

The Suitability of the Location of the Proposed Offer of Temporary Accommodation

Detailed Assessment - Form D

Checklist to assess the suitability of the location of the property being considered for offer

Core Assessment Check 1:

Assessing the significance of any disruption which would be caused by the location of the accommodation to the employment of the applicant and any member of their household.

Action 1:

Record the details about the applicant's **employment**, or a member of their household, to help you assess the significance of any disruption that would be caused by the location of the proposed offer.

Q#	Question	Answer	Notes
1.	Is the applicant or a member of their household employed?		If no, go to Q12.
2.	If so what work do they do?		
3.	Where do they work (location)?		
4.	Are they employed in:		
	a. Full time permanent work?		
	b. Part time permanent work?		
	c. Casual work or short term contract?		
5.	Are they self employed?		
6.	How many hours a week do they work?		
7.	What is their estimated take home pay?		
8.	Employer's details		
9.	How long have they been in their current job?		
10.	Is the applicant or a member of their family on Maternity Leave with an express intention to return to work?		
11.	If so what date do they expect to return to work?		

Q#	Question	Answer	Notes
12.	Has the applicant or any household member been offered permanent employment in the Borough or close to the Borough?		If 'no' to Q1 above and Q12, go to Core assessment 2 Education tab.
13.	If so record the prospective employer's details, whether it is full time/part time and expected start date		

Action 2: Employment:

Can the applicant reasonably continue in their existing employment?

As a general guide where the offer is to be in the borough, or close to it, the impact is unlikely to be significant unless there are poor public transport links to and from the place of work. (This is not likely to be the case where offer is in London or town city). However, this question should still be considered and the conclusion reached recorded. Despite good public transport there may be other relevant factors, for example, there could be an impact of the proposed location on existing child care arrangements.

Q#	Question	Answer	Notes
1.	Is there an impact re the prospective property location on the applicant's ability to continue to work in their current employment?		
2.	If so what is the impact?		
3.	How does the applicant currently get to their work?		
4.	Can the applicant realistically be expected to travel to work from the new location using any of the above forms of transport?		
5.	What is the estimated travel time from proposed address to the work place?		

Q#	Question	Answer	Notes
6.	What are the estimated travel costs from the proposed offer address to their work place?		
7.	How much extra is the estimated travel costs per week when compared to the applicant's current travel costs?		
8.	Does the applicant work shifts or night work?		
9.	If so can the applicant get to work using public transport and meet their shift or night work requirements?		
	Conclusion Reached - The applicant is able to realistically travel to and from work and any additional cost would be affordable?		

Action 3: Assessing the impact on any childcare needed to work

Q#	Question	Answer	Notes
1.	Does the working applicant use childcare?		
2.	If so is this provided by family/friends or a registered child minder?		
3.	What is the cost of childcare per week?		
4.	What is the postcode location of the childcare?		
5.	How long is it estimated it will take to travel from the proposed offer location to the childcare address?		

Q#	Question	Answer	Notes
6.	Would there be any additional travelling costs involved in travelling to the childcare in addition to the additional costs of travelling to work from the new location? If so record these additional costs.		
7.	Is the childcare close to the place of work or close to the applicant's current address they are homeless from?		
8.	If close to work there is less likely to be an impact. If close to current address is it practical and affordable for the applicant to be able to drop children off (and collect them after work) at the current childcare address and still be able to get to work on time?		
9.	If not are there family or friends where the child/children can be dropped off and taken onto the childcare address?		
	Conclusion Reached - It is realistic and practical for the applicant to continue to use their current childcare arrangements and are any additional travel costs affordable.		If 'no' go to Action 4.

Action 4: The availability of alternative childcare if the current childcare arrangements are not sustainable

If it is not possible or practical for the applicant to continue with their current childcare arrangements you will need to check that there is childcare options available to the applicant either in the location of the offer or close to the applicant's employment.

