances:

- Alcohol misuse
- Opiate misuse
- Stimulant misuse
- Poly misuse
- Dual diagnosis (via Community Mental Health Team)
- And friends, relatives and carer’s

HDAS have a Clinical Nurse Specialist (CNS) seconded to “Sorted” a young peoples drug team who provides treatment to people between the ages of 12-21, depending on maturity. “Sorted” is based at Fountains Mill, Young Persons Centre, 81 High Street, Uxbridge.

Adults with substance misuse issues are generally seen within Old Bank House, however clients can be seen in other settings if required.

HDAS is open:

The duty/drop-in times are:

Monday	9am – 7pm
Tuesday	9am – 7pm
Wednesday	9am – 7pm
Thursday	9am – 7pm
Friday	9am – 4pm

Monday	1.30pm – 4.30pm
Tuesday	1.30pm – 4.30pm
Wednesday	1.30pm – 4.30pm
Thursday	1.30pm – 4.30pm
Friday	1.30pm – 4.30pm

Criminal Justice Intervention Team (CJIT)

The Criminal Justice Interventions Team (CJIT) based in HDAS strives to reduce drug related crime by engaging with problematic drug users, moving them into appropriate treatment, retaining them in treatment and supporting them through and after treatment, whether in a custodial or community setting.

CJIT aims to break the cycle of drug misuse, offending behaviour and custody by intervening at every stage of the Criminal Justice System (CJS) to engage offenders in drug treatment. This is part of the National Drug Interventions Programme (DIP). The team works closely with different prisons around the UK and referrals are made from Counselling, Assessment, Referral Advice and Through Care Service (CARATS) teams within the Prison Service. CJIT works closely with the Probation Service and works with a number of clients who are supervised by the Probation Services.

Hillingdon's Criminal Justice Interventions Team (CJIT) will engage with, and initially provide drug treatment primarily for offenders engaged through:

- Prolific and Priority Offender Scheme
- Drug Rehabilitation Requirements
- Arrest Referral Scheme
- CARATS
- Tough Choices
- London Resettlement Strategy
- Alcohol Treatment Requirements (ATRs)

Client Groups Served - Eligibility Criteria

- Hillingdon's Criminal Justice Interventions Team (CJIT) provide services for people living in the London Borough of Hillingdon (LBH);
- Hillingdon's Criminal Justice Interventions Team (CJIT) provide services for people registered with a GP in the London Borough of Hillingdon;
- Individuals who are willing to engage in the treatment and support available;
- Hillingdon's Criminal Justice Interventions Team (CJIT) provides drug treatment interventions to those individuals whose substance misuse needs are assessed as such that they require a specialist service. Only CJIT can determine whether someone is appropriate for drug treatment through the Drug Interventions Programme in Hillingdon. The key focus of CJIT is the provision of services for those people who are physically and psychologically dependent on illicit substances;
- Hillingdon's Criminal Justice Interventions Team (CJIT) will undertake drug treatment assessments for individuals referred as having a primary drug problem from across the Criminal Justice System (CJS);
- Hillingdon's Criminal Justice Interventions Team (CJIT) will provide support (e.g. relapse prevention) as necessary to CARAT referrals whom are no longer using illicit substances; and
- Hillingdon's Criminal Justice Interventions Team (CJIT) will undertake drug treatment assessments for individuals self-referring to the service who have been engaged with the Criminal Justice System within the last 6 weeks.

The Criminal Justice Interventions Team in Hillingdon have established a Single Point of Contact (SPOC):

Tel (office) – 0800 043 8474

Tel (mob) – 07881 583 891 (during normal office hours)

Fax – 01895 207731

Hillingdon's Criminal Justice Interventions Team is accessible Monday to Friday (9am to 5pm).

Duty Service

A Duty system for Hillingdon's Criminal Justice Interventions Team (CJIT) is operational Monday to Friday (9am to 5pm). This is staffed by a clinical member of CJIT.

St Mungo's floating Support Service in Hillingdon

Hillingdon Supporting People commissioned St Mungo's to provide floating support as part of the Resettlement Project to ex-offenders. St Mungo's have a quota of assisting 50 ex- offenders.

