**Appendix 1**

License Agreement for a Staying Put Agreement

Young Person’s Name:

Staying Put Landlord Name:

Date:

Definitions and General Terms: The Leaving Care Team has amongst its objectives the provision of accommodation for young people together with support designed to enable young people to acquire the skills and confidence that they will need for independence. The Leaving Care Team will provide advice relating to move-on and permanent housing opportunities. Young people are expected to comply with their support plans/ Pathway Plans and engage in support provided to develop life-skills into their own tenancy/Home.

* 1. The service objectives

Waltham Forest Leaving Care Service has amongst its objectives the provision of

accommodation for young people leaving care together with support designed to enable young people to acquire the skills and confidence that they will need for independence. The

Leaving Care Services will provide advice relating to move-on and permanent housing opportunities. Young people are expected to comply with their support plans and engage in activities provided to develop life-skills.

1. Our name and address

Waltham Forest Leaving Care Team, Waltham Forest Town Hall, Forest Road, E17 4JF.

Staying Put Landlord’s name and address

……………………………………………………………………………………………………………….

……………………………………………………………………………………………………………….

1. Young Person’s Name

……………………………………………………………………………………………………………….

1. Description of the Property

The property is the building with the address: ………………………………………………………….

……………………………………………………………………………………………………………….

With shared bathroom/shower and toilet, corridors, staircases, lounge and kitchen.

1. The Accommodation

Use of a bedroom (Or such other room of comparable size as the provider may from time to time allocate to you) within the property. The room provided should be adequate in size and should include: bed, wardrobe, drawers, bedding and towels, curtains and floor covering, adequate heating, lighting and air, and compliance with the project’s health and safety requirements.

1. Period of Agreement

The agreement begins on ............................. and continues until we, he/she/they or you terminate it. We will aim to give notice of 14 days of the ending of this tenancy but we retain the right to terminate the licence at any time without notice in circumstances which affect the safety or well-being of you or the landlord.

1. Accommodation and housing services

You will pay in advance on the Monday of each week (or part-of) the Rent of £XXX to the Landlord for the accommodation and the supply of the housing services.

1. Support services

In addition to the accommodation and housing services provided by the provider, they also agree to provide life skills support to the young person in areas such as: cooking, budgeting, personal hygiene and shopping. You and your landlord will make your own arrangements for you to contribute an agreed amount towards the costs of utilities and food.

1. Altering the agreement

With the exception of any changes in the Fee for support services, this agreement may be altered only with the agreement in writing between all parties in this agreement.

**Responsibilities of the Young Person/Tenant**:

* Engage in the support detailed in the ‘House Rules and the Pathway Plan in order to develop independence skills.
* Behave in a reasonable way, showing respect for my carer(s), their property, neighbours other children/young people in the placement and the local community
* Not to behave in a manner that is discriminatory, inflammatory (to others) or that would be deemed anti-social
* Keep to any house rules set out in this Living Together Agreement
* Be responsible for paying rent either from earnings or by claiming housing benefit or a combination of earnings and housing benefit
* Let my Leaving care coach/ Social Worker and carer(s) know in advance if I wish to end the Staying Put arrangement
* Maintain my room, furnishings and fittings in good order (and be responsible for replacing any items that are damaged and/or stolen)
* Contact my Leaving care coach /Social Worker if I would like to change this Staying Put **Agreement or raise concerns/make a complaint.**
* Ensure participation in weekly keywork sessions and failure to comply could delay transition into social housing/own tenancy.
* Ensure Housing Element payments / Housing Benefit payments have alternative payment arrangement in place so these are made directly to placement provider.
* Failure to comply or maintain this payment agreement could result in eviction notice being issued. As this could be seen as a consequence of making yourself intentionally homeless and could result in you having to seek alternative accommodation from HPU (homeless to seek temporary accommodation).
* The consent form is to be signed and in place prior to the young person turning 18 years.

**Responsibilities of the Staying Put Carer(s):**

* Provide a single fully furnished room for rent to be paid for by the young person via earnings and/or housing benefit
* Provide heating, hot water, lighting, food, house key, support and Wi-Fi connection
* Inform the young person’s Leaving care coach /Social Worker, fostering supervising social worker and the housing benefit department if the young person ceases to reside at the accommodation in order to prevent overpayment of benefits
* Respect confidentiality (within agreed parameters) at all times regarding personal details of the young person
* Ensure the accommodation is of a good standard and allow annual household health and safety checks to be carried out
* Inform the young person’s leaving care Leaving care coach /social worker as soon as possible of any significant incidents and if the arrangement is likely to be disrupted/ end prematurely • Provide adequate notice to end the “Staying Put” arrangement
* Ensure there is adequate insurance in place to cover acts of deliberate damage, accidental damage or stolen items
* Ensure relevant staff /agencies are made aware if the young person is absent or missing
* Ensure (in conjunction with Children’s Services staff) an appropriate ‘Safe Care’/’Safeguarding Plan’ is in place to manage any impact on other / younger children in the household
* Provide support to prepare the young person for independent living and adulthood
* Please detail any specific agreements (for example, how are any other younger children to be safeguarded or specific house rules to be followed).
* The staying put carer to ensure Housing Benefits/ Housing Element payments are made by the young person directly to them by the young person. If for whatever reason this does not take place to notify the Local Authority immediately. This includes informing the Leaving Care Team and the Placement Team to avoid any inaccuracies in rent payment.

**Responsibilities of Social worker**

* Complete the Staying Put Agreement, ensure this is signed and placed on file before the young person turns 18
* Advise and assist the young person with a universal credit application, to include rent/ housing element claim to be submitted before they turn 18 years.
* Ensure Staying Put Agreement is ratified at the Resource Panel and place a copy for Staying Put Agreement on mosaic.

**Leaving Care Team**

* Leaving Care Coach to check the universal credit journal during statutory visits and during Review Pathway Plan meetings to review the payment of Housing Benefit.
* Ensure all care leavers provide the signed consent form prior to transfer to the Leaving Care Team.
* Ensure this Staying Put agreement is reviewed according change of circumstance and assessed needs as per the Review Pathway Plan.
* The Staying Put Agreement to be completed within 7 working days of agreement start date.

**Ending the Agreement:**

You must give us notice in writing preferably 2 weeks ending on a Sunday if you wish to leave the accommodation. You must remove all your possessions and return all the keys in your possession for the accommodation to the Landlord on the last day of the agreement when you leave the accommodation. You must remove all personal possessions and rubbish and leave the accommodation and fixtures, fittings, and furnishings in good condition and repair. We or the Landlord will accept no responsibility for anything left at the accommodation by you at the end of the occupancy period. In the case of items of property left in the accommodation by you, you must pay the reasonable cost agreeable between you and the landlord for their removal and storage or disposal. If you do not reclaim your belongings within the 14 days, the Host will be entitled to dispose of the property as he/she/they think fit.

Signed Young Person:

Date:

Signed by the Leaving Care Coach/Social Worker:

Date:

Signed by the Landlord:

Date: