

## **Schedule 1: Service Specification**

# **Dynamic Purchasing System for the Provision of Accommodation and Support for Care Leavers**

Service Specification No.	1
Service	<b>Dynamic Purchasing System for the Provision of Accommodation and Support for Care Leavers</b>
Authority Lead	<b>Southend-on-Sea Borough Council</b>
Provider Lead	
Period	<b>3 years + option to extend for 3 years</b>

## 1. Population Needs

### **Background and Purpose**

- 1.1. Locally, provision for young people is in line with the expectations set nationally, which include the requirement for all young people at risk to be provided with suitable accommodation and support.
- 1.2. A 2008 high court ruling *G vs. Southwark* considered how local authorities support homeless 16 and 17-year-olds, ruling:

*If a child is no longer able to remain in the family home presents himself/ herself to a local children's services department and requires accommodation it is open to that authority instead to arrange for him/her to be accommodated by the local housing authority under the homelessness provisions of Part VII of the Housing Act 1996 only if there are no other support needs.*
- 1.3. The Council has a protocol in place between its Community Housing and Children's Services for ensuring the needs of homeless 16 and 17 year olds are met through joint working. The protocol requires officers to explore the option of keeping the young person with their family where appropriate.
- 1.4. The specific needs of young care leavers, leaving foster care or residential care at age 16 are wide-reaching; often young people leaving care require an increased level of support and / or a particular accommodation model to enable them to develop their independent living skills, social and emotional skills, to reduce vulnerability and increase their lifelong opportunities for housing, employment and education in the future.
- 1.5. The Council also has a responsibility to meet the needs of young people who approach the Council for support and accommodation after being made homeless by their family. The focus is to always try and re-unite the family unit but where this is not possible the young person's needs are met in the same way as for those leaving care.
- 1.6. Increasingly, older adolescents leaving care are showing more complex issues; many require a planned step down to services with less intensive support to help

them to prepare for lifelong independence and prosperity from 18 years of age.

### **Current Demand**

- 1.7. At present, in Southend we have 80<sup>1</sup> looked after children; of these we have 13 young people in semi-independent supported accommodation placements with independent providers in Southend-on-Sea and a further 1 in supported accommodation provided by the private / charitable/ not for profit sector.
- 1.8. In addition, we have 13<sup>2</sup> young people placed outside of Southend in supported accommodation placements.
- 1.9. We anticipate we will require approximately 4-6 further bed spaces in semi supported accommodation in Southend-on-Sea year on year.
- 1.10. Depending which organisations are accepted on to this DPS there may also be a requirement to re-house some of those young people (where it's in their best interests) who are already in supported accommodation but whose organisation have not been successful in supporting them to thrive or are not successful in their application to join the DPS.

### **Current Provision**

- 1.11. The current provision of housing and support for young people aged 16-18 is not sufficient to meet a growing demand. Furthermore, there are currently no national guidelines or a quality assurance framework governing this type of provision (other than those services previously commissioned via the Supporting People regime), in contrast to residential homes and foster care placements; as a result there can be variations in the quality of the accommodation and support services available.
- 1.12. The Council has decided to take a strategic view and introduce a Dynamic Purchasing System to ensure that all providers are working to provide accommodation and support to an agreed quality standard. A Dynamic Purchasing System (DPS) is similar to an electronic framework agreement, with two exceptions, new suppliers can join at any time and it is to be run as a completely electronic process.

### **Aims**

- 1.13. The primary aims of this DPS are:-
  - To provide services that give young people the opportunity to thrive
  - To improve standards in new and existing accommodation
  - To improve placement longevity
  - To increase the number of young people (16–18 years) accessing semi-independent accommodation in preparation for full independence when they reach adulthood

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<sup>1</sup> Accurate as of November 2017

<sup>2</sup> Accurate as of November 2017

- To provide choice for the young person requiring accommodation and support
- To ensure value for money across service provision

1.14. Outcomes for young people will be monitored and will focus on young people achieving the skills to manage independent living through to the point of moving into fully independent accommodation.

