

Homelessness Prevention Team

The duty to refer

Referrals for single people

North Derbyshire Homeless Pathway

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The public services included in the duty are as follows:

- (a) Prisons.
- (b) Youth offender institutions.
- (c) Secure training centres.
- (d) Secure colleges.
- (e) Youth offending teams.
- (f) Probation services (including community rehabilitation companies).
- (g) Jobcentre Plus.
- (h) Social service authorities.
- (i) Emergency departments.
- (j) Urgent treatment centres; and,
- (k) Hospitals in their function of providing inpatient care.

The Secretary of State for Defence is also subject to the duty to refer in relation to members of the regular forces. The regular forces are the Royal Navy, the Royal Marines, the regular army and the Royal Air Force.

The earlier we are alerted to a case, the more we can do to prevent homelessness and we encourage any organisations, agencies and businesses not listed above to make a referral.

The duty to refer and how to make a referral

The referral itself does not constitute an application for assistance under Part 7 of the Housing Act but on receipt of the referral the Homelessness Prevention Team will acknowledge receipt of the referral and provide key contact details of the nominated officer dealing with the referral before contacting the client.

You must obtain consent for the referral to be made from the client. On the rare occasions when a client refuses permission, and if they state that they do not wish to receive any help from the council, do not make the referral. In this case, no further action will be taken by the Homelessness Prevention Team. If the client changes their mind further down the line, then please do make the referral when the client is ready.

How to refer

For single people from the age of 18 please use the [Pathway referral form \(here\)](#) and indicate which local authority you want to make the referral to. Pathways of Chesterfield will make contact within three days of the referral. If advice is needed urgently, and in cases where the client is homeless on the day of the referral please contact the applicable local authority homeless team.

Once a referral has been sent via the pathway, Pathways of Chesterfield will liaise with the applicable local authority to co-ordinate help and support.

Referrals will be sent directly to the Homelessness Prevention Team and we will make contact with the client upon receipt of the referral.

If your organisation restricts you from referring into the pathway please email it directly to the relevant homelessness prevention team. For North East Derbyshire use housingoptions@ne-derbyshire.gov.uk or post to the NEDDC council offices, Mill Lane, Wingerworth, S42 6NG.

We very much welcome a phone call from you to discuss any referral, so please do contact us on Tel: 01246 231111 and ask for a member of the Homelessness Prevention Team.



We speak your language

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我们会说你的语言

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