

Facilitator notes for an estimate meeting

Welcome, introductions and apologies

- Chair gives a brief overview of the need to submit an estimate, including local context about practice to date in terms of snapshot estimates, and explains the 'typical night' chosen.
- Each attendee outlines their organisation's role in working with people sleeping rough and where their evidence derives from.
- Chair states who else has submitted data that will contribute to the overall estimate, if not present.
- If there will be discussion about individual clients, confirm the terms of confidentiality and go over the Data Sharing Protocol (either an existing protocol or the template provided).

Who to include in the estimate

Explain the Government definition of rough sleeping:

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").

Explain that the definition does not include people in hostels or shelters, people in campsites or other sites used for recreational purposes or organised protest, squatters or Travellers.

Explain that the estimate is an evidence-based, snapshot assessment that forms part of a time series starting in 2010. It must only include those rough sleeping on that single night, rather than a larger sample of street activity or people using homelessness services – this point should be discussed as it is often misunderstood.

Estimated numbers and key hot spots

Chair to ask each representative to outline:

- Their estimated number of people sleeping rough on the typical night chosen, providing information to identify individuals which should include, where known: name, age, gender, nationality, rough sleeping location, evidence that an individual is sleeping rough and details of any other agencies working with that person. This can be given verbally.
- Where they think the rough sleeping hotspots are in the area.
- Whether they think there has been any change in the extent or nature of rough sleeping since last year.

- Other information sources and data that can be taken into account, such as an ongoing recording database for people sleeping rough, multi-agency groups/taskforces, information from agencies such as police or probation, hostel and shelter lists.

To arrive at a robust estimate, it is important to discuss identified individuals to remove any possibility of duplication (i.e. when individuals are identified by more than one agency) and get the most up to date information on their current circumstances and the evidence that they are sleeping rough at the moment.

The discussion needs to take into account disagreements between agencies about whether individuals were sleeping rough on the typical night (i.e. when people sleep rough intermittently), and issues such as whether to include individuals who say they are rough sleeping and would fall within the definition but have never been seen bedded down (e.g. because they are in garages, stairwells etc.). It may be necessary to source additional evidence following the meeting.

If appropriate, the Chair can lead the group to discuss whether other data gathering or coordination of support is required on an ongoing basis.