**Invitation template for an estimate meeting**

[*Date*]

Dear colleague,

Since autumn 2010, all local authorities must submit an annual figure indicating the numbers of people sleeping rough in their area. They can do this by choosing to conduct a single source count-based estimate or multiple source estimate of the number of people rough sleeping on a typical night.

In 2010, the Government also widened the definition of rough sleeping and when estimating or counting it is essential that those included in the figure fall into the following definition:

*People sleeping, about to bed down (sitting on/in or standing next to their bedding) or actually bedded down in the open air (such as on the streets, in tents, doorways, parks, bus shelters or encampments). People in buildings or other places not designed for habitation (such as stairwells, barns, sheds, car parks, cars, derelict boats, stations, or “bashes”).*

It is important that this single figure estimate is as robust as possible. To this end, we are bringing together key local agencies that will have the most accurate information about who is sleeping rough on a typical night. Your knowledge, expertise and intelligence will ensure a wider range of reliable information is assessed in order to arrive at the estimate.

For the purposes of the estimate, the typical night we are using is the night of [*date*] into the morning of *[date]*.

We would like to invite you to the rough sleeping Estimate Meeting on [*date and location/virtual meeting link – date must be after the typical night*].

Please come prepared with information about known people sleeping rough that you have contact with, including times and location – see the form below as a guide. If you are unable to send a representative, then please complete the following form prior to the date of the meeting and send via *[appropriate secure format e.g.* *password protected email]*.

If attending, bring this information with you on the day. This exchange of information is covered by [*the existing local Data Sharing Protocol / the attached Data Sharing Protocol - delete as required].*

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| **First name**  | **Last name**  | **DoB/Age** under 18 / 18-25 / Over 25 / not known  | **Gender** male / female / not known or not disclosed  | **Nationality** UK national / non-UK national /  not known  | **Rough sleeping location**  | **Evidence the individual was rough sleeping on the agreed ‘typical’ night**  | **Other agencies working with individual**  |
| *Jo*  | *Smith*  | *09/12/79*  | *Male*  | *British*  | *Central area of town – behind main carpark*  | *Presented at project previous day and self-reported. Known not to have any accommodation.*  | *Known to Community Safety Team*  |
|    |   |   |   |   |   |   |   |

Please add as many rows as required. If sending these by email, please password protect the document.

Many thanks for your involvement.