### **Council Priorities**

1.15. The Council's Corporate and Annual Report, setting out our Priorities can be found at [www.southend.gov.uk](http://www.southend.gov.uk) Information Centre.

### **Scope**

1.16. It is recognised that some young people will always require out of area placements due to the serious risks posed to them, or by them to others, if they were to remain in Southend-on-Sea. In addition to local placements, the Council is looking for out-of-area Providers to apply to join the DPS for the provision of out-of-area accommodation and support provision.

## **2. Key Service Outcomes**

### **Aims and Objectives**

2.1. On leaving care or facing homelessness young people will need access to different types of accommodation and support at different times. Some care leavers will only need one type of accommodation and support, whereas others will have several moves before they progress to independence.

2.2. Effective provision will involve a range of accommodation options to meet Council requirements for both sufficiency and suitability of accommodation. Defined in the Care Leavers (England) Regulations 2010, suitable accommodation is accommodation:

- which, so far as reasonably practicable, is suitable for the child in light of his/her needs, including his/her health needs
- in respect of which the responsible authority has satisfied itself as to the character and suitability of the landlord or other provider complies with health and safety requirements related to rented accommodation
- in respect of which the responsible authority has, so far as reasonably practicable, taken into account the young person's wishes and feelings, education, training or employment needs.

2.3. There are a wide range of different housing and support types that may be appropriate for young people facing homelessness and care leavers ranging from emergency/short-stay, longer-stay and step-down provision. The aim of this DPS

is to increase accommodation and support options for longer-stay provision both in Southend and out-of-area.

### **Service Aims**

- 2.4. To ensure that all placements with semi-independent supported accommodation providers, both in Southend and out-of-area, offer high quality accommodation and support services.
- 2.5. To ensure that providers are clear of the service standards required by Southend-on-Sea Borough Council for the provision of semi-independent accommodation.
- 2.6. To ensure that all placements offer good value for money to Southend-on-Sea Borough Council. This is on the understanding that the young person's needs are well matched to the service provided.
- 2.7. To have a clear pathway to independence for young people leaving care, into semi-independent accommodation and into independent accommodation at 18 years.
- 2.8. To prepare young people for living independently post 18 years.
- 2.9. To provide a viable alternative to residential care and foster care for young people coming into care post 16 years, who do not require an intensive level of care and supervision.

## **3. Scope**

### **Overview / Summary**

- 3.1. Given the range of services to be delivered within the contract, the Specification for Housing and Support is separated into four categories:
  - Single-unit 'Low Profile' Support and Accommodation (24 hour support with on-site sleep-in provision) for Care Leavers (aged 16-18)
  - Shared 'Low Profile' Support and Accommodation (24 hour support with on-site sleep-in provision for Care Leavers (aged 16-18)
  - 'Complex' Support and Accommodation (24 hour support with on-site sleep-in support plus additional 1:1 key-working support based on need) for Care Leavers (aged 16-18)
  - Accommodation and Support for over 18's (accommodation plus visiting support)

### **ACCOMMODATION REQUIREMENTS:**

- **Single-unit 'Low Profile' Support and Accommodation (24 hour support with on-site sleep-in provision)**
- 3.2. The provision of single unit accommodation for a single young person, with staffing 24/7, including a sleep-in support. This may include taking the young person off site for visits and meetings. Support workers will work individually with young people on their own support plan towards agreed goals, e.g. education, training, employment, life skills, independent living skills, improving emotional well-being, confidence and physical health.
- 3.3. The Provider will provide single-unit accommodation either within foyers, in larger supported housing units or individual flats within the community if the individual has particularly challenging support needs (if accommodation is on the same site as accommodation services for adults, effective safeguards should be in place to protect young people under the age of 18 years).
- 3.4. The accommodation will be compliant with the accommodation requirements as set out in Appendix 3 (Accommodation Suitability Checklist).
- 3.5. The Provider will complete the Accommodation checklist in Appendix 3 and provide the associated documentation for each property offered as a placement during the term of the DPS.