St Mungo's provides a floating support service to ex-offenders who have tenancies or other accommodation issues in Hillingdon. They will have an awareness of offender's issues as they relate to reducing re-offending and an ability to support clients in engaging with other services and agencies as appropriate and ensuring that they support clients to maintain independent living or move on in planned way to various forms of accommodation.

Support provided:

Tenancy rescue

Resettlement

Signposting and referrals to partnership agencies

On going support

Moving-in service including help with grants and benefit applications

Family mediation

Information on support referrals can be obtained from:

St Mungo's Floating Support Co-ordinator on:

07919 302 617 or 01895 457 400

**APPENDIX A
Letter to Landlord**

To

.....
.....

Date:

Dear Sir or Madam

Claim No

Name.....

Home Address:

.....
.....
.....

National Insurance no:.....

Current Address:.....

.....
.....

Please delete as appropriate:

I am your tenant of the above address. I am writing to inform you that I am currently away from my accommodation. My accommodation is therefore temporarily unoccupied, but I am planning to return to the tenancy.

I have given up my tenancy and have asked that my 4 weeks notice period be met by housing benefit.

Please delete as appropriate:

I expect to return on the:.....

I do not yet know the date of my return.

I have applied for housing benefit to cover the rent during my absence and have asked that payments be made direct to you.

Thank you for you attention please let me know if there are any problems.

Yours faithfully

Remanded

To Housing Benefit Department:

.....
.....Council

Date:

Dear Sir or Madam

Claim No

Name.....

Home Address:

.....
.....
.....

National Insurance no:.....

Prison Address:

.....
.....

Prison number:.....

I was taken into custody on:.....and am currently held on remand. I will notify you as soon as I am released/sentenced.

I wish to (continue my) claim for Housing Benefit while I am in prison. Please reinstate my claim from the date it was closed/suspended, if necessary.

I do not expect to be absent from my accommodation for more than 52 weeks.

- My case will be heard on or about.....or I am applying to be bailed back to my home.

I intend to return to my accommodation and it will not be occupied in my absence. If I need to complete a further housing benefit claim form, please send the appropriate form to me and quote my prison number on all correspondence.

Thank you for you attention

Yours faithfully

Sentenced

To Housing Benefit Department:

.....
.....Council

Date:

Dear Sir or Madam

Name.....

Home Address:

.....
.....
.....

National Insurance no:.....

Prison Address:

.....
.....

Prison number:.....

I was received into custody on:

I wish to claim housing benefit while I am in prison. Please backdate my claim if necessary.

Please delete as appropriate:

I expect to return to my accommodation within 13 weeks. I expect to be released on or about..... Or
I have given up my tenancy and would ask that my 4 weeks notice period of £..... Be met by housing benefit as outlined in statutory instrument 2004 No.2303.

If I need to complete a further housing benefit claim form. Please send the appropriate form to me and quote my prison number on all correspondence.

Thank you for your attention.

Yours faithfully

Appendix B

Criminal Justice Act 1991 Sentences.

For Offenders Sentenced for Offences committed before 3rd April 2005, the CJA1991 provisions apply:

Adults (>21 years)	
Under 12 months Imprisonment	Are released after serving half their sentence, on an At-Risk Licence, which lasts until the end of their sentence. There is no Probation Supervision. Should a further offence be committed during the period of "At Risk", the court could return them to custody.
Between 1 year and 4 years Imprisonment	Offenders are released after serving $\frac{1}{2}$ their sentence, and are supervised (subject to additional measures) until the $\frac{3}{4}$ point of their sentence, by the Probation Service.
4 years or over Imprisonment	Offenders are eligible for Parole Consideration after serving $\frac{1}{2}$ their sentence. If the Parole board deem that they can be safely managed in the community, they will be released and supervised by the Probation Service on Parole Licence until the $\frac{3}{4}$ point of their sentence. Even if not deemed safe for release offenders will automatically be released at the $\frac{2}{3}$ point of their sentence.
Young Offenders >18 <21 years old	Young Offenders who receive a sentence of less than one year, are automatically released at the $\frac{1}{2}$ way point of their sentence and supervised on a "notice of supervision" by the Probation Service on licence for a period of 3 months.

