

# Carrying Out a Count

## Quick Guide 2018

### September

- Liaise with local partners to agree date of count (1<sup>st</sup> Oct - 30<sup>th</sup> Nov). If neighbouring LAs are counting, all counts are done on the same night. Check local events calendars to ensure no clash with major public events. The date is not widely shared.
- Notify Homeless Link of the date and arrange for a Verifier to be there on the night:  
[verifiers@homelesslink.org.uk](mailto:verifiers@homelesslink.org.uk)
- Confirm you have signed up to MHCLG's DELTA online data collection system (if you previously submitted data by Excel, you should already have received an email from MHCLG about this).  
[www.homeless.org.uk/our-work/resources/counts-and-estimates-evaluating-extent-of-rough-sleeping](http://www.homeless.org.uk/our-work/resources/counts-and-estimates-evaluating-extent-of-rough-sleeping)
- Send out request for counters e.g. outreach, homelessness services, police, parks police, country rangers, council staff, voluntary/faith groups etc. Ask them not to share the date (presented in 'night of X to morning of Y' format).
- Map local area, work with outreach or other intelligence to identify hotspots and where count teams will go on the night. Set the number of counting teams (minimum 2 people per team).
- Identify issues with access (e.g. parks, stairwells, car parks) and make requests to police, park rangers, security firms etc for access during the count.
- Decide contingency plan if Severe Weather Emergency Provision (SWEP) is in force on the night of the count e.g. re-schedule or submit an estimate.

### 2 Weeks Before

- Confirm Homeless Link Verifier and local counters, get their contact details and addresses, their travel arrangements and who will need a taxi home.
- Send Guidance for Counters to each counter with instructions on where to meet, timing of the count and what transport will be arranged.
- Contact Verifier to talk through plan for the count.
- Notify police of the count.
- Speak to local homelessness/housing services to agree the plan for people found sleeping rough on the night e.g. access to NSNO hub.

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## Week of Count

- Check weather forecast, implement contingency plan if needed.
- Book taxis to/from count as needed to ensure safety of all participants.
- Print a map for each count team showing their count area and hotspots. Ensure there are a torch and mobile phone for each team, also alarms and reflective jackets/arm bands if using. Produce packs for counters containing maps, pens, definition of rough sleeping, H&S checklist, Rough Sleeping Count Forms, ID letter, any relevant local services info, and language chart.
- Assign teams – as far as possible, include an outreach worker or someone with local knowledge and/or experience of providing support in each team. Assign the Verifier to the team that will return first. At least one team should be in a car to respond to issues arising during the count e.g. to take a rough sleeper to an assessment hub or emergency bed space.
- Assign at least one person, usually the Coordinator, to remain at the count base to respond to queries and to check in with teams.

## Night of Count

- Check availability of emergency shelter/assessment e.g. NSNO hub.
- Meet Verifier at the base slightly earlier than counters in order to go through the plan for the night.
- Ensure each counting team has a pack, torch, mobile phones.
- Talk through the Coordinator's Briefing or Counters, introduce the Verifier and answer any questions.
- Check in with teams during the count.
- As each team returns, collect their Count Form and show it to the Verifier. Agree a final figure and confirm demographic data with the Verifier once all teams have returned.
- Check that each counter and the Verifier have a safe route home – coordinate sharing taxis/lifts home.

## After the Count

- The Verifier sends the Count Verification Form on the day after the count to the Local Authority lead.
- Local Authorities submit single figure and demographic data to MHCLG by 14<sup>h</sup> December using the DELTA online system.

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