Q#	Question	Answer	Notes
1.	Are there current vacancies for childcare available (child-minder, nursery, work place nursery) either in the location of the proposed offer or close to the applicant's employment? List the number of vacancies.		See note below for link
2.	What is the estimated cost of the childcare options available and how does this compare with the cost of the applicant's current childcare arrangements?		
	Conclusion Reached - It is realistic, reasonable and affordable for the applicant to obtain alternative childcare and continue with their employment.		

Note for the officer: You can obtain details of all registered child-minders for any local authority district and the list of current vacancies through the link below. Each local authority will also have details of pre-school schemes, nursery and free early years education schemes.

<https://www.gov.uk/find-registered-childminder>

Overall conclusion on the significance of any disruption which would be caused by the location of the accommodation to the employment of the applicant and any member of their household.

Q#	Question	Answer	Notes
	Affordable – re any additional travel and childcare costs		
	Will allow existing childcare arrangements to be continued or alternative provision is available		
	The commuting distance and time is reasonable		
	Therefore the applicant and/or a member of their household can/can't continue to maintain their current employment		

- ✓ Guidance Notes for officers for completing the above assessment information:
- ✓ To estimate the time it would take to travel to employment from the new location and record this. Use Transport for London Journey Planner <https://tfl.gov.uk/plan-a-journey/> - This will give you the route and time for both tube and bus separately and will also give you a cycling time estimate where this is realistic given the location.
- ✓ Outside of London use the Traveline journey planner <http://www.traveline.info>
- ✓ This will give you public transport options to and from any destination in the UK
- ✓ Or for the South East, South West and the West and East Midlands use http://www.travelinesoutheast.org.uk/se/XSLT_TRIP_REQUEST2?language=en&timeOffset=15
- ✓ Estimate the cost of travel for the applicant's working week (full time or part time) and compare this to the estimated travel costs to work from their current location now.
- ✓ There is always likely to be an impact of the new location on the applicant's work but is there an unacceptable impact re:
- ✓ The additional cost of travel to and from work would mean the applicant would not be able to afford rent/food/fuel and other reasonable expenditure, or
- ✓ The additional cost of childcare would mean the applicant would not be able to afford rent/food/fuel and other reasonable expenditure, or
- ✓ The new location would mean that the applicant cannot physically get children to school and then get to work on time and has no other help to take the children to school.

- ✓ Where the conclusion is that the new location makes the employment unaffordable is there anything the council can do to mitigate the costs such as offering to contribute to the additional travel costs whilst the applicant is in this temporary accommodation.

Action 5: Employment:

Where you are satisfied it would not be practical, reasonable or affordable for the applicant to continue to travel to their existing employment from the proposed offer location you will need to explore the nature and type of employment and whether there are similar employment opportunities in the new location.

Q#	Question	Answer	Notes
1.	How long has the applicant been employed?		
2.	Is it a permanent contract or fixed term contract, or casual or agency work?		
3.	Is the employment full time or part time?		
4.	Is the applicant self-employed?		
5.	If so how is the work performed – from home or at a location or several locations?		
6.	Is the work 'marginal and ancillary' Although this phrase comes from the test of eligibility for EEA workers it may be a useful test to use for assessing the employment.		
7.	Is the applicant engaged in paid employment which is ' genuine and effective ' rather than being merely ' marginal or ancillary '?		

Guidance Note on marginal and ancillary employment:

- ✓ Marginal can be taken to mean that the work involves so little time and money to be largely irrelevant to the lifestyle of the worker ie working for say £10 a week. It is ancillary because on the facts obtained the worker is clearly spending most of their time on something else not work.

- ✓ You may wish to consider using the **DWP Minimum income threshold** brought in by the DWP from 1/3/14. To show an applicant is undertaking genuine and effective work in the UK an EEA migrant will have to show that for the last 3 months they have been earning at a level at which employees start paying national insurance. This is £150 a week equivalent to earning national minimum wage working for 24 hours a week.

