

Carrying Out an Estimate

Quick Guide 2018

September

- Speak to outreach teams or other services to establish if there is a risk of double counting rough sleepers who move across LA boundaries. Speak to coordinators in neighbouring LAs to reduce this risk e.g. estimate for the same night and put an information sharing protocol in place.
- Identify local partners who will provide information to arrive at the estimate e.g. outreach, day centres, housing, advice centres, health services, police and PCSOs, park wardens, soup runs.
- Identify the date of the 'typical night' for the estimate, between 1st Oct - 30th Nov avoiding nights when factors such as events, charity sleep-outs or festivals could change patterns of rough sleeping.
- Tell Homeless Link's Counts & Estimates Project Manager the date and plan for the estimate: verifiers@homelesslink.org.uk
- Check you have signed up to MHCLG's DELTA online data collection system. www.homeless.org.uk/our-work/resources/counts-and-estimates-evaluating-extent-of-rough-sleeping
- Tell local partners which night will be used for the estimate.
- Circulate the Estimates Guidance from the Homeless Link toolkit so that partners understand the snapshot estimate, are aware of the definition of rough sleeping, use consistent methods for collecting data/intelligence and agree to share information in a standardised format.
- Arrange estimation meeting after the night chosen for the estimate, invite partners, and ask them to bring data/intelligence to the meeting.
- In areas with low numbers of rough sleepers or where the Local Authority covers a large rural area, the Local Authority can collect evidence by email and hold a telephone conference with partners to arrive at the single figure.
- Invite Homeless Link to the estimation meeting.

October - November

- Check weather forecast ahead of the chosen night – if there is severe weather you might need to change the date so that it is a 'typical night'.
- Collect data for the night agreed, at a meeting or via password-protected email.
- Collate the data, resolving duplication or conflicting information by speaking to the agencies involved to assess which intelligence is stronger – if possible, do this during the estimation meeting. Keep agencies informed about the estimation process so they understand how you have arrived at the final figure.
- Share information with neighbouring LAs to identify duplicates.

➤ *continued*

December

- Contact your Homeless Link Validator to confirm your final figure and demographic data for the estimate and talk through the process (or do this earlier, soon after your meeting if possible).
- The Validator will send an Estimate Form to the Local Authority lead.
- **Local Authorities submit single figure and demographic data to MHCLG by 14th December using the DELTA online system**

Let's end homelessness together

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