**Count-based Estimate Quality Assurance Form 2025   
Homeless Link Quality Assurance use only**

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| **Local Authority** |  |
| **LA Lead Coordinator** |  |
| **Independent Partner** |  |
| **Partner Agency** |  |
| **Homeless Link Verifier** |  |

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| --- | --- | --- |
| **Typical Night** | **Night of:** | **Into morn of:** |

**Pre-count meeting**

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| **Pre-count meeting** | **Date:** | **Time:** |
| **Attendee(s)** |  | |

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| Why are you carrying you a count-based estimate in 2025? |  |
| Please select the approach used ***last year***. | **Count-based estimate** **Evidence-based estimate** **Evidence-based estimate including spotlight count** |
| Is this year’s chosen approach different?  If so, why? | **Yes/No** |

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| Who did you approach for intelligence on rough sleeping hotspots and choosing the night of the count? |
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| How did you decide which areas to include in the count mapping? |
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| Are any of the mapped areas difficult or risky to access (e.g. parks, car parks, private property, derelict buildings)? |
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| What access arrangements have you made for any tower blocks, locked parks etc. |
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| Are any events scheduled for the date of your typical night, e.g. bonfire night, Xmas lights switch on, football fixtures, Armistice Day commemorations etc.? |
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**About the count night**

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| **Time of count** | **Start:** | **Finish:** |

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| **List the agencies and other individuals involved in the count** |  |

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| **Snapshot total** |  |

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| --- | --- | --- |
| **Demographic breakdown** | **Gender** | |
| Women |  |
| Men |  |
| Not known / prefer not to disclose |  |
|  | |
| **Age** | |
| Under-18 (add further detail below) |  |
| 18-25 |  |
| 26 and over |  |
| Not known / prefer not to disclose |  |
|  | |
| **Nationality** | |
| UK national |  |
| EU national |  |
| Non-EU national |  |
| Not known / prefer not to disclose |  |
| If applicable, please note the reason(s) why demographic information was not known or disclosed |  | |
| Did any of the individuals counted identify as transgender? |  | |

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| What action has been taken to safeguard any under 18s thought to be sleeping rough? |  |

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| Did any activity, incidents or circumstances affect the count?  Please describe any issues. | **Yes / No** |
| Were there any safety concerns?  Please describe any issues. | **Yes / No** |

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| Was the count carried out in accordance with the 2025 guidance and the rough sleeping definition?  Please note any issues and/or examples of good practice. | **Yes/No** |
| Are you aware of any sleep sites not being visited during the count?  Please give details. | **Yes/No** |

**Questions for the independent partner and partner agency**

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| Are you in agreement with the final figure discussed at the count?  If ‘NO’ why is this? |  |
| Did you expect the final figure to be higher/lower/the same as the final figure agreed? |  |
| Were there any issues with the numbers present at the count? |  |

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| How does this year's total compare with 2024?  i.e. increase / decrease / no change |  |
| Were there any services, such as night shelters, open during the night of the snapshot estimate? Were they funded by the Local Authority? |  |
| Approximately how many bed spaces?  How many bed spaces were occupied on the ‘typical’ night (if known)? |  |

**Quality Assurance**

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| This 2025 Rough Sleeping Snapshot Estimate is: (Delete as appropriate) | **Assured**  **Not Fully Assured**  **Not Assured** |
| Quality assurance is the process through which the Quality Assurance Verifier allocated by Homeless Link ensures that the correct processes, as set out in the Rough Sleeping Snapshot Estimates Toolkit 2025 have been followed and the snapshot estimate figures are robust. Following processing, the allocated verifier will classify each rough sleeping snapshot estimate as below.  **Assured:** All elements of the chosen approach have been followed, no concerns about process or execution  **Not Fully Assured:** Chosen approach was partially followed e.g. no independent partner, count began before midnight, etc. (see feedback below)  **Not Assured:** Chosen approach was not followed, e.g. known sites/hotspots were inaccessible or not visited, safety concerns, a different approach would have provided a more robust figure. (see feedback below) | |

**Feedback**

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| Include any concerns, or recommendations for future snapshot estimates | **Verifier Feedback:**  **Homeless Link Project Coordinator Feedback** |
|  | |
| Homeless Link RAG rating. Delete as appropriate.  If Amber or Red, please note why. | **Green**  **Amber**  **Red** |
| The RAG rating is a simple traffic-light-style colour-coding system used to grade how closely each local authority has been able fulfil the requirements of their chosen rough sleeping snapshot estimate approach, and whether/to what extent intervention by Homeless Link was needed. It helps Homeless Link to identify which LAs to offer additional support in subsequent rough sleeping snapshot estimates. These ratings do not feature in the MHCLG publication.  **Green:** no concerns with preparation or execution, light-touch support provided by Homeless Link  **Amber:** some concerns with preparation/execution if the chosen approach, e.g. no independent partner involved, substantial support from Homeless Link was required, and/or snapshot total classified as ‘partially verified’ by Homeless Link. Highlighted for support in 2026  **Red:** significant deviation from chosen approach, e.g. inappropriate choice of approach, known sleep sites not included in mapping, and/or snapshot total classified as ‘unverified’ by Homeless Link. Prioritised for support in 2026 | |

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| Homeless Link are seeking to understand XXXXX optional survey question. Would you be happy for us to contact you about this in the new year? |
| **Yes/No**  Email Address: |

**Instructions for Quality Assurance Verifiers**

This form should be completed and returned by the Homeless Link Quality Assurance Verifier to Homeless Link’s Rough Sleeping Snapshot Estimates Project Coordinator following the post-count quality assurance verification calls: verifiers@homelesslink.org.uk The Project Coordinator will send it to the Local Authority after review.

Once the LA receives the final form from verifiers@homelesslink.org.uk, the local authority count coordinator submits this verified single figure and demographic data to MHCLG using the DELTA online system by Friday 5th December 2025.