### **ACCOMMODATION REQUIREMENTS:**

- **Shared 'Low Profile' Support and Accommodation (24 hour support with on-site sleep-in provision)**
  - **'Complex' Support and Accommodation (24 hour support with on-site sleep-in support plus additional 1:1 key-working support based on need)**
  - **Accommodation and Support for over 18's (accommodation plus visiting support)**
- 3.6. The provision of shared accommodation for a single young person:
- 3.7. Within small group home accommodation (if accommodation is on the same site as accommodation services for adults, effective safeguards should be in place to protect young people under the age of 18 years).
- 3.8. Good quality accommodation in a safe neighbourhood within the borough of Southend-on-Sea or out-of area when required.
- 3.9. The accommodation will be compliant with the accommodation requirements as set out in Appendix 3 (Accommodation Suitability Checklist).
- 3.10. The Provider will complete the Accommodation Suitability Checklist in Appendix 3

and provide the associated documentation for each property offered as a placement during the term of the DPS.

- 3.11. Complying with the accommodation requirements as set out in Appendix 3 and providing the Council with a completed Appendix 3 form and the associated documentation for each property provided during the life of the placement(s).
- 3.12. The Provider will have responsibility for managing the accommodation and:-
  - a) all costs associated with it such as, but not limited to, rent, council tax, utility bills, telephone, internet, and service charges or:-
  - b) Clearly define which costs are the responsibility of the provider and which are the responsibility of the young person/or SBC (if the young person is 16 -17 years old and a looked after child).

**SUPPORT PROVISION (24 hour) the Provider will:-**

- 3.13. Provide 24 hours supervision and support within each property to young people aged 16 years and above. This should include 1 member of staff sleeping in at night with the flexibility to increase this to a waking night if required. This may include taking the young person off site for visits and meetings. Support workers will work individually with young people on their own support plan towards agreed goals, e.g. education, training, employment, life skills, independent living skills, improving emotional well-being, confidence and physical health.
- 3.14. The accommodation and support service will be available every day of the year.
- 3.15. Take planned and/ or emergency placements
- 3.16. Additional hours of 1:1 key-working support to be provided on request from the Council; for the 'low-profile' support provision the level of 1:1 key-working is likely to be less than 2 hours / day. For 'Complex' support provision the level of 1:1 key-working support is likely to be 2+ hours of focussed daily support. The level of support and cost will be agreed at the point of placing the young person, based on individual needs and required outcomes. This will be recorded in the Placement Agreement (Appendix 2)

**SUPPORT PROVISION (Visiting Support) the Provider will:-**

- 3.17. Provide visiting key-working in line with assessed need. The level of support and cost will be agreed at the point of placing the young person, based on individual needs and required outcomes. This will be recorded in the Placement Agreement (Appendix 2).

**SUPPORT PROVISION (24 hour and Visiting Support) the Provider will:-**

- 3.18. Conduct needs and risk assessments on all young people placed

- 3.19. Manage referrals and allocations to the scheme
- 3.20. Use an accredited framework for assessment, monitoring and delivery of preparation for independence work to young people .
- 3.21. Have a framework of policies and procedures to ensure the safe operation of the service.
- 3.22. Have a person centred and outcome focused approach which is well embedded in the organisation.
- 3.23. Work jointly with the young person's Social Worker / Personal Advisor and other relevant local agencies to plan and regularly review the effectiveness of the placement.
- 3.24. Work with other accommodation and support providers to ensure that accommodation can provide a stepping stone to fully independent living.
- 3.25. **Support to young people will focus on any/ all of the following issues as a minimum, as agreed with the Social Worker/ Personal Adviser and young person:-**
- Managing finances and bills
  - Shopping and meal planning
  - Food preparation and cooking
  - Washing clothes
  - Cleaning and basic home maintenance
  - Personal hygiene
  - Setting up utilities
  - Accessing and maintaining education, training and work opportunities,
  - Improving employability
  - Managing visitors and relationships with peers
  - Accessing local leisure activities
  - Maintaining links with family and friends (where appropriate)
  - Reducing substance and alcohol misuse, offending behaviour
  - Managing mental health conditions and physical health issues
  - Personal safety, and risk taking behaviours
  - Child sexual exploitation
  - Involvement in gangs
  - Claiming welfare benefits (where appropriate)
  - Help to find and make a planned move on to other suitable affordable accommodation

