**Example Evidence-based estimate and**

**Evidence-based estimate, including a spotlight count**

**Verification Form  
Homeless Link Verifier use only**

1. This form should be completed and returned by the Homeless Link Verifier to Homeless Link’s Rough Sleeping Snapshot Estimate Project Coordinator on the day after the count: [verifiers@homelesslink.org.uk](mailto:verifiers@homelesslink.org.uk) The Project Coordinator will send it to the Local Authority after review.
2. Once the LA receives the final form from [verifiers@homelesslink.org.uk](mailto: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 6th December 2024.
3. Verifiers should make detailed notes based on conversations with the Coordinator and/or observation of the estimate meeting, any local knowledge, and feedback from partners. Note any recommendations/concerns to help inform next year’s process/verification. Extend the form as needed.

|  |  |
| --- | --- |
| **Local Authority** |  |
| **Local Authority Lead Coordinator** |  |
| **Homeless Link Verifier** |  |
| **Did the verifier attend the estimate meeting?** |  |
| **Was the estimate meeting online?** |  |
| **Date of typical night chosen for estimate** | The night of:  into the morning of: |
| **Date of estimate meeting** |  |
| **Date of decision on snapshot figure** |  |
| **Did the estimate include a spotlight count?** | Yes/No |

|  |  |
| --- | --- |
| **Snapshot figure** |  |

|  |  |  |
| --- | --- | --- |
| **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 |  |

|  |  |
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| If applicable, please note the reason(s) why demographic information was not known or disclosed |  |
| How many individuals rough sleeping identified as transgender? |  |
| What action has been taken to safeguard any under 18’s thought to be sleeping rough? |  |

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| --- | --- |
| Did any activity, incidents or circumstances affect the ‘typical’ night chosen?  Please describe any issues. |  |
| Were there any issues related to COVID-19? |  |

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| SPOTLIGHT COUNT  Time of the spotlight count  (start – finish) |  |
| Was Homeless Link’s guidance followed for the spotlight count? |  |
| Which agencies took part in the spotlight count? |  |
| Please note if an independent partner/s (someone not commissioned or funded by the LA in any way) took part? |  |

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| --- | --- |
| List the agencies involved in the estimate meeting. |  |
| Who was the independent partner/s? (someone not commissioned or funded by the LA) |  |
| Did those taking part understand the definition of rough sleeping and the principle of the ‘single typical night?’ |  |
| Has the local authority gathered enough information in an appropriate format to exclude duplicates? |  |
| What evidence was used to confirm that individuals included in the estimate were rough sleeping on the ‘typical’ night? |  |

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| Please name the approach used in 2024.  Delete as appropriate. |  |
| Why did the LA decide to carry out the chosen approach this year, as opposed to a count-based estimate? |  |
| Was this year’s chosen approach different to 2023?  Please note the reasons for any change. |  |
| How does this year compare with 2023?  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**

|  |  |
| --- | --- |
| 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**

|  |  |
| --- | --- |
| 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 | |