



Parental Exclusion Self Help Pack

Problems at home? This is a pack to help you and the parent/s or family you live with. It contains practical ideas to help you all to try and work out a solution so you don't have to leave home.

Note: The Council will also provide all the help and support it can to help you all try to find a solution. The pack contains actions for you all to start to work on now whilst we work out what help we can give you.

Sorting out the problems at home - this is your 'Help Pack' full of practical ideas to help you and your parents solve problems that may mean they want you to leave home.

You may have already got in touch with the Council seeking help because you claim that your parent or parents may want you to leave home.

The pack is also intended to be used for people who are at risk of being excluded from the home of a family member so all reference in the 'Help Pack' to parents are also meant to apply to any extended family situation.

We want to do everything we can to help and the next action we are going to take is:

- 1) If you have already contacted us, we may have sent or emailed your parents a letter letting them know we have seen you and of our commitment to help sort thing out.
- 2) We have issued this 'Help Pack' to try and help you and your parents sort things out at home

If you have already contacted our service, a Housing Options officer will have decided on one of the following four options:

- 1) We have made an appointment for you to come in on a certain date and time.**
- 2) We have arranged to come and see you and your parent/s at your home.**
- 3) We are going to come and see you at home with your parent/s and will arrange the appointment shortly.**
- 4) We do not yet need to arrange to come and see you and we want you first to work through the help pack to see if you can all resolve the problems at home you have told us about.**

Being asked to leave home and becoming homeless is a very big problem so the first thing we want to tell you and your parents is that the Council will do everything we can to help sort out problems, or if they cannot be sorted out, we want to work with everyone to plan the best way you can leave home without being made homeless, as this is rarely going to be the best outcome for you and we're sure your parents will want the best for you.

In the time before we see you next, we want you and your parents to take some time to sit down and work through the problems at home and the possible solutions. We ask everyone to try and solve their problems first as a family unless there has been violence or abuse at home or a threat of violence or abuse.

We want to let everyone know that they are not on their own and that we will do everything we can to help.

This is what we want you all to do next.

Go through the simple actions set out in this pack and record what you have done in **section 1 summary sheet of actions** where it asks you to do so. That way when we meet next we can see the things you are all thinking about to try and prevent you from having to leave home.

Step 1 - When you go back show your parents this 'Help Pack', show them straight away the letter we have written to them - a copy is contained in this help pack. The letter tells them of the Council's commitment to do everything we can to help solve the problems at home and about the need for them to give you reasonable notice (meaning a few weeks) if they want you to leave. Where we have an e-mail address for your parents we will have also e-mailed them the same letter but they may not have yet opened the email so show them the copy in the pack.

Step 2 - **Sit down together and talk so everyone is clear on what the problems are and then talk through what can be done to find a way forward to resolve the problem. Use the actions set out in section 2 of this pack to help you all.**

We think it is important that when you get home you should all sit down and talk things through as quickly as possible. This could be straight away when you get back home or, if parents are very busy or still too angry or upset about the problem, it may be best to sort out a time later that day or week. Please don't leave it too long to sit down and talk things out.

If you would all prefer for someone from the Council to be present when you sit down and talk we can arrange this. Just email us at **homeless@edenha.org.uk**

Some things we suggest you all think about and actions to consider taking at the meeting, are to talk about the problems that have led to them possibly wanting you to leave.

Action we suggest for your parents to take before the meeting - We think the meeting will have a much better chance of helping if you write down all the things you are unhappy about before the meeting. It is best to write them down even if you have spoken about them before. This is so the things you all need to talk about at the meeting are absolutely clear and allows the meeting to focus on these issues.

Action we suggest for the parents at the meeting - Begin the meeting by reading out the things you are unhappy about and want to discuss. Everyone should agree at the start of the meeting that everyone present will be able to say what they need to say without anyone else interrupting otherwise people are just going to get upset and it may reduce the chances of finding a solution.

If you have not had time to write things down before the meeting don't worry. Start the meeting by explaining all the things you are unhappy about.

Advice for the person at risk of homelessness - Try to understand how the problem is having an impact on your parents and possibly other members of your family who live with you. Listen to what they are saying about their feelings and how

unhappy or upset they are. Try and be grown up about the things your parents are unhappy about and understand things from their point of view. Don't be angry yourself or abusive.

