

LAWRENCE HOUSE SUPPORTED ACCOMMODATION

Move On Planning Policy

Move on Planning Statement.

The aim of Hinckley Homeless Group is to serve the young homeless of Hinckley and Bosworth (and from time to time other areas at the discretion of the Project Manager) and provide accommodation with specific support services to achieve a successful stay and outcome for those who become resident.

Residents shall be subject to License conditions that set out the terms and conditions of any stay.

A Successful stay and outcome is considered by the group to be one in which a resident fulfills license conditions, can demonstrate personal development and moves on via the linked pathway of support to the lower support environment at the Wykin Project Supported Accommodation within the maximum time period set by the license agreement. Subject to availability and/or suitability at Wykin, move on may be to another sustainable alternative accommodation. During any stay, efforts should be made by residents to make use of support offered by the group, access education, secure places on statutory or independent schemes that promote personal development, or employment.

Records of Move On and categories of accommodation moved to will be kept by staff and regularly reviewed by the Management Committee as part of the ongoing assessment of the process and assessment of the project as a whole.

Hinckley Homeless Group staff will work with the co-operation of any person who becomes resident at any of the premises administered by the group to set and work towards achieving various personal goals agreed with that resident.

The staff aim to:

- Work with residents to achieve move on via the linked pathway of support to the lower support environment at the Wykin Project Supported Accommodation.
- Subject to availability and/or suitability at Wykin, move on to another sustainable alternative accommodation.
- Work with the Wykin Project to ensure that this established move on route is accessed appropriately by residents at Lawrence House.

- Work with other statutory and voluntary agencies involved in housing provision to assist residents of the project obtaining move on accommodation.
- Support residents applications for move on accommodation.

Delivery of Move on Planning

Applications to become a resident will be considered from anyone who falls into the agreed categories of the project. Acceptance of applications will be subject to assessment of likelihood of the project being of benefit to an applicant, and assessing various criteria such as a candidates personal, criminal and health history.

At all times during a stay, residents will be encouraged to plan towards move on, either through obtaining accommodation elsewhere – or via reconcilliation with an estranged family.

Once resident, the prime tool for planning any move on shall be the Personal Development Plan (PDP) which is a 2 way process involving all residents of Hinckley Homeless Group and a key worker assigned to each resident.

Contact regarding personal development between staff and residents shall not be limited to the PDP, but the PDP is an attempt to formalise and measure progress and readiness to move on. PDP meetings should be held at a minimum of once every month.

Various attributes are recorded in the PDP process, which are personal and therefore subject to the Groups Confidentiality Policy, Procedures and guidelines.

The PDP will be measureable using a consistent scoring approach.

The responsibility for the development, review, monitoring and approval of the Move On Planning Policy rests with the Management Committee.

Specifically, the Management Committee is responsible for :-

- Ensuring that the Move On Planning Policy is implemeted and complied with at any facility under the charge of HHG.
- Ensuring that data relating to move ons and move on planning is reviewed at Management Committee Meetings – not less than quarterly, and any trends or issues concerning the policy and it's working are addressed.
- Ensuring that any learning from issues raised by the Project Manager is incorporated in the move on policy and associated procedures.

- Ensuring that the Move On Planning Policy is subject to a full review at regular intervals not to exceed 3 years.
- Approve any Amendments to the Move On Planning Policy.
- Checking that the Project Manager is implementing the Move On Planning Policy.
- Advising the Project Manager in relation to resident move on planning issues brought to their attention.

The responsibility for implementation of the Move On Planning Policy devolves upon the Project Manager.

Specifically, the Project Manager is responsible for:

- Ensuring that all employees are trained in the aspects of move on planning and that move on planning procedures are covered in the staff induction.
- Ensuring that all employees understand and where appropriate are supervised and appraised in respect of their responsibilities for move on planning.
- Ensuring that all residents understand and are aware of the actions and responsibilities they have under the Move On Planning Policy.
- Ensuring that move on planning training needs are regularly reviewed, identified and implemented.
- Identifying and correcting any bad practice or situations that may occur concerning move on planning.
- Appointing a Key Worker to each resident and monitoring to ensure that regular meetings are planned and held, in particular that PDP meetings are held with every resident at least once per month.
- Ensuring that an adequate, confidential records system is implemented and maintained for the purpose of move on planning.
- Reporting on all issues of move on, including statistics and data as required by the Management Committee and funding bodies.
- Identifying and reporting on any improvements and failings in the move on planning policy and associated procedures.

- Liaising with other statutory and non-statutory bodies as appropriate to ascertain levels of supply and demand for move on accommodation and share any issues or concerns to these bodies and the Management Committee.

Project Workers have the following move on planning responsibilities:

- Ensuring all formal monthly PDP and other meetings between Project Workers and residents are kept.
- Maintain accurate and appropriate records and logs in relevant reporting media.
- Where necessary and appropriate, act in conjunction with providers and residents to obtain suitable move on accommodation.
- Identifying and agreeing with residents when they have demonstrated personal development and are ready for a move on through the linked pathway to the lower support environment at the Wykin Project Supported Accommodation.
- Keep all above records confidential.

The employees and residents are responsible for complying with the Move On Planning Policy, specifically to:

- Comply with all premises rules, procedures and reasonable instructions relating to Move On Planning.
- Attend Personal Development Plan meetings as arranged by a Key Worker.

Move On Planning Policy related documents

Personal Development Plan documentation and guidance.

Resident Management Policy.

Confidentiality Policy and Procedures.

License Agreements.

Procedure for Issuing Warnings and Evictions.