Actions that you need to take depending on the length and contract type of employment

1. **Short-term contract or where you consider the work to be ‘marginal and ancillary** – Don’t dismiss the question of work because of the short term nature or marginal gain. You still need to record whether there are similar work opportunities in the area of the location of the proposed offer. Use the DWP job search website below to check this.
2. **The applicant is employed in Agency work** –Record here the details for all employment agencies in the area of the proposed offer that cover work of a similar nature or at a similar level of re-numeration as currently received by the applicant.
3. **The applicant is in Permanent Full time work or Permanent Part time work** - Record here the details for all employment agencies in the area of the proposed offer that cover work of a similar nature or at a similar level of re-numeration as currently received by the applicant. It not reasonable to merely assume that a person may be able to gain similar employment in a new area you must check that the type of employment is available through undertaking the checks below:

Further guidance for officers on completing the section on the availability of alternative work

- ✓ Where the applicant works for a company with a national presence in the area of the proposed offer check whether it is possible for employees generally to transfer and how long this is likely to take. Talk to their recruitment or HR department nationally or the local store. Be careful not to give any confidential information away about the specific applicant.
- ✓ Where there is no branch close to or within reasonable travelling distance of the proposed offer you will need to check the availability of 1) similar work or 2) work with similar level of re-numeration and that the applicant would be able to perform.

Help to complete checks into the availability of alternative work

- ✓ Use the DWP Job search website to locate similar jobs. This website allows you to set a search by type of job and distance from the location of postcode of the offer. Record the number of similar jobs available at the date of potential offer. There must be real evidence that alternative jobs are available not mere assumption.
- ✓ Eg - Specific check there are vacancies at the local Tesco where the person works at Tesco. If none check there are similar posts available for any national supermarket for the area of the proposed offer.

- ✓ If the applicant is employed in cleaning check the DWP website and or agencies that specialise in cleaning jobs.
- ✓ For jobs such as licenced taxi drivers check that the list for that area is not closed. Check that the applicant will be able to apply for a taxi licence or that there are vacancies for mini cab drivers.
- ✓ For locations used more frequently this information should be routinely collected including lists of local agencies and the type and range of jobs on offer in and near to that location.
- ✓ Do not forget to consider the applicant or any household members if on maternity leave but where they intend to return to work at their place of employment.
- ✓ DWP Jobsearch website

Q#	Question	Answer	Notes
	Conclusion on the availability of alternative work: It is realistic and practical for the applicant to 1) either transfer to similar work with the same employer in the location of the new location; or 2) This is not realistic but there are sufficient vacancies for work of a similar type and re-numeration in the new location; or 3) There is work of a similar level of re-numeration and the applicant is able and has the skills to perform this type of work.		

Core Assessment Check 2:

Assessing the significance of any disruption that may be caused by the location of the accommodation to the education of the person or members of the person's household.

Action 1 Education:

Check whether children can remain in their existing school and are able to travel from their new location.

Q#	Question	Answer	Notes
1.	How long will the journey/s take on public transport?		If no members of household in education proceed to Core Assessment 3 Disruption
2.	Record here how the journey will be achieved by bus or train or both and the estimated time. Use the travel websites listed for employment above to help you.		
3.	How do children currently get to their school?		
4.	Would there be additional costs of travelling to school from the new location that over and above the current costs?		
5.	Is the cost of travel from the proposed offer address affordable?		
6.	Would any child qualify for free or subsidised travel to school from the new location?		
7.	Can all the children in the household travel to school using public transport by themselves?		
8.	Does the age of the children/child make travelling to school by themselves not possible or is any child suffering from a condition or disability that does not make this possible?		

Q#	Question	Answer	Notes
9.	If children cannot travel by themselves can the applicant take them or are there other relatives that can arrange to collect them from the proposed offer location and take them to school?		
10.	If it is claimed that the applicant cannot take them and pick them up from school what is the reason given for this? eg the applicant may work and may claim he/she cannot take the children to school and get to work on time and no one else can take the children to school.		
11.	Is the time that it will take to travel unrealistic? (There is no set time but a guideline might be 1hr travelling time by public transport)		

Conclusion:

Q#	Question	Answer	Notes
a)	It is realistic, reasonable and affordable is it for children to travel to their existing school from the proposed new location?		
b)	Travelling to the existing school/s is affordable?		
c)	Travelling time and commuting method is reasonable?		
d)	Children are able to travel to school unaided or where they require to be escorted there are no accepted reasons why the applicant cannot take them or there are other alternative arrangements that can be made with family or friends to take them to school?		

