

- 1) Do you record people's disabilities when placing them into temporary accommodation?

Yes

- (2) If so, how many people currently living in temporary accommodation (that you placed there) have disabilities?

We do not hold the information that you have requested in an easily retrievable format. Section 12 of the Freedom of Information Act 2000 (FoIA) relieves a public authority from the obligation to comply with a request for information where the estimated time required to locate, review and extract the information exceeds a certain threshold set out in Regulations.

The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (SI 2004/3244) set out the rules in relation to the cost limit (otherwise called the "appropriate limit"). These Regulations are published by the Office of Public Sector Information (OPSI) and are viewable on their web site from this link:

http://www.opsi.gov.uk/si/si2004/uksi_20043244_en.pdf

The Regulations set out the cost limit for Government departments and for other public authorities. For local government, Regulation 3 states that the cost limit is £450 and Regulation 4(4) states that the prescribed hourly rate is £25. Regulation 4(4) further provides that where the local authority estimates the time taken to gather the information would exceed this limit (which based on the prescribed hourly rate, equates to 18 officer hours), it may refuse the request under section 12 of FoIA.

I am satisfied the cost limit applies to your request and will explain why this is the case.

We are unable to provide this data within the specified time frame, there are currently 235 households placed into temporary accommodation. You would need to interrogate each case via the file notes on the systems, which would take 10 minutes per case, and in excess of 39 hours for all records.

- (3) What percentage is that of the total number of people currently living in temporary accommodation (that you placed there)?

Please see response to Question 2

- (4) How do you record their disabilities? (Please describe the recording system you have in place and how the data is stored)

The Homelessness Solutions Team uses a case management system called Locata, for every household that is placed into temporary accommodation a case would be created on this system. Within the questions held for each case, there are questions around support needs and whether the applicant or members of the household has a "Physical ill health and disability" or "Learning disability" there is also a question as to whether the applicant has any medical needs. These fields are prebuilt into the case management system, providing the opportunity to capture some of this information. As part of the Homeless Assessment a detailed case note would also be uploaded to the system, which would include details of any disabilities.

- (5) How is the data used? (for example are residents with disabilities prioritised in any way when they need a repair/help)

The information may be used to determine whether a household would be classed as priority need under Homeless legislation and what homeless duties are owed to them, which may include additional priority points on the council waiting list for accommodation, this may include an application for a Welfare or Medical priority points. The information would also be used to ensure the temporary accommodation is suitable for the household, in terms of their needs, accessibility, size etc.