Some advice for everyone present - Try and listen to what the other person is saying and try not to talk over them. Everyone should have a chance to speak but it is always best to say what you want without shouting. Living together is difficult for any family and everyone has to compromise a bit and at times will feel very unhappy or upset. It is important that you all begin to agree ground rules together and to make decisions about some of the common problems like privacy and personal space. Try to negotiate rather than argue. Be prepared to compromise and don't be afraid to admit you were wrong and say you're sorry. Remember it is your parent's home, so try to listen to what they have to say and try to see their point of view.

Remember you may need more than one meeting and as we have said if you feel it would be better to have someone from the Council along for the first or a second meeting just email us to let us know and we will arrange it.

Once you have all talked through the problems you should move on to trying to agree clear actions to resolve these. We have set out below a number of suggested actions for you all to consider taking.

Action - It will be best to agree a written commitment to change behaviour or sort things out so parents can have confidence that their concerns have been addressed.

In any family that live together there will be tensions and occasional rows. We don't expect that just by having a meeting and talking through problems and concerns everything will be perfect, but by being clear about the problems and setting down in writing the actions and promises that have been agreed together to try and sort these out there is a better chance of everyone being able to live together with fewer problems.

So what we have done is set out in the pack the most common problems or concerns we see when someone comes to see us saying their parents want them to leave and we have also set out the best way to express promises to address these concerns. Work your way through the sheet in section 2. If some of the suggested promised actions set out don't apply to your particular circumstances at home then just write in N/A (not applicable) to show it doesn't apply.

Section 1: Complete this Action Plan Checklist

The Action we want you to take	The person threatened with being asked to leave should record here what they have done to carry out the action listed for them to take
<p>Action 1: Read the help pack</p> <p>The first thing to do is to carefully read this Help Pack so you fully understand how you can use it to help you and what we want you to do next</p>	
<p>Action 2: Sitting down with the parent/s/extended family that you live with</p> <ol style="list-style-type: none"> 1. You should go home and show your parent/extended family that you live with the letter for them at the front of this pack. The letter explains what the Council has done and will do to help. 2. You should arrange to sit down and discuss things with your parent/family as soon as you get home or within 24 hours of going home to 'test the water' on the chances of sorting the problem out. 3. You should be clear that you want to sort things out. 	
<p>Action 3: Record the initial response from your parent/extended family</p> <p>Write down in the column opposite what happened when you all sat down together and what the possible solutions are you want the council to help you all to explore further.</p>	

Action 4: Start to think about where else you could possibly live or afford to rent in case the actions don't work

We want you to take these actions regardless of any steps being taken to help keep you at home. A back up of trying to find somewhere else to rent is needed in case these actions fail.

How to work out where you can afford to rent

Given the small number of Housing Association homes available if you have to leave your tenancy you will almost certainly have to consider renting from a landlord in the private rented sector.

Take these actions:

- ✓ Sit down and work out where you will be able to afford to rent.
- ✓ Fill out the form in this pack "How much rent can I afford to pay" so you know exactly where you can afford to look for accommodation.
- ✓ If you have relatives or close friends in the area or any other towns it might be best to look at the rents for these areas first. We can offer a service to find somewhere to rent in any part of the region or country we agree is affordable for you to look.

Action 5: Start to take the actions set out in the 'How to find accommodation pack' we have given you or emailed you

We have given or emailed you a pack to help you to find accommodation to rent. Go through this pack carefully, as again we will want to see what you have done when we see you.

Important information to the parent(s) or extended family you live with

Please note, as part of this online self-help pack, this is a template letter. You will have a personalised letter similar to this when you contacted the Housing Options service. This template letter provides similar information should you need it.

Your son or daughter has approached us seeking help because they claim you want them to leave home.

We are so sorry to hear that the problems at home have become so difficult that you may want them to leave home and we want to do everything we can to help. The first thing we have done is to take an application for help because they are at risk of becoming homeless because of the problems at home.

Please let us reassure you that we are going to do everything we can to help sort out the problems between you and, if despite our help, these problems cannot be sorted out we would look to work with the both of you to plan the best way they can leave home without being made homeless, as this is rarely the best outcome and as their parent I know you will still want the best possible outcome for them.