Criminal Justice Act 2003

For Offenders Sentenced for Offences committed on or after 3rd April 2005, the following sentences apply:

Adults (>21 years)	
Under 12 months Imprisonment	Are released after serving half their sentence, on an At-Risk Licence, which lasts until the end of their sentence. There is no Probation Supervision. Should a further offence be committed during the period of "At Risk", the court could return them to custody.
Standard Determinate Sentence	Offenders are released after serving ½ their sentence, and are supervised (subject to additional measures) until the end of their sentence, by the Probation Service.
Imprisonment for Public Protection	Offenders are kept in prison until they are deemed suitable for release into the community.
Young Offenders >18 <21 years old	Young Offenders who receive a sentence of less than one year, are automatically released at the ½ way point of their sentence and supervised on a "notice of supervision" by the Probation Service on licence for a period of 3 months.

Appendix C

MAPPA Cases (Multi-Agency Public Protection Arrangements)

In very broad terms, MAPPA constitute a set of arrangements for the management of offenders who are deemed by virtue of their past offending, index offence or behaviour to pose a risk of harm to others.

In simplified terms, offenders are identified as follows:

Category 1	Registered Sex Offenders
Category 2	Violent and Other Sex Offenders: Those sentenced on their current index offence to 12 months imprisonment or more, for a serious violent or sexual offence.
Category 3	This category comprises other offenders, not in either Category 1 or 2 but who are considered to pose a risk of serious harm to the public.

Once identified, following discussion with other MAPPA Agencies, a level of management is assigned, to denote the degree of Multi Agency risk management that is required:

Level 1	Risk posed by the offender can be managed by one agency (usually the Probation Service or Youth Offending Service)
Level 2	Where active involvement of more than one agency is required
Level 3	The Multi Agency Public Protection Panel is the means by which the role of various agencies in the management of a particular case is coordinated

Appendix D

LONDON PROBATION/HILLINGDON YOUTH OFFENDING SERVICE INFORMATION SHARING PROTOCOL FOR HOUSING AND HOUSING SUPPORT PROVIDERS

INTRODUCTION/CIRCUMSTANCES IN WHICH INFORMATION CAN BE EXCHANGED

- 1.1. This protocol has been produced to provide a sound basis for the exchange of information between London Probation/Hillingdon Youth Offending Service and Hillingdon Borough Housing Department to allow the exchange of personal information to facilitate applications for housing and housing support services
- 1.2. There will be clarity with offenders regarding the reasons for, and the type of information to be provided:
 - Written consent will be given by the Offender regarding the sharing of information. Consent will be obtained by London Probation/Hillingdon Youth Offending Service when making a referral to Hillingdon Housing department, and likewise when Hillingdon Housing interview the Offender.
 - If consent is withheld the housing provider will be advised accordingly. It will be open to the housing provider to refuse referrals if information is missing or considered incomplete, It is also important that officers explain to the Offender that without providing consent for the sharing of information it may be impossible for the housing section to place the Offender with confidence.
 - Specific details of victims, witnesses or complainants will not be disclosed without their written consent, although some information may need to be provided to assist the Housing Department to locate suitable accommodation.
- 1.3. Normal practice as detailed above may only be overridden in exceptional circumstances. Information may legally be disclosed without the prior written consent or knowledge of the individual concerned for the following reasons:
 - To comply with the Crime and Disorder Act 1998 (Section 106)
 - For the purpose of the prevention or detection of a crime
- 1.4. Such a disclosure is subject to appropriate line management agreement. The reasons for this decision should be formally recorded in the case record together with a note of any management involvement in the decision reached.

2. TYPES OF INFORMATION TO BE EXCHANGED

The types of information to be shared will be restricted to personal information, assessed need and conviction data, which is necessary to facilitate housing or housing support applications.

2.1. Information relating to the risk status of the offender.

2.1.1. London Probation/Hillingdon Youth Offending Service and partners will supply relevant information on all offenders referred to the Housing Department, to assist the housing department in assessing the offender for housing. This will be done through the use of a referral form and OASYS/ASSET Risk of Harm section. Pre-Sentence Reports will not be provided.

