

This report is public	
Temporary Accommodation Policy	
Committee	Executive
Date of Committee	1 July 2025
Portfolio Holder presenting the report	Portfolio Holder for Housing, Councillor Nick Cotter
Date Portfolio Holder agreed report	6 June 2025
Report of	Assistant Director Wellbeing and Housing, Nicola Riley

Purpose of report

To seek approval for a new Temporary Accommodation Policy.

1. Recommendations

The Executive resolves:

- 1.1 To approve the new Temporary Accommodation Policy

2. Executive Summary

- 2.1 The Council has a duty to provide temporary accommodation for certain households who approach the Council for assistance and who are in housing crisis. The duties that the Council has are outlined within legislation, specifically the Housing Act 1996. The policy outlines the Council's approach, including how placements are made and managed.

Implications & Impact Assessments

Implications	Commentary
Finance	There are no financial implications directly related to the contents of this report to approve a new temporary accommodation policy. The day to day administering and provision of temporary accommodation is met within existing budget and is monitored regularly. Kelly Wheeler, Finance Business Partner, 27 May 2025
Legal	The new policy sets out in detail the Council's statutory duties to provide temporary accommodation under the Housing Act 1996, the Homelessness Act 2002 and the Homelessness Reduction Act 2017.

	<p>The policy provides clear aims and objectives to ensure that the Council complies with its statutory duties within the above legislation and the associated government guidance.</p> <p>Having a policies in place to allow the Council to achieve its statutory requirements is good practice.</p> <p>Denzil – John Turbervill, Head of Legal Services, 28 May 2025</p>		
Risk Management	<p>There are no risk implications associated with this report</p> <p>Julie Miles, Performance Analyst and Developer, 21 May 2025</p>		
Impact Assessments	Positive	Neutral	<p>Negative</p> <p>Commentary</p>
Equality Impact	x		<p>The outcome of the report will ensure the provision of statutory compliant services that consider the needs of vulnerable people, as outlined within Legislation.</p>
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		x	
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?	x		<p>The policy and function prioritises vulnerable people, as outlined within legislation.</p>
Climate & Environmental Impact		x	Not applicable
ICT & Digital Impact		x	Not applicable
Data Impact		x	Not applicable
Procurement & subsidy		x	Not applicable
Council Priorities	Quality Housing and Place Making		
Human Resources	Not applicable		
Property	Not applicable		
Consultation & Engagement	None		

Supporting Information

3. Background

- 3.1 The Council has a duty to provide temporary accommodation to homeless households following an assessment of their needs. This assessment, outlined within legislation, is conducted by the Council and takes account of whether someone is homeless, eligible for assistance and the nature of their household vulnerability. Households that are classed as having a 'Priority Need' due to their household vulnerabilities, are placed within temporary accommodation.
- 3.2 There are different duties within the Housing Act 1996 under which temporary accommodation is provided to homeless households, these are outlined within the Policy document.
- 3.3 The Council has a mixed temporary accommodation portfolio to manage demand. This comprises of partnerships with registered providers of social housing, private sector partners, Council owned accommodation and, where necessary, hotel placements.

4. Details

- 4.1 The new temporary accommodation policy outlines the Council's approach to managing its duties, managing the units of accommodation and managing the placements that are made. It provides an overview of the services and what clients can expect when they are placed.
- 4.2 The new policy outlines how placements are made and what households can expect when they approach the Council.
- 4.3 It provides an outline of the guidelines the Council will use, informed by Legislation and the Homelessness Code of Guidance, on when and how a placement will be considered suitable.
- 4.4 It provides an outline of how placement out of the district area are made and managed and how placements will be prioritised where necessary.
- 4.5 It also outlines how households will be charged for their stay within temporary accommodation and how the Council will end placements, where necessary.

5. Alternative Options and Reasons for Rejection

- 5.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Not to bring forward a Temporary Accommodation Policy. There is no statutory need to have a Temporary Accommodation Policy, so this is an option that could be considered. It is however considered good practice for Council's to have a

Temporary Accommodation Policy in the Council's conversations with its homelessness advisors from the Ministry of Housing, Communities and Local Government, and also is an approach that is and has been replicated by other Council's across the Country. This is therefore rejected.

6. Conclusion and Reasons for Recommendations

- 6.1 It is important that the Council has up to date policies and procedures for its statutory and key service areas and it is important that they are legislatively and operationally sound.

Decision Information

Key Decision	Yes, community threshold met
Subject to Call in	Yes
If not, why not subject to call in	N/A
Ward(s) Affected	All Wards

Document Information

Appendices	
Appendix 1	New Temporary Accommodation Policy
Appendix 2	Equalities and Climate Impact Assessment
Background Papers	None
Reference Papers	None
Report Author	Richard Smith – Head of Housing
Report Author contact details	richard.smith@cherwell-dc.gov.uk 01295 221640
Corporate Director Approval (unless Corporate Director or Statutory Officer report)	Ian Boll, Corporate Director – Communities, 4 June 2025.