We understand how tough things must be at home for you to have reached the point where you are asking your son/daughter to leave. You, like many parents we speak to, may have reached the point where you feel you are having to try and cope with the problems on your own with no-one to there to help sort things out. It is not surprising that many parents left to cope on their own reach the end of their patience and think the only option is to ask their son/daughter to leave home. You are not on your own and we can help. We are able to offer you real and practical support to help resolve the problem you are having now and can offer long term help to make sure they don't happen again. Let us tell you the help we may be able to give you.

- a) Practical help available from the Council - Sit down together and work through the help pack we have given them and sent a copy to you where we have your email.

We have given them a help pack for all of you to sit down and try and get things moving towards a solution. There are a lot of ideas to try to get you all to work through some a way forward. Please be assured that just because we have provided a help pack this doesn't mean we won't provide any other help and support. It is just to get you all thinking about a possible solution.

- b) Practical help available from the Council - Consider using the "Promised behaviour in the future contract" or the "Licence to Live at Home Agreement".

If the problem at home is that they don't always follow the rules you expect for living in your home we can meet with you all at home and help you to put together an agreement called "A Promised behaviour in the future agreement" so they are clear and commit to the behaviour that you expect from them. We can also as an alternative, or additionally set up a "written licence agreement" which is a legal document in housing law whereby you will only give them permission to carry on living in your home if they abide by the rules. There are examples of both of these agreements in the help pack.

We have also warned them that if they were to be made homeless the Council would have a legal duty to consider whether this was caused by their deliberate behaviour and if so the Housing Options service may only provide accommodation for a few days.

- c) Our offer of upfront mediation/support
If the problems are more complex and need longer term help we can make a referral to a local mediation service and can arrange for your case to be dealt with urgently.
- d) Our offer of a support worker
If we think you all may need some extra support to help you sort out the things that are leading to the tensions at home I can make a referral for support and they can interview your son or daughter and talk to you to assess what support can be given.
- e) Helping to resolve financial problems in the family that are contributing to these tensions.
If there are financial problems at home you feel you can no longer afford to keep your son/daughter there are a number of actions that can be taken to help reduce or resolve these financial problems. We may be willing to make a small payment to:
- Help with debts if it is these that are creating the problems at home.
 - Pay for a one off item.
 - To offer a deposit Bond or rent in advance to allow your son or daughter to look for other accommodation to move onto.
 - Arrange debt and money management help for you to reduce financial pressures.
- f) Help you all to plan a move into accommodation with extended family or friends, or to plan to find somewhere to rent.
We can look at supporting your son/daughter to move to safe alternative accommodation with extended family or appropriate friends and may be able to offer some financial help to support a move including help to find somewhere to rent.

One thing we think is important for you to consider are the facts about what their chances might be of getting an offer of a Housing Association property if they were to be made homeless compared to if you were to decide to let them carry on living with you for now.

There is a copy of the factsheet in the 'Help Pack' explaining their chances of obtaining an offer of a Housing Association property if they were homeless compared to if they were to remain living with you for now.

We are really sorry I know how much your son/daughter would like to receive a quick offer of a Housing Association home in Eden. We are sure that you want the same thing for them too. We also agree that this would ideally be the best housing solution and would allow them to settle and plan their future from the security of long-term social housing. Indeed not so long ago we were able to help the majority of single people and families by offering them a Housing Association home. However, unfortunately there are no longer enough Housing Association homes available to help everyone and many people who become homeless will not obtain an offer of a Housing Association home and those that do are unfortunately, due to the need to resolve their homelessness, likely to have less choice about where this may be compared to people who are on the register who are not homeless. The factsheet explains everything you need to know.

Please understand that we are not telling you these difficult facts because we are trying to put you off asking them to leave. We think it is important to tell you the facts about their prospects of obtaining a Housing Association offer so you are able to make your final decision on whether you want them to leave, fully aware of the facts about the likely long term housing outcome for them.

What you need to do if you do decide that you want them to leave home.

The need to give them some notice to leave your home.

We know that you are seriously considering wanting them to leave and you can see that we want to do everything to help. If our help doesn't work or you still want them to leave despite the help we can give you need to give them a little bit of notice to leave. They occupy your home because of something in common law called a permission, or sometimes called in housing law a 'bare licence' to live at home. Although, the permission that you have given them to live with you doesn't have to be in writing and you don't have to give them something called a written notice to leave you should in common law still give them a period of reasonable notice to leave your home so they can seek help and make other arrangements.