2.1.2. In respect of people who have been convicted of sexual offences, violent offences and arson this will include:

- The nature and frequency of offending behaviour
- The background of offending behaviour
- An assessment of the risk of threatening and offending behaviour, particularly against agency/project staff, other service users or premises and equipment

2.1.3. Partner organisations will in turn form their own assessment of risk and share this with referring staff as appropriate

2.2. Information relating to the provision of services for the offender.

2.2.1. Housing and housing support providers will need to specify the types of information to be provided by London Probation/Hillingdon Youth Offending Service or its partner to assist the referral process and the ongoing management of cases. This will normally include:

- The provision of initial (service specific) referral information to help guide and inform the planning and delivery of the service in question for example details of recent housing history in relation to accommodation projects
- Details of the offender's subsequent progress through supervision, where this is relevant to the ongoing successful delivery of the service or informative in relation to subsequent housing moves.

2.2.2. The above information is of a confidential nature and it follows that there cannot be a blanket policy of disclosure. Rather in every case, London Probation/Hillingdon Youth Offending Service or its partners making the referral and receiving the request for information must consider the relevance of the personal and conviction data for the particular service setting under consideration and make a judgement about what information it is appropriate to share.

3. SECURITY OF INFORMATION

3.1. Methods of information exchange

3.1.1. Via designated officers

- Exchange of information will be via designated officers
- Any number of designated officers may be nominated; however, designated officers must be provided with appropriate training, prior to being authorised to handle information.

3.1.2. In Writing:

- Disclosures or requests for disclosures must be in writing. Secure e-mail may be used or fax

3.1.3. In meetings

- In meetings attended by individuals or organisations who are not signatories to this protocol, where effective working depends upon an initial disclosure of personal information to the meeting or group as a whole (for example in certain case review situations) any decisions on disclosure must be recorded and documented along with the reasons for disclosure
- Recipients of information must sign a confidentiality agreement
- Care should be taken not to include confidential personal information in minutes of meetings.
- Minutes of meetings should include a standard confidentiality notice such as that below.

3.2. Storage and processing of information

3.2.1. Designated officers within housing/housing support providers receiving Information will be responsible for ensuring that data protection principles are at all times adhered to. The principles, as set out in the Data Protection Act, state that any personal information exchanged must be:

- Obtained and processed lawfully and fairly
- Only held for lawful and specific purposes and not be used or disclosed in any manner which is incompatible with those purposes (as a general principle, the original data owner will retain ownership of any personal information disclosed. The recipient of such information must therefore obtain the consent of the original data owner before making a further disclosure to a third party. All disclosures or requests for disclosures must be recorded.)

- Adequate, relevant and not excessive in relation to the purpose for which it is processed
- Accurate and kept up to date
- Retained no longer than is necessary for the required purpose, after such time it is the responsibility of the data holder to destroy the information
- Processed in accordance with the rights of data subjects
- Stored securely to prevent unauthorised access.

3.2.2. Any information sharing must be consistent with any duty of confidence, and must be necessary and proportionate in accordance with the individual's right of privacy under Article 8 of the European Charter of Human Rights.

4. COMPLAINTS

4.1. Complaints about the disclosure or use of information under the terms of this protocol should be dealt with in accordance with the relevant organisation's own internal arrangements.

Conflict Resolution

When conflicts arise between staff in Housing and Probation/Youth Offending Service the matter will be referred to the relevant Team Leaders/Managers to resolve. This will be done at the earliest opportunity to avoid any adverse impact upon the client. If the conflict cannot be resolved at Team Leader/Manager level, the matter will be passed to a Service Manager in Probation/Youth Offending Service and Service Manager in Housing Services to be resolved.

As the relationship between Housing and Probation/Youth Offending Service is key to achieving appropriate services for clients, Officers will meet on a bi-annually basis to review partnership working.

APPENDIX E Hillingdon Housing Needs Services Referral Form

Please ensure you complete all sections to the best of your knowledge.

Referral from: <i>Please state your section and department</i>	
Referral to: <i>Please state the section and department to which the referral is made</i>	

Contact details		<u>Service user details</u>	
Your name		Client name	
Your contact no.		Date of birth	
Your office address		Full Address	
Your fax no		Home phone	
Your email address		Work phone	
		Mobile phone	
Carer or other advocate's contact number			

Referral Information

Referral source:
Reason for Referral:
Is client aware of referral? (If No, state reason)

Current housing position *(please tick)*

LBH/Hillingdon homes tenancy		Other local authority tenancy	
Housing assoc tenancy		Private rented accommodation	
NFA		Other (specify)	
Family/friends			

Housing history (please supply the clients housing history over the last 12 months, or accommodation prior to their prison sentence.)