#### **Length of stay**

- 3.26. Whilst it is helpful to have a guideline for how long a young person might stay in a particular accommodation option, there does need to be some

flexibility to extend a young person's stay if they are not ready to move on.

Wherever possible the provider should work with the young person and all relevant agencies to support the young person to move on successfully.

## 4. Service Standards

### **Service Standards Required**

- 4.1 The Provider will need to demonstrate that all staff working in / providing visiting support in the accommodation have appropriate skills and experience and that suitable personal development, training and supervision is in place in order to deliver a high quality service relevant to the needs of the young people.
- 4.2 Safer recruitment processes must be used and evidenced in the employment of all staff.
- 4.3 The service must comply with the following Statutory Guidance, and any updates on these policies, including but not limited to:-
- Children's Act 1989
  - Children and Families Act 2014
  - Working Together 2015
  - Equality Act 2010
  - Southend Essex and Thurrock (SET) Safeguarding Children Guidelines
  - Southend Essex and Thurrock (SET) Safeguarding Adults Guidelines
  - The Management of Houses in Multiple Occupation 2007 (for group homes that meet the criteria of HMO)
- 4.4 There is an acknowledgement that developments in legislation and practice may result in new amendments or extensions of expectations within the lifetime of this contract and the providers will be expected to meet these changes.

### **Safeguarding And Child Protection**

- 4.5 Where there are any matters relating to child protection concerns, the child protection procedures of the Local Safeguarding Children's Board will be adhered to.  
The provider will:-
- 4.6 Meet duties under the Children's Act 2004 (section 11) and all other

legislation dealing with safeguarding and/or promoting the well-being of children by adhering to the **Local Safeguarding Children's Board Standards** including participating in Safeguarding procedures (e.g. attending case conferences as required).

- 4.7 Comply with Safe Recruitment and Employment Practices of adults who work with children as per guidance and policies on our website [www.southend.gov.uk](http://www.southend.gov.uk).

## 5. Performance and Contract Monitoring

### **Performance Reporting**

- 5.1 Providers of Accommodation and Support are required to meet the Quality standards listed as Key Performance Indicators in Appendix 1.
- 5.2 Providers of Accommodation and Support are required to complete weekly activity reports for each young person placed.
- 5.3 Formal monitoring of placements will be undertaken by the Council, based on an assessment of risk (e.g. complexity and level of support need, placement value, number of children placed in shared accommodation).
- 5.4 Regular, planned review meetings will be held between Providers and the Council to monitor and review the quality of placements, focussed on outcomes for the young people placed and their achievements within the placement.
- 5.5 Ad-hoc monitoring visits may also be conducted during the year as the need arises.

