**Invite template for an intelligence-gathering meeting**

From autumn 2010, all local authorities are required to submit an annual figure to MHCLG indicating the numbers of people sleeping rough in their area. They can do this by choosing to conduct a count-based estimate, evidence-based estimate meeting or an evidence-based estimate meeting including a spotlight count of the number of people rough sleeping on a chosen typical night.

In 2010, the Government 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 snapshot figure 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. Your knowledge, expertise and intelligence will ensure a wider range of reliable information on which to base the rough sleeping estimate.

We would like to invite you to the rough sleeping consultation meeting on [date and online meeting details].

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.

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| Organisation name:    |
| Key hotspots for people sleeping rough in the area   |    |
| Estimated number of current confirmed people sleeping rough with which the organisation has contact with. Please provide details of individuals to eliminate double counting.   |    |
| Whether there have been any changes to the extent or nature of rough sleeping in the last year   |    |
| Information sources you hold about the nature or extent of people sleeping rough in the area    |    |
| Any factors that would change the typical level of people sleeping rough on a particular night (i.e. recent or pending events or factors specific to particular days of the week)   |    |

Many thanks for your involvement