Action 2 Education:

Where children would have to move schools is this possible and reasonable?

Action 2(a) Assessing any impact on children where the family are in receipt of a statutory service from Children's Services or another statutory or family intervention/support service (or are in the process of being assessed for any such service):

Q#	Question	Answer	Notes
	Do any children receive any of the following services from Children's Services or another statutory or family intervention/support service (or are in the process of being assessed for any such service):	-	
a)	Child Protection services – (this is one of the criteria for consideration of an offer in the Council's area or close by)		
b)	Family Support or Early Help Services		
c)	Troubled Families services		
d)	Any other Social Services input such as Section 17 Support		

If so contact that service to ascertain their professional opinion on the impact of any move. There will always be an impact but what you are looking to assess is whether the move would have a significant and detrimental effect on the wellbeing of the child and the evidence with the evidence to back this up if that is the opinion given.

Record the outcome of these inquiries here:

Action 2(b) Assessing any impact on children where a child has been diagnosed as having one of the following conditions and may or may not have a statement of special educational needs – SEN (or is in the process of being assessed):

Q#	Question	Answer	Notes
a)	Aspergus		
b)	ADHD		
c)	Autism		
d)	Significant behavioural problems		
e)	A mental health condition		
f)	A learning disability		
g)	A physical disability		
h)	A child specifically in a special educational school		

If any of the above conditions apply to a child in the household you may need to contact the school or the child's health professional if there is one and ask 1) how long has the child been receiving this service 2) Is the child currently receiving treatment for the condition? 3) Would there be likely to be a significant impact on the child's well being if they were to move schools; and 4) (where there is ongoing medical treatment) how easy will it be to transfer the treatment. There will always be an impact but what you are looking to assess is whether the move would have a significant and detrimental effect on the wellbeing of the child and the evidence with the evidence to back this up if that is the opinion given.

Record the outcome of these inquiries here:

Action 2(c) Assessment required where there is a child with a Special Educational Needs (SEN).

Q#	Question	Answer	Notes
1.	Has a child been assessed as having Special Educational Needs (SEN) that affect their ability to learn?		
2.	If so what is the need that has been assessed?		
	a. behaviour or ability to socialise, eg not being able to make friends		
	b. reading and writing, eg they have dyslexia		
	c. ability to understand things		
	d. concentration levels, eg they have Attention Deficit Hyperactivity Disorder		
	e. physical needs or impairments		
3.	Is a child awaiting the outcome of a SEN assessment?		
4.	Has a child been assessed as requiring an Education, Health and Care (EHC) plan? An EHC Plan is for children and young people aged up to 25 who need more support than is available through special educational needs support. EHC plans identify educational, health and social needs and set out the additional support to meet those needs.		
5.	Whether a child is subject to services under an assessment of special educational needs or has been provided with a specific Educational, Health and Care Plan you should contact the SEN coordinator (SENCO) for the child's school.		

Actions required as part of the assessment:

a)	Record whether the view of the SEN Co-ordinator is that there is likely to be a significant impact on the child's well being if they were to move schools despite the SEN support being able to be provided a new school:
b)	Record the evidence as to why they believe this to be the case:
c)	Contact the education school admissions service for the local authority to ascertain how quickly a SEN assessment can be carried out within that local authority and whether the existence of an existing SEN assessment means that an equivalent level of support can be provided:

- ✓ Advice to assessment officers - You are seeking to consider the impact on a child with SEN of a move and where a change of schools would be significantly detrimental to their well-being of the child despite the fact that the child is able to receive a similar assessment and award of SEN help. Do consider if there would be a break or delay in providing that service and the impact on the child.
- ✓ The severity of the impact will depend on what the SEN award is for such as - behaviour or ability to socialize; reading and writing, eg they have dyslexia; ability to understand things; concentration levels, eg they have Attention Deficit Hyperactivity Disorder; any physical needs or impairments.

Action 3:

Assessing the general impact of moving schools on a child's educational development and performance.