## Appendix 1 Key Performance Indicators

Outcome	Measure	Timescale	Evidence
<b>All young people are appropriately supported in their placement</b>	All young people have a placement planning meeting with the provider, social Worker and parents ( if appropriate)	Within 5 days of the start of placement	- Young people's files - Provider self -assessment
	Placement plans are reviewed with the Social Worker and young person at regular intervals	A minimum of every 3 months and more often if support needs change	- Young people's files - Provider self -assessment
	Placement plans are achievable and realistic and link to the young person's needs and wishes	Throughout placement	- Young people's files - Provider self –assessment - Young person's interviews
	All young people are actively encouraged and supported to engage with support from other agencies such as health checks, drug and alcohol sessions, Social Care and YOS appointments.		- Young people's files - Young person's interviews
<b>Young people's support needs and risky behaviours are appropriately managed by the provider</b>	Risk management plans on each young person are to be completed by the provider and Social Worker at the start of placement.	Within 5 days of the start of placement	- Young people's files - Provider self -assessment
	Risk assessments to be reviewed at regular intervals	A minimum of every 3 months and more often if risks change	- Young people's files - Provider self -assessment
	Risk management plans are robust and practical and conducted by a worker who is well trained	On-going	- Young people's files - Provider self –assessment - Staff files
	The provider makes appropriate referrals and allocations decisions for new and existing placements with regard to	On-going	- Referrals and allocation policy - Young people's files

	matching with existing residents risks and need, staff skills and expertise, location of the accommodation and level of support offered.		- Referrals and allocation files
	All Staff (paid and unpaid) receive training in assessing and managing young people's risks	During induction and reviewed a minimum of every 3 years	- Staff files - Staff training plans - Staff interviews
<b>All staff (paid and volunteers) have the appropriate skills, competencies and are well supported for working with vulnerable young people in semi-independent accommodation</b>	All staff have participated in a thorough induction programme with the provider prior to working alone with young people. This should include, but not be limited to, the providers policies and processes, introduction to local agencies, health and safety, fire safety, food hygiene, risk management, safeguarding, alcohol and drug mis-use, Mental health issues and CSE.	At start of employment	- Staff files - Interviews with staff - Whole service training programme
	Staff receive timely training on specific support issues as required –e.g. self-harming if they are working with a young person with these issues	As required	- Staff files - Interviews with staff - Whole service training programme - Young people's files
	All staff have received Safeguarding Children training as part of their induction and have received regular refresher training.	During induction and reviewed a minimum of every 3 years	- Staff files - Interviews with staff - Whole service training programme
	All staff have received a satisfactory DBS check prior to working unsupervised with young people (further checks should be made through the consulate for EU nationals and staff from other countries)	During recruitment process and every 3 years	- Staff files - Interviews with staff
	Robust processes are in place for recruiting and interviewing staff including, and not limited to,	During recruitment process	- Staff files - Recruitment policy

	safeguarding and competencies interviews, written references and verbal checks, double checking employment history and qualifications.		- Providers self-assessment
	All staff receive regular supervision and guidance from a consistent member of the management team.	Once a month minimum and more often if required e.g. during induction period	- Staffing and Supervision Policy - Staff files - Staff interviews
<b>The accommodation is maintained to an excellent standard</b>	The provider has and regularly reviews the health and safety policy.	Annual reviews	- Health and Safety and Fire safety policy
	The provider has a system in place and conducts regular checks for health and safety and fire safety	Frequency to be determined by checks required	- Health and Safety and Fire safety policy - H&S and fire safety records of routine checks
	The décor and furnishings are maintained to a high standard and repairs and maintenance are carried out in a timely manner		- Young people's interviews - Complaints - Maintenance log - Inspection of home
<b>Young people develop the skills to live independently whilst in placement</b>	Each young person has an assessment of their life-skills.	1 <sup>st</sup> month of placement	- Young people's files - Interviews with young people and Social Worker
	Each young person has an individualised plan to develop their life-skills focussed on achieving outcomes. It will correlate with the results of the life-skills assessment and placement plans. Regular reviews should take place to monitor effectiveness	At the end of first month with regular reviews until end of placement as agreed with the Social Worker and Commissioning team.	- Young people's files - Independence skills framework - Interviews with young people and Social Worker
	Key working sessions should focus on achieving the outcomes in the placement and life skills plans.	Frequency agreed with the Social Worker, young person and Commissioning Team	- Young people's files - Interviews with young people and Social Worker - Funding Authorisations