In most circumstances a reasonable period of notice should be 28 days from today's date. We are happy to talk to you as to why a period of reasonable notice is requested and can discuss it with you if you think it should be for a shorter period of time.

Can we confirm that we have made an appointment to come and see you and your son/daughter or it could be the case that you are seeking an appointment, requesting that the parent comes into the office to see us.

Please have our assurance that we are going to do everything we can to help.

If you need to make an appointment or discuss further the appointment time; the need for reasonable notice or how we are going to try and help do not hesitate to contact us by telephone on 01768 861428.

Section 2: Trying to find a solution: Actions for you all to take

TRYING TO FIND A SOLUTION ACTION 1: The first action you all need to take to get to a written agreement that you are all happy with.

Start by getting the parents and you to write down here what the problems are or concerns that have led to them wanting you to leave home. Why don't you both write them down so the person at risk of being excluded is able to show the parent what they think the problems are? This allows you both to compare your lists and makes sure nothing has been missed.

The problems or concerns the parents have are: **(Here are some of the common examples of problems for people who come to the Council at risk of having to leave their parent/s home. Tick the box and add any other reasons not covered below in the other section).**

- ✓ Not paying anything towards the rent or household bills
- ✓ Not contributing to running of the home by eg - helping with household tasks
- ✓ Not keeping their room and the home clean and tidy
- ✓ Not following house rules not to smoke, drink, or take drugs in the home
- ✓ Causing rows in the family - **give reasons for the rows**
- ✓ Behaviour which is a nuisance to the parents or neighbours
- ✓ Inviting visitors to the home without the parent's permission
- ✓ There was an unacceptable incident that led to them being asked to leave
- ✓ There are no rows - it's just time they got their own place
- ✓ There are too many people in the home
- ✓ There are financial problems at home and this is the reason the parents feel they can no longer afford to keep their son/daughter. **(See offer of help from the Council to sort out financial problems or debts below)**
- ✓ Other reasons - be specific what these are and write them down here.

TRYING TO FIND A SOLUTION - ACTION 2: Now discuss these problems set out in the list. If there is some agreement on a way forward, write down what the person has promised to change or do in the future.

(There are some examples written below of the types of things that most often cause tensions at home and are written in a way so it is clear what the person has agreed to do or change in the future. Be as specific as you can when you write down these new 'promises'. There is likely to be more than one commitment so make sure you write them all down.)

1. I will pay £____.00 a week towards my keep.
2. I will make a non-financial contribution to the running of the home by eg - helping with household tasks **(Be as specific as you can - will do the washing up after every meal).**
3. I will keep my room and the home clean.
4. I will not smoke, drink or take drugs in the home.

5. I will not carry out any behaviour that is a nuisance to the parent/s or neighbours and will not do anything that might be criminal.
6. I will treat my brothers or sisters with respect and not argue with them.
7. I will not bring my friends to the home without my parent/s permission.
8. I will cooperate with any support if it is provided to me and my family.
9. I will not cause or take part in cause any anti-social behaviour in the area that we live or in any other named area.
10. I will look to find somewhere else to live within the next 3 months, 6 months, 12 months (Be specific and remember the Council may be able to help you with this).

TRYING TO FIND A SOLUTION - ACTION 3: When you have written down the commitments for what needs to change to sort things out it is best now to put these into a formal agreement. This is so everyone is totally clear about the actions or new behaviour required by the son or daughter in the future. We suggest that you put these into either:

- 1) **A “Promised behaviour in the future agreement”;** or
- 2) **A licence agreement** setting out the rules to be followed and the behaviour required in return for which the parent/s will agree to the son or daughter continuing to live at home.

It doesn't matter which one you use it is down to what you prefer. There are examples of both of these agreements in this 'Help Pack'. You don't have to use them but they are really useful as they set everything out so everyone is clear on the solution that has been agreed and what will happen if any of the promises are broken.