- ✓ Guidance for the assessment officer - There will inevitably be some impact on a child's education if they were to move schools. The test for the officer to determine is the significance of any impact and what steps can be taken to 1) safeguard the interests of the child and 2) to promote the interests of children as a result of the Children Act Section 11 duty placed on local authorities as confirmed by the *Nzolameso v Westminster Supreme Court Case*.
- ✓ When considering the Children Act duty re the suitability of the offer location note that the duty to 'Safeguard' children is different from the duty to promote their welfare - the latter requires you to show how you have had regard for their future. This may mean in order to meet this requirement the Council may need to offer help to reduce the impact and ease any transition to the new location.

Q#	Question	Answer	Notes
1.	How long have children been at their existing school? A short timescale may mean that a move would not be so disruptive but do consider disruption to education if children have already moved schools frequently in the recent past.		
2.	Is there any information that indicates that a child is frequently missing school and why is this the case?		
3.	Is there any information that indicates that a child is significantly behind in their education (ie it is claimed that they are behind compared to where the school say their assessed ability should be)?		

Q#	Question	Answer	Notes
	If the answer is yes to the above this is likely to require a conversation with the relevant class teacher or school year pastoral lead/key stage lead in order to consider their view on whether they believe that a move would have a significant detrimental impact on the child; the facts given to back up this statement and what they believe can be done to reduce the impact.		
4.	Are any children at a key stage of their education in terms of public examinations such as Year 11 (Final year of GCSEs) or year 12/13 (A-Levels, AS levels)?		
5.	How disruptive would a change of school be?		
	This could be because they are shortly to take GCSEs, A Levels or similar examinations. Where children undertake modular courses it may be claimed that a change of exam board would be detrimental. Speak to the school as to how realistic it is to transfer over work to a new school.		
6.	Consider and list what support is available, or could be made available, to minimise the impact of moving schools on the children. This action relates to the duty under the children Act to promote the welfare of children.		

Q#	Question	Answer	Notes
7.	Check with the school admissions department for the local authority area and identify all current primary and secondary schools with vacancies (including faith schools) and the distance these schools are from the proposed offer location. Are there any known problems in arranging school placements in the part of the authority's district where it is proposed to make the offer of accommodation? There is an obligation on the authority to arrange school placements the key issue is whether there will be a delay that may impact on children's education.		
8.	Ascertain the application and registration process and whether there is likely to be any delay in being admitted into a school.		
9.	Where there is likely to be a delay in admitting a child to a new school in the area of the proposed offer – you may need to consider an offer to pay for self help school education books so that children can be tutored from home whilst waiting for a place.		
10.	Offer the applicant a <i>"Planning moving schools support and transition meeting"</i> where any additional requests of the family to help the transition and minimize the impact will be considered. These could include all the practical help and support to help the applicant apply for school places.		

Conclusion:

Q#	Question	Answer	Notes
	I have fully assessed the significance of any disruption that may be caused by the need for children to transfer to another school and I am satisfied that the offer location is suitable.		

Core Assessment Check 3:

Assessing the significance of any disruption that may be caused by the location of the accommodation on:

- 1) Impact on the applicant of having to move GP and health care.**
- 2) Impact on medical treatment provided by a local hospital or specialist hospital.**
- 3) Impact on depression or a mental health condition.**
- 4) Impact re the proximity and accessibility of the accommodation to medical facilities and other support which (i) Are currently used by or provided to the person or members of the person's household; and (ii) Are essential to the well-being of the person.**
- 5) Impact of the significance of any disruption that may be caused by the location of the accommodation to caring responsibilities.**
- 6) Impact on the applicant and their household of moving away from family/friends/and community groups providing essential support.**
- 7) Impact on the applicant and their household on their ability to maintain community links and be able to access food, places of worship.**
- 8) Impact re the location is suitable in that it is in an area with good public transport and access to shops and services.**

Action 1:

Assessment of impact of moving GP Surgeries and existing medical treatment

Q#	Question	Answer	Notes
1.	Is there any over-riding reason why the applicant cannot move GP to the new area?		
2.	Why can't move GP – Why is remaining with that GP essential? How long have you been with that GP? National Health Service with GPs any location.		
3.	How long has the applicant been registered with the GP surgery		
4.	Claim that the applicant only ever sees one GP?		