Address of accommodation	Type of accommodation	Start date / end date	Reason leaving for

Risk Factors

Risks	Is this client known to present a risk to their self, staff or others? Please consider that the offender may be placed in shared accommodation. (Include details of relevant offending history)

Support needs

Does the client need support in order to achieve independent living? Yes / No			
If Yes, Does the client receive the support/care? Yes / No			
Agency Name:		Contact name:	
Address:		Telephone number:	
If support is required but not in place, please state what type of support this client needs:			

What referrals have been made <i>(include dates of referrals if any)</i>

Health

Name of GP	
Address	
Telephone number	

Is the client currently receiving treatment? <i>(Please provide details)</i>

Other services providing health care to the client:

Name:		Name:	
Address :		Address s:	
Tel:		Tel:	
Please detail types of treatment.			

Next of Kin (please provide the following information as in emergency they may be contacted.)

Name	Address	Telephone number	Relationship

Does the client consider himself or herself to have a disability?	
Is the client registered disabled?	
Please give details of any disability:	

Ethnicity:

White: British <input type="checkbox"/>	White: Irish <input type="checkbox"/>	White: Other White <input type="checkbox"/>
Mixed: White & Black Caribbean <input type="checkbox"/>	Mixed: White & Asian <input type="checkbox"/>	Mixed: Mixed Other <input type="checkbox"/>
Asian or Asian British: Indian <input type="checkbox"/>	Asian or Asian British: Pakistani <input type="checkbox"/>	Asian or Asian British: Bangladesh <input type="checkbox"/>
Asian or Asian British: Other Asian <input type="checkbox"/>	Black or Black British: Caribbean <input type="checkbox"/>	
Black or Black British: African <input type="checkbox"/>	Black or Black British: Other Black <input type="checkbox"/>	
Chinese or Other Ethnic Group: Chinese <input type="checkbox"/>	Chinese or Other Ethnic Group: Other Ethnic Group <input type="checkbox"/>	

- In order to avoid delaying the applicant being seen by Housing Needs teams, please ensure this form is completed in full and faxed to the relevant department.
- The form should be accompanied by a risk assessment.

APPENDIX F

GLOSSARY

Approved Probation hostels– Bail Hostel. Offenders can be released on bail after being charged with an offence to a bail hostel or they can be released from prison on licence to live in approved premises.

Arrest Referral Scheme–The idea is that a dedicated drugs worker, working in police custody cells, makes contact with drug using arrestees and refers them to appropriate treatment to address their drug use with the aim of reducing their drug related offending.

ASSET – is a structured assessment tool to be used by YOTs in England and Wales on all young offenders who come into contact with the criminal justice system.

ATR– The alcohol treatment requirement(ATR) provides access to a tailored treatment programme with the aim of reducing drink dependency. The requirement can last between six months and three years.

CARATS – Counseling, Assessment, Referral Advice and Through care Service is a service for drug and alcohol misusers within prisons.

CJIT – Criminal Justice Intervention Team strives to reduce drug related crime by engaging with problematic drug users.

DRR–A Drug Rehabilitation requirement provides fast access to a drug treatment programme with the goal of reducing drug related offending.

HDAS –Hillingdon Drug & Alcohol Service provide treatment to those individuals whose substances misuse needs are such that they require a specialist service.

HDC – Home Detention Curfew (Tagging)

HMP – Her Majesty's Prison

Licence – prisoners who serve a sentence of more than 12 months are released on licence with a requirement to comply with conditions and are under the supervision of the National Probation Service. Young Offenders sentenced to any length of imprisonment are also supervised on licence on release.

London Resettlement Strategy – The London Resettlement Strategy sets out how London agencies will work together to improve resettlement outcomes for London's Offenders.

MAPPA – Multi-Agency Public Protection Arrangements.

NFA – no fixed abode, homeless.

NOMS – the organisation that brings together the Prison Service and the Probation Service, formed in July 2004.

OASys – Offender Assessment System used by Probation to identify risk.

Offender Manager – Previously known as Probation Officer.

Offenders – this term is sometimes used interchangeably with ex-offenders, ex-prisoners, clients.

PSO – Probation Service Officer

PPO- Prolific Priority Offender

PO-Probation Officer

Pre Sentence Report – Completed by Offender Manager on behalf of the Courts prior to sentencing. The report includes the accommodation status of an offender.

