



LGSCO PI REPORT TRACKER - Final Report 1 of 18/03/23 lgo ref : 23002608

ACTION	DETAIL OF ACTION	NEXT STEPS	STATUS
COUNCIL MUST CONSIDER REPORT AT CABINET/COMMITTEE	The Council must consider the report and confirm within three months the action it has taken or proposes to take. The Council should consider the report at its full Council, Cabinet or other appropriately delegated committee of elected members and we will require evidence of this. (Local Government Act 1974, section 31(2), as amended). Let us know by 15 April when your Council will consider the report and when we may expect to receive a response. If that deadline causes a problem, please let us know.	Relevant committee must be identified and arrangements made before deadline to inform/evidence to LGSCO. Audit Committee has been suggested where next meeting is 23 April however this would be before publication date of 9 May meaning it not suitable. A committee date of after 9 May needs to be identified to avoid public disclosure of report before publicaiton	Completed
PUBLIC NOTICES AND REPORT COPIES AT OFFICE	Section 30 of the 1974 Act requires your Council to place two public notices in local newspapers and/or newspaper websites. To complete your statutory requirements you should place these announcements within two weeks of us publishing the report. We enclose a specimen public notice at the end of this letter which you may find helpful. Please let us know when you have placed these notices. You should also make copies of the report available free of charge at one or more of your offices.	Next to inform and prepare with comms team for public notices to be published as directed. Need to ensure copies of report are printed and available in the location/office as directed in the specimen notice (see comments)	Completed
WRITTEN APOLOGY TO COMPLAINANT	apologise to Mr X for the injustice caused by the failings identified;	Housing Service to ensure written apology to complainant - can use apology to request payment details if not already on file	Completed
REMEDY PAYMENT	pay him £1,000 to remedy the uncertainty, worry and time and trouble caused; pay him a further £355 to remedy the avoidable court costs he incurred;	Housing Service to ensure bank details of individual obtained - can do via apology letter to request this and arrange payment of £1355.00 to be paid to complainant	Completed

HOUSING DECISION AND NOTIFICATION	DUTY AND To decide whether it owes him a main housing duty and write to him with that decision	Housing Service to review the case and determine if it has not been already if a housing duty is owed and a written communication arranged for this specifically to evidence to LGSCO	Completed
REVIEW REGISTER AND BACK PRIORITY	HOUSING PRIORITY AND DATE To review his priority on its housing register in light of its main housing duty decision, and back-date any additional priority to at least 25 October 2022, by which point the Council should have made a main housing duty decision;	Housing Service to review the case and determine if it has not been already the housing priority and ensuring any appropriate backdating of priority as directed. Evidence of this to be provided. This can be communicated together with the action above for Housing Duty	Completed
LEARNING REPORT TO SHARED EXPLAINED STAFF	AND BE AND WITH To share a summary of the learning from this decision, as well as the full report, with all officers who deal with homelessness applications to ensure lessons are learned from what went wrong in this case	THIS SHOULD NOT HAPPEN BEFORE PUBLICATION ON 9 MAY - Housing Service should arrange a team meeting and sharing of the final report with all relevant officers with evidence recorded of this via the sent email sharing the report as well as minutes/agenda of meeting to evidence this occurred	Completed
LEARNING/REMINDING OFFICERS OF THE CODE	To remind relevant officers about the contents of paragraphs 6.35 to 6.38 of the Code. The Council has said it will instruct officers to record when applicants have elected to assert their legal right and remain in their accommodation until a warrant is issued but otherwise to offer interim accommodation when a valid section 21 notice has been served;	THIS SHOULD NOT HAPPEN BEFORE PUBLICATION ON 9 MAY - Housing Service should arrange a team meeting and sharing of the reminder of the code with all relevant officers with evidence recorded of this via the sent email sharing the report as well as minutes/agenda of meeting to evidence this occurred. Can happen via same mechanism for the above action	Completed

LEARNING/REMINDER OF OFFICERS OF TAKING DECISION ON VULNERABILITY AND MEDICAL PRIORITY	To remind relevant officers that the Council should make the decision on whether an applicant is vulnerable and on whether they are eligible for medical priority, and not its medical advisers	THIS SHOULD NOT HAPPEN BEFORE PUBLICATION ON 9 MAY - Housing Service should arrange a team meeting and sharing of the learning on these points with all relevant officers with evidence recorded of this via the sent email sharing the report as well as minutes/agenda of meeting to evidence this occurred. Can happen via same mechanism for the two above actions	Completed
INTERIM ACCOMODATION STRATEGY AND EVIDENCE	Provide evidence of the action it is taking to procure interim accommodation in its area, including properties for families	Housing Service to ensure detailed written evidence of the actions and strategy around procurement of interim accomodation as directed	Completed
PRESENTATION OF PUBLIC REPORT TO MEMBER ATTENDED COMMITTEE	Releating back to Action 1 above - once identified and arranged at relevant committee the report will need to be presented to the relevant committee and feedback provided to LGSCO	Once committee identified - report to be added to the agenda - presented and then LGSCO informed of this with evidence	Completed