Q#	Question	Answer	Notes
5.	Why is the claim that applicant requires specifically the health care of the same GP?		
6.	Consider that the transfer of medical records and continuity of treatment from the GP will happen automatically upon re-location ensuring any medical condition will not suffer from a lack of treatment.		
7.	How frequently does the applicant see their GP?		
8.	Where an applicant indicates that they rely on their GP for support where they have depression consider contacting the current GP to request that they write a specific letter of introduction and outlining the anxiety of the applicant to the prospect of changing GPs and need for early contact from the new surgery to minimize anxiety and any potential detrimental impact on the applicant's depression.		

Conclusion:

Q#	Question	Answer	Notes
	The offer and location is suitable having considered the impact on the applicant of having to move GP and health care.		

Action 2:**Assessment of the impact of moving to a location that is further away from medical treatment provided by a local hospital or specialist hospital**

Q#	Question	Answer	Notes
1.	Consider whether the applicant (or a member of their household) will be able to continue to receive medical treatment for any condition in their new location.		
2.	What is the condition?		
3.	Why can't the applicant continue their medical treatment?		
4.	Is it a specialised hospital? How often must they attend daily/weekly/quarterly?		
5.	Can that treatment be delivered by another hospital?		
6.	If there is a risk to treatment consider the offer of paying for the travel costs to a specialised hospital for a period of time until treatment finishes or treatment can be transferred.		
7.	Where the applicant or a member of their family is attending hospital treatment that is only available in a specialist London hospital check and record how frequently treatment is required and for how long it will be required?		

Q#	Question	Answer	Notes
8.	Record the cost of travel in order to continue to attend treatment at the specialist hospital. Where this may produce an affordability issue consider meeting these travel costs for the remaining period of treatment are or for a transitional period.		

Conclusion:

Q#	Question	Answer	Notes
	The offer and location is suitable having fully considered the impact of moving to a location that is further away from medical treatment provided by a local hospital or specialist hospital		

Action 3:

Assessing the impact of the move on any depression or a mental health condition for the applicant or a member of their household

Q#	Question	Answer	Notes
1.	Has the applicant or a member of their household been diagnosed with depression?		
2.	If so has any treatment been prescribed?		
3.	What is that treatment – eg antidepressant medication, CBT, exercise, talking therapy?		
4.	If anti depressants what type and at what level dosage?		
5.	Has the depression required a referral to a mental health team?		

Guidance for the assessment officer on considering the impact on any depression/mental health condition

- **Mild to moderate depression** treated through antidepressants or other non-medication therapy.
- Feeling of low mood and anxiety but no feelings of self harm or attempts at self harm.
- Anything at this level can be dealt is likely to be able to be assessed without the need to contact the applicant's GP.
- If low level depression is this being treated and at what level and is it therefore controlled by medication?
- If they're expressing anxiety linked to the prospect of moving and have no recognized condition it's likely to reduce over time.

Severe depression being treated by a mental health service Recent Psychiatric hospital admission.

- Verified history of self harm from GP or other health professional
- On antipsychotic medication
- On injected depot therapy
- Diagnosed condition of bipolar

You will need to seek view of the applicant's medical practitioner on impact of any move and how continuity of treatment could be provided in another area eg setting up treatment care in advance of a move.

Conclusion:

Q#	Question	Answer	Notes
	The offer and location is suitable having considered the impact of the move on any depression or a mental health condition for the applicant or a member of their household.		

Action 4:

Assessing the impact re the proximity and accessibility of the accommodation to medical facilities and other support which -

- (i) Are currently used by or provided to the person or members of the person's household; and**
- (ii) Are essential to the well-being of the person or members of the person's household;**

Actions 2 and 3 consider depression/mental health and other medical treatment and access to hospital treatment. Action 4 considers the impact of changing any health care package or essential support service that is currently provided to the applicant and is essential to their well-being.