Remand – when the courts refuse bail, defendants are remanded into custody pending trial.

RSL – Registered Social Landlord, usually a housing association.

Section 184 Decision Letter –Letter confirming the outcome of the client's homeless enquiry and whether the Council has duty to accommodate.

SPO – Senior Probation Officer

YOS– Youth Offending Service/Youth Offending Team

APPENDIX G
Contact Details of Relevant Agencies

Housing Contacts:
Housing Assessment Team
2N/02 Civic Centre
High Street
Uxbridge
Middlesex
UB8 1UW
Telephone: (01895) 250147
Email address: nmailbox@hillington.gov.uk

Emergency Housing Unit
2N/05 Civic Centre
High Street
Uxbridge
Middlesex
UB8 1UW
Telephone: (01895) 250147
Fax: (01895 556457)
Email address: nmailbox@hillington.gov.uk

Housing Advice and Options Team
2N/05 Civic Centre
High Street
Uxbridge
Middlesex
UB8 1UW
Telephone: (01895) 250147
Fax: (01895) 556457
Email address: housingadvice@hillington.gov.uk

Benefits and Council Tax
Adult Social Care, Health and Housing
London Borough of Hillington
PO Box 458
Uxbridge UB8 1HN
Telephone: 01895 556666
Fax: 01895 250361
E-mail address: benefits@hillington.gov.uk

Probation Contacts:
Uxbridge Probation Office
The Court House
Harefield Road
Uxbridge
UB8 1PQ
Telephone:01895 231972
Fax: 01895 257972

Hillingdon Youth Offending Service
Darren House
65 High Street Uxbridge
UB8 1JP
Telephone: 01895 812279
Fax: 01895 812281

Hillingdon Ex-Offender Floating Support Service
St Mungo's
25 Bakers House
Bakers Road
Uxbridge
Middlesex
UB8 1RG
Telephone: 01895 457 400

Hillingdon Drug & Alcohol Service (HDAS)
Old Bank House (OBH)
64 High Street
Uxbridge
Hillingdon
UB8 1JP
Telephone:01895 207777

HMP Wormwood Scrubs
P.O. Box 757
Du Cane Road
London
W12 OAE
Telephone: 0208 588 3200
Fax: 020 8588 3201

Appendix H

Housing Options

1	<p>Hostel accommodation – Housing and support services provided by YMCA Ventura House (Contact: Marcia – 0208 7567777) Jupiter House Trinity Homeless Projects</p>
2	<p>Citizen Advice Bureau (CAB) Advices on issues relating to benefits, debt counseling, money advice, employment, housing, legal, relationships, tax, utilities, health, community care and signposting to other agencies. Contact Details: Link 1a, Civic Centre, High Street, Uxbridge UB8 1UW; Tel – 0870 1264021</p>
3	<p>Navigator Centre (Project 2041) The Navigator Centre provides advice and help with preventing homelessness or looking for accommodation. It aims to provide a wide-ranging and youth-friendly service and makes sure that clients are directed to the correct agency for support. They have two offices presently. Their opening times are 10am to 5pm on Mondays, Wednesdays and Fridays. On Tuesdays and Thursdays their opening times are 1pm to 7pm. Contacts: (i) Navigator Advice Centre, 140 High Street, Yiewsley - Middx UB7 7BD; Tel – 01895 462074/5 (ii) Navigator Advice Centre, 10a High Street, Hayes – Middx ; Tel – 0208 5811054/5</p>
4	<p>Private Renting Private rented accommodation is accommodation let by a private landlord (not a council or a housing association). It is accommodation that is often available immediately and there is flexibility in the type and area of properties available. Accommodation may be available with or without furniture. The landlord is usually responsible for keeping the property in good condition. For more information, ask for our leaflet 'Private rented accommodation – what to look for'.</p> <p>To find private rented accommodation you can register with accommodation agencies or the lettings sections of estate agents. You can find details in the Yellow Pages, the Thomson directory or other Telephone books. You can also look for adverts in the back of the local newspapers, for example, the Leader, the Informer and the Gazette, and in newsagents' windows. For more information, ask for our leaflet 'Private rented accommodation – where to look'.</p>