TRYING TO FIND A SOLUTION - ACTION 4: The offer of extra help and support: You may have agreed a way forward and written it all down but if you think as a family you might need a bit of support to make sure what has been agreed is kept to, then consider the following help that might be available. Below are examples of the support that we may be able to arrange for you and if you want to be considered for some extra support again e-mail us using the contact e-mail on the front sheet of this 'Help Pack'

So as a family sit discuss whether you think you might benefit from:

- A. Some extra support
 - B. Some help with financial problems that are directly contributing to the risk of exclusion
- A) Some extra support options**
- 1) **Mediation help** - If you think you would benefit from someone to meet with you and help mediate and support you all we may be able to help arrange

this. For example, if you haven't fully worked out a solution or are worried that there are still things to resolve between you then mediation might help.

- 2) **Some family support** - we call this 'floating support' where someone can support a person who has problems to avoid the risk of them becoming homeless. Support could be to help tackle for example, drug or alcohol abuse or to support someone with depression. Just a bit of extra help and support may well make all the difference in solving problems.
- 3) **Family Support Services** - Where there are on-going and significant conflict in the family we may be able to refer to Children's Services for more formal and structured family support. They can work more intensively with the whole family and provide help and support for a longer period.

If you do think as a family you might need a bit of support to make sure what has been agreed is kept to then email tell us whether you would like to be considered for some extra help and support from either:

- a) Mediation Y/N
- b) Some family support through floating support Y/N
- c) A referral for Family Support Service Y/N

B) Offer of some extra help sorting out financial problems and debts

If there are **financial problems** at home and this is the reason parents feel they can no longer afford to keep their son or daughter at home there are a number of actions that can be taken to help reduce or resolve these financial problems. We may be willing to make a small payment to:

- ✓ Help with a one off item or housing debts if we are convinced are creating the problems at home.
- ✓ To offer a deposit Bond or rent in advance to allow your son or daughter to look for other accommodation to move onto.
- ✓ Arrange debt and money management help to reduce financial pressures.

Again if it is financial problems then email us using the contact e-mail on the front sheet of this Help Pack and we can arrange to talk to you more about possible financial or debt help.

TRYING TO FIND A SOLUTION - ACTION 5: Looking to find somewhere else to live with a private landlord or with extended family or friends.

Only use the solution section where everyone agrees that the solution is only likely to hold things for a short period of time. This section helps you all to plan how the son or daughter can look for something else to live without needing to be made homeless. We can look at supporting them to find something to rent, or if there are extended family or friends willing to accommodate them.

Do also read the factsheet explaining their chances of obtaining an offer of a Housing Association property if they were homeless compared to if they were to

remain living with you for now. Given the small number of Housing Association homes available your son or daughter will almost certainly have to consider renting from a landlord in the private rented sector.

Facts about your son or daughter or family members' chances of obtaining an offer of a Housing Association property if they were homeless compared to if they were to remain living with you for now.

Your son/daughter approached us today seeking help because they claim you want them to leave home. We understand that there may be problems at home and we want to do everything we can to help resolve them. We will be in touch to explore ways we can help.

However, before you decide whether to exclude your son or daughter we would like you to consider the facts about what their chances might be of getting an offer of a Housing Association property if they were to be made homeless compared to if you were to decide to let them carry on living with you for now.

We're really sorry and know how much your son/daughter would like to receive a quick offer of a Housing Association home in an area of the Borough they would ideally like to live in. We're sure that you want the same thing for them too. We also agree that this would ideally be the best housing solution and would allow them to settle and plan their future from the security of long-term social housing. Indeed not so long ago we were able to help the majority of single people and families by offering them a Housing Association home. However, unfortunately there is no longer enough Housing Association homes available to help everyone and many people wanting help are unable to obtain an offer of a Housing Association home.

Please understand that we are not telling you these difficult facts because we are trying to put you off asking your family member to leave. We think it is important to tell you the facts about their prospects of obtaining a Housing Association Offer so you are able to make your final decision on whether you want them to leave fully aware of the facts about the likely long term housing outcome for them.

If despite all our best efforts to help sort things out at home you still want them to leave we would prefer to work with you to plan the best way they can leave home without being made homeless, as this is rarely the best outcome and as their parent, We know you will still want the best for them. We can discuss this if our offer to solve problems at home is unsuccessful.

What are your son or daughter's chances of getting an offer of a Housing Association home if they were to become homeless?

Facts

Fact 1: It is important to let you know that the Council does not have a duty to find everyone accommodation. Where a person is not in something called priority need or where we think the person's homelessness has resulted from something they may have deliberately did there is no duty to give them accommodation even temporary accommodation. We won't know if we owe your son or daughter any duty until we have fully assessed their case.