If a package of treatment, car or support is essential to their well being it is critical to consider how the applicant will be able to access a similar package of help in the new location.

As a general guide where the offer is to be in the same authority's district the impact is unlikely to be significant unless there is a post code issue where for example a care package has to be transferred or reassessed. Support could include formal support such as floating support or a formal support package under a legislative assessment and informal support from community organisations, friends, church or mosque.

Q#	Question	Answer	Notes
1.	Is the applicant or a member of their household suffering from an enduring or severe medical, physical or mental health condition?		
2.	If so:		
	a. Who		
	b. What is the condition		
	c. What is the treatment		
	d. Where are they treated		
	e. How frequent is the treatment		
	f. Summary of any medical problems and treatment being received:		

Q#	Question	Answer	Notes
3.	Is this treatment only available in the current location?		
4.	Are they in receipt of a care package or undergoing treatment at present?		
5.	Is that treatment provided by their GP practice?		
6.	Another health care professional?		
7.	At a specific hospital?		
8.	Would the transfer of this care to the new location severely impact on their ability to engage with treatment/care plan and why would this be the case?		

Guidance for Officer in completing this assessment.

- a) You may need to contact the health professional to ascertain how the treatment/care package could be transferred and or how quickly it could be replicated in the new location.
- b) Consider applicants with a severe and enduring mental health or addiction problem who are receiving psychiatric or addiction treatment and aftercare provided by local community mental health services or equivalent, and have an established relevant support network where a transfer of care would severely impact upon their ability to engage with treatment and care plans. The care is likely to be able to be replicated in any new location but what, if any, would the disruption be to their current treatment?
- c) Consider what actions can be taken to support the transfer of care or treatment.
- d) If essential care you may need to commit to writing to the GP or consultant to emphasis how important it is that the care package can be transferred/replicated quickly in the new location.

Conclusion:

Q#	Question	Answer	Notes
	<p>Conclusion: I have fully considered the impact re the proximity and accessibility of the accommodation to medical facilities and other support which:</p> <p>(i) Are currently used by or provided to the person or members of the person's household; and</p> <p>(ii) Are essential to the well-being of the person or members of the person's household;</p> <p>And I am satisfied that the offer and location is suitable.</p>		

Action 5:

Assessing the impact of the significance of any disruption which may be caused by the location of the accommodation to caring responsibilities

As a general guide where the offer is to be in the same authority's district the impact is unlikely to be significant unless a part of the district with poor public transport or where it would impact on caring responsibilities that are continuous.

Q#	Question	Answer	Notes
1.	Is anyone in the household caring for someone else (other than dependent children)?		
2.	Who is being cared for?		
3.	Address of person being cared for?		
4.	Is the applicant in receipt of Carer's Allowance?		

Q#	Question	Answer	Notes
5.	Is it realistic and practical for the applicant to be able to continue to provide care? (Travel costs, time and route)		
6.	Set out details of the caring arrangement		
7.	How many hours of care provided per day/week?		
8.	Nature of care provided?		
9.	Can that care be provided by someone else – another family member or through statutory care?		

Conclusion:

Q#	Question	Answer	Notes
	The offer and location is suitable having fully considered the impact of the significance of any disruption that may be caused by the location of the accommodation to caring responsibilities.		

Action 6:

Assessing the impact on the applicant and their household of moving away from family/friends/and community groups and support

Advice to officers: It is inevitable that any new location will have some impact on the household in terms of moving further away from friends, family, community groups. It is important to assess 1) the extent of any impact; 2) whether this will have a significant impact on their well being and 3) what can be done to support the move so to lessen the impact on the household especially in any transition period.

Q#	Question	Answer	Notes
1.	How far away is the offer of accommodation from family and friends?		
2.	Record travelling time and cost of travel to see family and friends say weekly or fortnightly.		
3.	Ascertain what support the applicant currently receives from		
	a) Family b) Friends c) Charities or Community Groups d) Other statutory services or other voluntary services like floating support.		
4.	If they are receiving support is this support essential for the well being of the household or an individual within it?		
5.	Where you consider the support to be essential can it be maintained or can it be replicated in the new location?		