5	<p>Street Rescue Service</p> <p>Its purpose is to provide a service to the most vulnerable and isolated people sleeping rough on the streets within the M25 area (and this could be verified by the SRS team). The team responds seven evenings a week, 365 days a year. The service also provides early shifts 6.00am – 10.00am and late shifts 9.00pm – 2.00am.</p> <p>The service that the team provides include</p> <p>Outreach contact and assessment: establishing people’s needs and sign posting them to suitable services</p> <p>Practical help such as blankets or food (where this will not discourage moves away from the street)</p> <p>Access to available accommodation resources such as night centres, rolling shelters, hostel beds etc</p> <p>Office Address: Street Rescue Service, Thames Reach Bondway, 122-126 Bachchurch Lane, London E1 1ND; Tel: 020 7702 5603</p>
6	<p>Locata Scheme</p> <p>We run a register of people who want to be considered for rehousing into council or housing association accommodation. To register, you must be over 16 years old. We will assess your application and put it into one of four bands, which reflects your housing need. The properties available are advertised in the Locata magazine. The magazine is available from the civic centre and local libraries. Once you are registered you can ‘bid’ for any suitable properties that come up. The property will be offered to the person bidding who is in the highest priority group and has been waiting longest.</p> <p>If you want to register, you should ask for an application form. You can get these from the Housing Advice and Options Team and the Housing Assessment Team, both at the civic centre. If you or any members of your family who are included on your application have any medical problems that are affected by where you live, you should also fill in a medical form as this may affect your banding.</p> <p>Unfortunately the number of people who want council and housing association accommodation is far greater than the number of properties that become available. This means that even if you come within one of the priority bands, it could be a long time before you have a successful bid.</p>

7	<p>Shared Ownership Scheme</p> <p>This is a part-rent, part-buy scheme. Under the scheme you buy a share of a property built or owned by a housing association either by taking out a mortgage or using savings. You also pay rent on the share the housing association owns. The share for sale is a percentage of the value of the property. This percentage may be different for different properties but can start as low as 25% of the property's value. The properties may be newly built or could be already owned on a shared-ownership basis where the current owner wants to sell. You need to have a regular income or significant savings.</p>
8	<p>Tied Accommodation</p> <p>This is an accommodation that comes with a person's job. There is usually a charge for use of the accommodation, shared or self-contained, (which may be deducted from the wages/salary of the employee.</p>
9	<p>Housing Advice</p> <p>If there is no statutory duty to assist a client, signposts to appropriate agencies where further advice and assistance can be given. Contact Details: Housing Advice and Options Team, 2E/09, Civic Centre, Uxbridge UB8 1UW; Tel – 01895 250147; E-mail – housingadvice&options@hillingdon.gov.uk</p>
10	<p>Singles' Opportunities for Lodgings (SOLO) – Mini Finders Fee – Deposit Scheme</p> <p>This scheme aims to help single people find private rented accommodation by providing financial help in the form of a deposit. The deposit is limited to two weeks' rent. The scheme mainly applies to people renting rooms. However, if you can find a self-contained flat, you may be entitled to this scheme.</p> <p>The scheme also offers support for housing benefit applications, and free support to landlords offering rooms in the area with matched tenants.</p> <p>For more information, please contact Teresa Simmonds on 01895 678026 (Paradigm Housing Group).</p>
11	<p>Other Options:</p> <p>(i) Families/Friends This is a situation where clients make alternative arrangements to stay with friends and families when they are being threatened with homelessness or homeless.</p>

(ii) University Accommodation

This is accommodation for students in the higher institutions. They could be shared or self-contained accommodation.

(iii) Joint Private Renting

This is accommodation that is jointly let with another person and facilities are shared. This can be arranged privately or through local estate agents.

(iv) Voluntary / Charitable Organisations

These are organisations that make private arrangements in providing accommodation for homeless people (such as The Salvation Army and some religious centres)

Agreement

- To adopt the protocol;**
- To review, and when necessary revise, the protocol bi-annually.**

Signed by: _____

Marcia Whyte

Assistant Chief Officer-London Probation (Hillingdon)

Date: 01. April 2008

M A Whyte

Lyn Hawes

Service Manager-Youth Offending Service

Date:

L Hawes 1.4.08.

Carmel Lysaght

Housing Needs Manager-Housing Service

Date: 1/4/08.