<b>The young person's voice is heard in service delivery</b>	Young people are consulted and encouraged to participate in planning of service delivery including house rules, sanctions and the decoration / running of the house.	Regular intervals throughout the placement	<ul style="list-style-type: none"> <li>- House meeting minutes</li> <li>- Young people's interviews</li> <li>- Provider's records</li> </ul>
	Young people are involved in their support planning and decision making processes.	Throughout the placement	<ul style="list-style-type: none"> <li>- Young people's files</li> <li>- Young people's interviews</li> </ul>
<b>All young people are supported to access and maintain appropriate education, training and employment.</b>	There is a strong culture and high expectations that young people attend and positively engage in ETE. This should have strong links to placement planning, key working sessions and the life-skills plan	Throughout the placement	<ul style="list-style-type: none"> <li>- Young people's files</li> <li>- Interviews with young people and Social Worker-</li> <li>- Placement plan</li> <li>- Key work records</li> </ul>
	Staff help to facilitate young people's access to and maintenance of ETE placements through partnership working with Connexions, the Social Worker and other training and employment providers	Throughout the placement	<ul style="list-style-type: none"> <li>- Young people's files</li> <li>- Interviews with young people and Social Worker-</li> <li>- partnership working agreements</li> </ul>
<b>A culture of Safeguarding children and Young people is embedded in the organisation</b>	All staff have received Safeguarding Children training as part of their induction and have received regular refresher training at a minimum of 3 yearly intervals.	During induction and reviewed a minimum of every 3 years	<ul style="list-style-type: none"> <li>- Staff files</li> <li>- Interviews with staff</li> <li>- Whole service training programme</li> </ul>
	The provider has a safeguarding policy and procedure that is compliant with the local safeguarding children board procedures	Reviewed annually	<ul style="list-style-type: none"> <li>- Policies file</li> </ul>
	Staff can demonstrate an understanding of Safeguarding	At all times	<ul style="list-style-type: none"> <li>- Staff files</li> </ul>

	policies and procedures and professional boundaries when working with young people		<ul style="list-style-type: none"> <li>- young People s files</li> <li>- Interviews with staff</li> <li>- Incident reports</li> </ul>
	A log is maintained of Safeguarding incidents and evidences that appropriate action was taken in line with the Council's Safeguarding policies.	At all times	<ul style="list-style-type: none"> <li>- Safeguarding log</li> <li>- Incident reports</li> </ul>
	Young people are aware of the system for raising safeguarding concerns.	Throughout placement	<ul style="list-style-type: none"> <li>- Young people's interviews</li> <li>- Young people's file</li> </ul>
<b>Incidences of young people going missing are well managed</b>	The provider has a robust policy and procedures in place for managing incidences of 'missing' which is appropriate to the style of accommodation and support provided.	Annual reviews	<ul style="list-style-type: none"> <li>- Missing Policy</li> <li>- Safeguarding policy</li> </ul>
	There is evidence of good practice around incidences where young people have gone missing. This should include effective joint working with, and timely notification to, the Police and Social Care and individualised plans are agreed with the Social Worker dependant on the young person's risks and needs.	At all times	<ul style="list-style-type: none"> <li>- Serious incidences log</li> <li>- Young people's files</li> </ul>
<b>There is a positive ethos in place for managing young people's behaviour within the home</b>	Licence conditions / house rules are appropriate to the age of the young people and style of accommodation.	Reviewed annually and more frequently if required	<ul style="list-style-type: none"> <li>- House rules</li> <li>- Licence conditions</li> <li>- Young people's feedback in house meetings etc.</li> </ul>
	There is a transparent framework in place for rewarding positive behaviour and dealing with infringement of the house rules that is fair and understood by the young people.	Reviewed annually and more frequently if required	<ul style="list-style-type: none"> <li>- Young people's interviews and feedback</li> <li>- Behaviour management policy</li> </ul>
<b>Significant Incidents and concerns and complaints</b>	There is a robust policy in place for reporting and dealing with serious incidents.	Reviewed annually	<ul style="list-style-type: none"> <li>- Policies file</li> </ul>

