

Appendix 4

Proposed action plan template for a homelessness strategy

An action plan is a working document and should be monitored by a Homelessness Strategy Steering Group. Actions should be owned by partner members of the steering group representing individual specialist areas and organisations, with the Council taking overall responsibility for any amendments or updates.

The Council should ensure a homelessness strategy action plan aligns with its own corporate and service strategies and plans in order to demonstrate the level or strategic priority of homelessness within the borough.

Action plans should be:

- specific
- measurable
- achievable
- realistic
- time-limited

Objective (e.g. prevent homelessness, or secure accommodation, or provide support). This explains what impact the local housing authority is seeking to achieve.

Impact: (E.g. people are helped to remain in their existing home, or people are helped secure alternative accommodation, or people are supported to sustain their accommodation). This explains why the local housing authority wishes to achieve the above objective.

Actions	Resources required	Lead officer	Timescale	Progress
(Eg provide information and advice to people more at risk of becoming homeless, procure temporary accommodation, or commission support services). This explains what steps will be taken. Each action helps to contribute towards achieving the above objective	(Eg budgetary, IT, other materials). This explains with what the action will be achieved.	(Eg homelessness team manager). This explains who will be accountable for achieving the action. Others might also assist the leader officer, these don't need to be listed, but might form a short-life task and finish group to help accomplish the action.	(Eg 31 March 2020) This explains when the action will be achieved. The timescale must be realistic.	(Eg a traffic lights system could be adopted, or written description). This explains the action has been completed, is underway and either on target or off target, or has yet to start.