Fact 2: If you make your son or daughter homeless and if they pass all the tests so that we owe them a duty to give them accommodation this will very likely be a temporary home where they would need to live until they had enough priority on the housing register to be offered a Housing Association or private rented home.

Fact 3: If they were to be granted priority homeless status it is possible that we would not be able to give them a Housing Association home or let you wait in temporary accommodation for a Housing Association home. Because of the shortage of Housing Association homes if a person is homeless and owed an accommodation duty the Council will be forced to meet and end that duty for many households by offering private rented accommodation.

Fact 4: If they are eventually made an offer of a Housing Association home we will not be able to give them a lot of choice over where this might be. Unless there are exceptional reasons why they have to remain in an area of the District any Housing Association home offered will be anywhere in the District where there is vacant accommodation that we are satisfied is suitable. They would receive just one offer of accommodation.

Fact 5: If they only want to be offered a Housing Association property there is an increased risk that this would not happen if they were to be made homeless. If they did pass all of the tests so we owed them an accommodation duty it is increasingly more common that we will have to meet and end that duty with an offer of a private rented property. Again we may not be able to give them a lot of choice over where that private rented offer would be in the District. They would receive just one offer.

Fact 6: If they were accepted as priority homeless we would initially look for a temporary home anywhere in the District that was suitable and they would be required to take the offer otherwise their homeless priority would be removed and the Council would no longer be under any duty to provide temporary accommodation.

Fact 7: If they only want the most popular estates of areas in the District being made homeless will not help. Very few people on the register who want the most popular areas are able to receive an offer because there are just too many households with high priority chasing the small number of vacancies that come up. If they only want to live in a very popular area they would be better to remain at home if they can and we can help them look for privately rented accommodation in the areas where they want to live, as long as it is affordable for them.

What are their chances of getting an offer of a Housing Association home if they were to remain living at home with you?

Now let us tell you the facts about the help they might be able to receive if they are not made homeless.

Fact 1: We would still look into the problems at home and if we were satisfied that they were genuine and that meant your son or daughter had a housing need we may be able to give them a high level of priority on Cumbria Choice as long as they qualified for the List. We would be able to assess this and let you know if they qualified and what Priority they might be awarded before you made any final decision on whether you wanted them to leave.

Fact 2: Depending on their housing need and circumstances in some cases where there is, for example, severe overcrowding at home they may be granted a higher priority or the same priority on Cumbria Choice as they would be granted if they were accepted priority homeless case.

Fact 3: They would have more choice over the areas that they could put down as areas where they want to live in the District compared to if they were to be made homeless and granted accepted homeless priority.

Fact 4: If they have a high enough housing priority to receive an offer they would be entitled to 3 offers of accommodation before any refusal would result in the banding being reduced on the register for 12 months. If they were an accepted homeless case they would only receive 1 offer and that could be anywhere in the District that we think would be suitable. If that offer is refused they would lose their priority status and may be removed from the register as only applicants with a housing priority are allowed to be registered.

Fact 5: If they were granted 'accepted homeless priority' they may be housed faster than if they were not but would have less choice over where that property might be and may not receive an offer if the Council is able to secure a 6 month tenancy in the private rented sector. We can't give you an estimate for how long different waiting times might be in this leaflet as it depends on the size of household and where a person who has a high priority but is not homeless might wish to live. However, we can discuss this with you and give you an estimate based on your son or daughters circumstances.

We can also talk to you all about where in the District there might be a better chance of an offer of social housing as some areas are less popular than others.

What we would like you to do

Please think carefully about the facts and discuss this with the officer responsible for your son or daughter's case when we come to visit, or arrange to see or speak to you.

If they are not yet on the Cumbria Choice register we can advise them on how to register and estimate what priority they might receive pending their application being fully assessed. Remember a person does not need a homeless application to have their current housing problems recognised as long as they have a housing need and meet the new qualification rules to be included on the Housing List.

Thank you for taking the time to read this important information leaflet.

Example of a 'Licence Agreement' between a Parent and an applicant confirming the terms upon which their son or daughter will be given permission to continue to live at home.

Advice on completing this licence agreement: The parent/s/relative and the person threatened with exclusion should both agree and complete the agreement. The terms of the licence and what will be expected in the future should be clearly explained to the person and they should indicate they understand it and agree to it. Print two copies and have both copies signed by both parties who should have their own copy.