Maintained issues to consider:

- a) Can friends and family support still be maintained through the applicant travelling or those providing support travelling to the applicant?
- b) Can these ties be maintained?
- c) Will the applicant have access to the internet by phone or laptop and will be able to stay in touch with family/friends – through text/facetime/facebook?

Replicated issues to consider:

1. Where community group or faith groups provide support can this be replicated in the new location?
2. Have you prepared an information sheet (or for more frequent locations a sheet should be pre prepared) with details of local social/cultural/friendship groups for families and individuals and make the offer to draft a letter of introduction if that would help?
3. Consider an offer on-going support from the Council including a hotline and e-mail details available for a minimum 6 months following the move.

4. Where the support of family and friends is considered to be very important but not essential to the applicant's well being consider offering a small amount of money for say a 3 month period of transition to help pay for travel to see family/friends weekly/fortnightly whilst they settle in.

Conclusion:

Q#	Question	Answer	Notes
	I have fully assessed the impact on the applicant and their household of moving away from family/friends/and community groups and support and I am satisfied that the offer and location is suitable		

Action 7:

Assessing the impact on the applicant and their household on their ability to maintain community links and be able to access food, places of worship, etc

If the applicant is a member of a specific ethnic community check and record that there is a community in the new area so that the applicant is able to access support, friendship, and has access to appropriate food, and places of worship.

Q#	Question	Answer	Notes
1.	Check using the internet: 1) Statistical information for the local authority area of the proposed offer information that sets out the ethnic communities by local authority district and by ward. This will be contained in the Census section of the Council's website.		

Q#	Question	Answer	Notes
2.	2) Search using the terms Local Services or Community Links or Community Services for the local authority area and record local Mosques, Churches, Cultural Centres, Islamic Centres, etc and check these are within a reasonable travelling distance of the proposed offer location.		

For areas of more frequent use this information should have already been ascertained and be available.

Conclusion:

Q#	Question	Answer	Notes
	I have fully assessed the impact on the applicant and their household on their ability to maintain community links and be able to access food, places of worship, etc and I am satisfied that the offer and location is suitable.		

Action 8:

The proximity and accessibility of the accommodation to local services, amenities and transport.

This is unlikely to be an issue as all locations used by a local authority are likely to be in urban areas with good public transport and access to shops and services.

Confirm that the offer is in an area with good public transport and access to shops and services.

Conclusion:

Q#	Question	Answer	Notes
	I am satisfied that the offer and location is suitable re it is in an area with good public transport and access to shops and services.		

Core Assessment Check 4:

Where the accommodation is situated outside the district of the local housing authority consider the distance of the accommodation from the district of the authority;

The procurement team will have undertaken a weekly market check with the agents used by the Council to make sure there is not accommodation closer to the Borough than the location of the offer being considered. Where new accommodation opportunities are identified closer to the Borough these will be fed into the pool of properties available to offer.

Conclusion:

Q#	Question	Answer	Notes
	I have considered the distance of the accommodation from the district of the authority and checked: There is nothing available closer to the Borough; The applicant does not meet the criteria for priority for in Borough accommodation; Therefore having considered the distance of the accommodation from our district I am satisfied that the offer and location is suitable.		

Core Assessment Check 5:

Any risk of Violence or domestic abuse in the area of the offer?

Conclusion:

Q#	Question	Answer	Notes
	Is there a risk of domestic violence or domestic abuse or any other violence to the applicant or a member of their household in the offer location?		

Core Assessment Check 6:

Any mobility or adaptation issues

Q#	Question	Answer	Notes
1.	Any mobility problems that you accept need specific property requirements?		
2.	If yes record which household member		
3.	Can manage stairs?		
4.	How many if not?		
5.	Need for lifted or un-lifted property?		
6.	Need for accessible property?		
7.	Need for step free access throughout?		
8.	Need for mobility aids in the property?		

Conclusion:

Q#	Question	Answer	Notes
	The offer is suitable having considered if there are any mobility or adaptation issues.		

Any Other considerations - eg MAPPA case; ASB order; anything else