<b>are dealt with effectively</b>			
	There is evidence that effective action has been taken during and following each serious incident and the outcome has been shared with the Social Worker and Commissioning Team within 24 hours.	When required	<ul style="list-style-type: none"> <li>- Serious incidents log</li> <li>- Young Peoples files</li> <li>- Staff files</li> </ul>
	There is a policy in place for dealing with concerns, compliments and complaints	Reviewed annually	<ul style="list-style-type: none"> <li>- Policies file</li> </ul>
	The provider takes timely and robust action to investigate complaints thoroughly and to put things right if required. The provider keeps the Social Worker and the Commissioning Team well informed.	When required	<ul style="list-style-type: none"> <li>- Complaints and concerns log</li> <li>- Young people's files</li> <li>- Staff files</li> </ul>
<b>Young people are well supported through transition into Adult services and alternative accommodation at 18 years</b>	The provider will work jointly with the Social Worker/ Personal Adviser and young person to ensure that the young person is well informed and supported to find alternative accommodation post 18 years. This could include helping the young person to find suitable accommodation during key work sessions.	Throughout the placement	<ul style="list-style-type: none"> <li>- Young people's files</li> <li>- Placement plan</li> <li>- Interviews with young people</li> </ul>
	The provider will work with the Social Worker/ Personal Adviser to ensure that young people moving into Adult Social Care services at 18 years have a smooth transition and feel well supported	Throughout the placement and at 18 years	<ul style="list-style-type: none"> <li>- Young people's files</li> <li>- Placement plan</li> <li>- Interviews with young people</li> </ul>

## **Appendix 2- Placement and Cost Agreement**

This document is attached separately and is accessible on the E-procurement system.



Appendix 2-  
Placement Agreement

## Appendix 3- Accommodation Suitability Checklist

In order for the Council to be able to discharge its homelessness duty, we need to satisfy statutory requirements laid down in the Homelessness (Suitability of Accommodation) (England) Order 2012.

To be eligible to join the Care Leaver's Accommodation Dynamic Purchasing System the Council requires confirmation that any property that you source will meet the criteria listed in the checklist below.

**If you answer 'No' to any of the questions below and / or are not able to supply copies of any of the requested documents, we regret that we will not be able to include your organisation in this Dynamic Purchasing System.**

**Please refer to the attached guidance notes for clarification of the questions.**

	Y	N	N/A
Is the property in a reasonable physical condition?			
Is all electrical equipment supplied safe?			
Has a fire risk assessment been carried out?			
Does the property have a working carbon monoxide alarm?			
If the property is a House in Multiple Occupation (HMO), does it have the required licence or has it been inspected within the past 24 months by the Private Sector Housing Team at Southend Borough Council?			
Is the Landlord deemed to be a 'fit and proper person'?			

We also require **copies** of the following documents (do not send original documents);

The current Energy Performance Certificate

The current Gas Safety record

A copy of the proposed tenancy agreement – **Licence to Occupy**


### **Declaration**

I hereby acknowledge that the information provided is accurate and correct. If the information provided is not correct, I accept that this may result in the property being found to be unsuitable and I would not be able to claim recourse for any lack of rental income if the tenant needs to be moved to alternative accommodation.

Name (print):	Company Name:
Are you a member of SEAL Yes/No	
Signed:	Date:

## Guidance Notes

These notes give further explanation of the entries on the Care Leaver's Accommodation DPS Suitability Checklist. These definitions are taken from the 'Homelessness (Suitability of Accommodation) (England) Order 2012', and the 'Supplementary Guidance on the homelessness changes in the Localism Act 2011 and on the Homelessness (Suitability of Accommodation)(England) Order 2012'

### 1. Is the property in a reasonable physical condition?

*In determining whether the property is in reasonable physical condition attention should be paid to signs of damp, mould, indications that the property would be cold, for example cracked windows, and any other physical signs that would indicate the property is not in good physical condition.*

By answering 'Yes' you are confirming that a visual inspection of every property will be carried out, paying particular attention to the points mentioned above.