Advise that it may be sensible to sit down once a month a go through the licence terms to make sure everything is being followed and there are no concerns that need to be discussed.

- 1) The property address is
(Address) _____
- 2) The name of the parent/parents/relative that live in the property and have the right to decide who else will live in that property:
(Name) _____
- 3) The name of the son/daughter or person who has been granted permission (a Licence) to live at the property.
(Name) _____
- 4) This is a periodic excluded licence where permission has been given by the parent for the person named in this agreement to live in their home. The parent/s/relative named in this agreement can withdraw the permission (terminate the licence) at any time and will give the person named a period of reasonable notice to leave.
- 5) Permission is given to occupy the accommodation subject to the following conditions. The person named in this agreement should note that if these are not complied with the parent/s/relative reserve the right to withdraw the person's permission to live in the home thereby terminating this licence.

Advice for the parent/parents/relative completing this agreement - here is where you need to set down in writing details of the actions or behaviour required of the person in order for permission to be given to live, or to continue to live, in the home The following is illustrative only and each agreement should be specific to the behaviour expected.

The person named in this agreement agrees to the following:

- 1) There is no rent to be paid in return for that permission; or
- 2) There is a rent, or a contribution to running of the home, to be paid of £____.00 per week to cover the following items (**list eg - room, food, contribution to utilities, washing**).
- 3) To make any non-financial contribution to the running of the home by eg - helping with household tasks (**it is best to be as specific as you can**).
- 4) To keep their room and the home clean.

- 5) Not to smoke, drink or take drugs in the home
- 6) Not to cause or permit any behaviour that is a nuisance to the persons named, other family members living in the home or neighbours and not to engage in activities which are criminal.
- 7) Not to invite visitors to the home without permission
- 8) To cooperate with any support provided to the family by **(list any support provided by the council or another agency or charity if this has been set up)**.

The parent/relative agrees to:

- 1) Discuss with the person named in this agreement any issues of concern and both parties agree to try and resolve any problems that occur in a reasonable manner.
 - 2) Add in anything else the parent has agreed to do - could be ways they want to support the person or regular meetings to discuss things
- 6) **How any breach of this licence agreement will be dealt with:**

Unless there is a very serious incident all parties agree to follow the procedure set out below:

- a) Where the person/s who has granted this licence has a concern they will sit down and discuss that concern Where there is no improvement they will issue a verbal warning.
- b) Where there is no improvement in behaviour or the incident is considered by person/s who has granted this licence to be more serious a written warning will be given.
- c) At any time either party named in this agreement can ask to call a meeting to discuss any problems or concerns.
- d) Where the situation may lead to the person/s who has granted this licence asking the person to leave either party may call on help from any agency who have agreed to support them or can contact the Eden Housing Association's Housing Options Team by telephone 01768 861428 or email Homeless@edenha.org.uk, or contact any agency providing support to see what help can be given.
- e) Finally if the situation cannot be resolved a written note will be given to the person named giving reasonable notice that they must leave the property and by when.

Signature of the Person granting this licence agreement

Date

Signature of the person they are giving permission to carry on living at home only if the rules set out are kept.

Date

Example of a 'Promised Behaviour in the Future Agreement' between the Parent and the person at risk of being excluded setting out the terms under which they will be given permission to continue to live at home.

PROMISED BEHAVIOUR IN THE FUTURE AGREEMENT

THIS AGREEMENT is made on the [date]

BETWEEN [name and address of Parent/Parents/relative]

AND [name of individual]

The [name of individual] AGREES the following in respect of their future conduct

Housing Options Officer to note: set out below are examples. Add, amend as appropriate to the situation of your case.

- 1) I will make a non-financial contribution to the running of the home by eg - helping with household tasks **(it is best to be as specific as you can)**.
- 2) I will keep my room and the home clean.
- 3) I will not smoke, drink or take drugs in the home.
- 4) I will not cause or permit any behaviour that is a nuisance to the parent/s/relative or neighbours and not to engage in activities which are criminal.
- 5) I will not act in a manner that causes or is likely to cause harassment, alarm or distress to anyone living in the same home as me.
- 6) I will not bring visitors to the home without permission.
- 7) I will cooperate with any support provided to myself and my family **(list any support provided by the council or another agency or charity if this has been set up)**.
- 8) I will not take part in any anti-social behaviour on the estate that I live or in any other named area.

