

## Housing Options

### Severe Weather Emergency Provision (SWEP)

## 1.0 Introduction

This is a procedural guide to show the assessment and referral process and application in any circumstance when the Severe Weather Emergency Provision (SWEP) is activated.

*These guidelines outline the procedure to be taken to assist the management of the above process. They are not intended to amount to legal advice. Any listing of legislation is not exhaustive and further reference to addition legislation may be required.*

## 2.0 Scope

2.1 SWEP is activated when; following guidance from the Ministry of Housing, Communities and Local Government, Fenland District Council will provide shelter to all known rough sleepers, and persons that may face rough sleeping temporarily.

2.2 The trigger point to SWEP activation is when one of the following occurs:

- When the overnight temperature is forecast to be 1C (one degree Celsius) or below at midnight each day
- When the Met Office issues an Amber or Red weather warning for Fenland for any of the following adverse weather conditions:
  - Rain
  - Wind
  - Snow
  - Ice
  - Heat

2.3 Operatives:

#### Housing Options

Housing Options Team Leader

Housing Options Officers and Support Officers

Rough Sleeper Team Leader and Rough Sleeper Officer

The Ferry Project Hub Team

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### Partner Agencies and Organisations

- CCTV
- Salvation Army
- Rural CAB
- The Ferry Project
- CGL
- Probation
- Clarion Housing
- Cambs Police
- Wisbech Job Centre
- NHS

## 3.0 Operation

### 3.1 Activation:

A SWEP lead officer(s) will establish if the weather forecast will mean that SWEP should be activated. This is done by checking the weather forecast on the Met Office website only:

<https://www.metoffice.gov.uk/weather/forecast/u125eesce>

If activated they will then notify the Housing Options Team Leader, all staff and all partner agencies.

### 3.2 Assessment

A member of staff from the Ferry Project should assess whether a client who has approached is to be offered accommodation for the evening under SWEP i.e. they are a known rough sleeper or there is evidence they are street homeless and do not have any accommodation available for them to occupy.

## **Housing Options**

### **Severe Weather Emergency Provision (SWEP)**

The member of staff from the Ferry Project must then advise the Housing Options Team Leader and Rough Sleeper Team Leader of all clients staying under SWEP by emailing clients details which must include:

- Name
- Age
- Gender
- Nationality/Country or Origin
- Reasons for accessing SWEP, i.e. street homeless

#### **3.3 Accessing the Shelter**

The SWEP provision is delivered out of The Ferry Project- 10A- 14 South Brink, Wisbech, PE13 1JQ. Service users should be directly referred to the Ferry Project and should arrive no later than 11.30pm.

#### **3.4 Follow Up**

Clients using SWEP are signposted to different services- i.e. The Ferry Project Hub or The Housing Options/Rough Sleeper Teams. This ensures that all service users are receiving the support they need.