### 2. Is all electrical equipment supplied safe?

*Landlords are by law required to ensure that all electrical equipment in a property is safe. The local authority are required to satisfy themselves that any electrical equipment provided in the property meets the requirements of regulations 5 and 7 of the Electrical Equipment (Safety) Regulations 1994. Generally speaking, it is likely that a visual inspection of the property, by a person authorised to act on behalf of the local authority, that checks for obvious signs of loose wiring, cracked or broken electrical sockets, light switches that do not work and evidence of Portable Appliance Testing will be indicative that the specific regulations have been applied.*

By answering 'Yes' you are confirming that a visual inspection of the electric fixtures and fittings will be carried out as described above, and any electrical equipment in the property has passed PAT checks.

### 3. Has a fire risk assessment been carried out?

*The Fire Safety Order applies to the common or shared parts of multi-occupied residential buildings. As such landlords, owners or managing agents will need to carry out a fire risk assessment of the common parts and implement and maintain appropriate and adequate fire safety measures. As part of their responsibilities, landlords should put in place appropriate management and maintenance systems to ensure any fire safety equipment or equipment which may represent a fire hazard, is maintained in good working order, and in accordance with the manufacturers instructions. Landlords are also required to ensure that furniture and furnishings supplied must comply with the Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended). Local authorities and fire and rescue authorities should work together to ensure the safety of domestic premises including the provision of fire safety advice to households (such as the benefits of a working smoke alarm). Local authorities will need to satisfy themselves that these regulations have been adhered to.*

By answering 'Yes' you are confirming that a fire risk assessment will be carried out if applicable, that fire safety measures (and items representing a fire hazard) are in working order, and any furniture and furnishings conforms to the fire safety regulations as detailed above.

### 4. Does the property have a working carbon monoxide alarm?

*Local authorities are asked to satisfy themselves that the landlord has taken reasonable precautions to prevent the possibility of carbon monoxide poisoning in the accommodation, where such a risk exists. Taken together with a valid gas Safety Record, the installation of a carbon monoxide alarm would constitute reasonable precaution to prevent the possibility of carbon monoxide poisoning, where such a risk exists.*

By answering 'Yes' you are confirming that working carbon monoxide alarm(s) will be present in properties that contain gas appliances / boilers.

**5. If the property is a House in Multiple Occupation (HMO), does it have the required licence?**

*If the accommodation is a house in multiple occupation subject to licensing under section 55 of the Housing Act 2004 it must have the required license*

*If the accommodation is a house in multiple occupation subject to additional licensing under section 56 of the Housing Act 2004 it must have the required license*

By answering 'Yes' you are confirming that the property will have the necessary HMO licence (if applicable)

**6. Is the Landlord deemed to be a 'fit and proper person'?**

*Are you aware whether the landlord has;*

- (i) committed any offence involving fraud or other dishonesty, or violence or illegal drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements);*
- (ii) practised unlawful discrimination on grounds of sex, race, age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, sexual orientation, gender identity or gender reassignment in, or in connection with, the carrying on of any business;*
- (iii) contravened any provision of the law relating to housing (including landlord or tenant law); or*
- (iv) acted otherwise than in accordance with any applicable code of practice for the management of a house in multiple occupation, approved under section 233 of the Housing Act 2004*

By answering 'Yes' you are confirming that none of the criteria above apply to the landlord as far as you are aware.

**7. Licence to Occupy**

*Ensure that [the tenancy agreement] sets out, ideally in a clear and comprehensible way, the tenant's obligations, for example a clear statement of the rent and other charges, and the responsibilities of the landlord, but does not contain unfair or unreasonable terms, such as call-out charges for repairs or professional cleaning at the end of the tenancy.*

By answering 'Yes' you are confirming that the licence to occupy clearly sets out the tenant's and landlord's responsibilities and does not contain unfair terms as per the examples above.