(Add point 9 below if rent is required to be paid)

I will pay rent or a weekly contribution to the running of the home of £xx.00 per week.

Add more detail if required -

This will cover the following items **(list eg - room, food, contribution to utilities, washing)**.

This will be paid every **put in the day of the week it is to be paid**.

Breach

If [name of individual] does anything which he/she has agreed not to do under this contract the following actions will occur:

Unless there is a very serious incident all parties agree to follow the procedure set out below:

- a) Where the person/s who has granted permission for the person to carry on living at home if they sign this agreement has a concern they will sit down and discuss that concern Where there is no improvement they will issue a verbal warning.
- b) Where there is no improvement in behaviour or the incident is considered by the person/s to be more serious a written warning will be given.
- c) At any time either party named in this agreement can ask to call a meeting to discuss any problems or concerns.
- d) Where the situation may lead to the person/s who has been granted permission to carry on living at home being asked to leave either party may call on help from any agency who have agreed to support them or can contact the Housing Association's Housing Options Team by telephone on 01768 861428 or e-mail Homeless@edenha.org.uk or contact any agency providing support to see what help can be given.
- e) Finally if the situation cannot be resolved a written note will be given to the person named giving reasonable notice that they must leave the property and by when.

DECLARATION

I confirm that I understand the meaning of this agreement and that the consequences of breach of the contract have been explained to me.

SIGNED _____

[signature of individual]

DATE.....

SIGNED _____ Parent

[signature of parent/s/relative]

DATE.....

WITNESSED

SIGNED _____ Officer

[name of Council Housing Options Officer or support worker/agency]

DATE.....

Section 3: Working out how much I can afford to pay in rent

Fill out this form as best you can so we have an initial estimate of what you may be able to afford in rent. We can discuss this when we see you next.

The item I spend my money on	Your estimate of the total weekly amount that you spend on this item now (Put this in as a weekly amount for the whole household who would be living with you in any rented home)	Your estimate of what you could reduce the figure to. (Put this in as a weekly amount for the whole household who would be living with you in any rented home)
What I would need to spend on gas and electric every week	£	£20 a week is the average for a small family
Estimate of what I need to spend on food for myself and my family that would live with me	£	£23 a week per person is the average estimate a person on benefits or a low income may need
Estimate of what I need to spend on essential clothing for myself and my family that would live with me (When you are estimating what you could reduce this there is some guidance that show people on benefits or a low income should look to spend no more than £5.00 a week per person on clothes)	£	£5 per person per week
Weekly water rate costs for the property	£	£10 a week is the average cost of water

Weekly council tax cost or if you are on benefits the weekly contribution you have to pay towards the council tax on the property	£	£10 a week is the average Council tax contribution charged if the person is only on benefits. It is likely to be more if you work.
Weekly estimate of how much you spend on public transport costs every week	£	£
Then record a weekly estimate of what you spend on any of the items below	£	£
1. TV cable/Sky costs 2. TV licence 3. Maintenance payments/CSA 4. Council tax 5. Travelling expenses for leisure 6. Travelling and meal costs if working. (Check whether the applicant receives travel expenses). 7. Child care costs if working or at college 8. School meal costs 9. Car costs insurance, road tax, petrol per week and annual general maintenance (break down into a weekly estimated cost) 10. Credit cards/catalogue/store cards 11. Toiletries 12. Meals out 13. Laundrette if no washing machine 14. Mobile phone 15. Mobile phone insurance	£	£

16. Life insurance/private pension/endowment policy/health insurance 17. Repayments on any finance or loans whether official loans/money lenders or family or friends (state which) 18. Prescriptions, dentist and glasses costs 19. Pension payments 20. Pet costs 21. Leisure expenditure such as the cost of trips to the cinema 22. Alcohol 23. Cigarettes 24. Court Fines Other (List)		
Final assessment	The estimate of what I and the family members who would live with me in a rented home currently spend on everything above	My estimate of what I could reduce this figure to
Totals and calculation of affordability Record this as a weekly amount)	£	£

The right hand column figure is the initial estimate of what you think you can afford to pay on top of any housing benefit you may receive towards paying the rent.