



Adult Social Care

New Supported Accommodation and Service Development Checklist – Initial Contact

Introduction

This checklist is for providers to complete who have proposals for new support living accommodation within Warrington. It seeks to establish a clear understanding of how Warrington Borough Council would approve such provision, and ensure the provider is fully supported through the proposal stages. A summary of key stages is included at the end of the checklist.

Thank you for contacting Warrington Borough Council regarding a new development within the borough of Warrington. Please complete the following questions and return to tim.moore@warrington.gov.uk along with any supporting information. We aim to respond to any initial enquiries within 14 days.

We also recommend that you register on [The Chest](#) as we use this portal to advertise all commissioning opportunities.

Provider details	Response
Name of housing provider:	
Full address of head office:	
Are you a:	

<ul style="list-style-type: none"> • Charity • Private company • Registered housing provider • Registered care provider <p>Other type of housing provider, developer, registered Landlord?</p>	
<p>Are you registered with Homes England and what are you registered as?</p> <p><i>Homes England is the regulatory body for registered housing providers. You can check if a housing provider is registered by clicking on the link below:</i></p> <p>https://www.gov.uk/government/publications/current-registered-providers-of-social-housing</p>	
<p>Are you a general needs housing provider or would you describe yourself as a specialist housing provider?</p> <p>Provide a short description of:</p> <ul style="list-style-type: none"> • The experience you have of building specialist supported housing • The experience does your organisation have in developing social care services? • The areas of the country have you worked in and examples of schemes and commissioners you have worked with (please attach any examples) • The needs of the tenants in the properties <p>Specialist features have they had to meet their needs?</p>	

<p>If you're a Registered Housing Provider, what care and support providers do you work with?</p> <p>If you're a funder/developer what housing/care providers do you work with?</p> <p>Do you have any regular partners you work with?</p>	
<p>Why do you want to develop services in Warrington?</p>	
<p>What are your links to support/care providers currently in to Warrington?</p>	
<p>Can you supply references of other authorities you have worked with? Please provide contact details including email addresses.</p>	

Proposed development	Response
<p>What are the arrangements regarding the property?</p> <ul style="list-style-type: none"> A) Existing Stock B) Purchase off the open market and adapt C) Lease from Private Developer/Investor D) Management arrangement with Private Sector Landlord E) New Build 	
<p>Will you be the property manager, or will you use third parties to provide the management or the repairs service?</p>	
<p>For the accommodation in question will you be working in partnership with a care and support provider or will the supported person have a choice about who provides their care and support?</p>	

<ul style="list-style-type: none"> • Provide the name of provider (Leave blank if unknown at this stage. You can also indicate whether there are options to work with different providers) <p><i>Please note: When developing services in Warrington, for the council to commission placements this would need to be with a care provider on our Supported Accommodation DPS Framework (published in 2021).</i></p> <p>We recommend that you register on The Chest as we use this portal to advertise all commissioning opportunities</p>	
<p>Please detail how the proposed service links into Warrington’s HPS (Housing position Statement) and MPS (Market Position Statement):</p> <ul style="list-style-type: none"> • Warrington Housing Position Statement (HPS) warrington.gov.uk • Market position statement for adult social care 2019-2023 warrington.gov.uk 	

Further details on the proposed scheme	Response
<p>Location of proposed development within Warrington: List the proposed area, including address and postcode if possible:</p>	
<p>Proposed client group(s) (e.g. Learning Disabilities, Mental Health, Autism, Challenging Behaviour, Physical Disabilities, Transition to Adulthood)</p>	

<p>Are there any potential risks in the local area that have been considered which may impact on the proposed Client group?</p>	
<p>Type of Development</p> <p>This could be for example:</p> <ul style="list-style-type: none"> • Fully Self-contained Apartments (Hub and Spoke model) • Shared accommodation, • Transitional Accommodation (to support those moving between long term support solutions) • Bungalow 	
<p>What features and adaptations will the accommodation contain to support the needs of the identified client groups and promote independent living?</p> <p>Examples could include some of the following, if these would support the needs of the identified group</p> <ul style="list-style-type: none"> • Assistive Technology • Reinforced walls • Anti-Ligature fittings • Ceiling track hoists 	
<p>Please detail:</p> <ul style="list-style-type: none"> • Number of Units/Rooms • Size of units • Shared aspects / communal areas • Staff space 	

<ul style="list-style-type: none"> • Outdoor space and access • Community facilities (GP surgery, public parks, transport and leisure facilities links) <p>Please attach plans, details, design and plans of the proposed site.</p>	
Housing management offer: can you supply further information on potential arrangement please?	
Provide timescales for the proposed development to be completed and ready to start accepting service users?	
Please detail the planned service/staffing model?	

Housing benefit, rents and lease information	Response
<p>Proposed Weekly</p> <ul style="list-style-type: none"> • Rent Levels (£) • Service Charges (£) 	
<p>Please note that we will require all rent/service charge proposal to be approved by Warrington Benefits.</p> <p>Have these been approved by Housing Benefit? Yes/No</p> <p>If no, please contact; NewAccommodationProvider@warrington.gov.uk</p> <p>Please ensure that the prospective service user client group would be eligible for housing benefit.</p>	

<p>Do the rents and service charges typically sit within or near the Local Housing Allowances used by Housing Benefit?</p>	
<p>Will furniture be included as part of the development Y/N?</p>	
<p>Do you have experience of working within the Housing Benefit 'Specified'/'Exempt' accommodation rules, and if eligible rents are not approved to the required level will there be the ability to negotiate these rent levels?</p>	
<p>What type of occupancy agreement do you offer to tenants?</p> <ul style="list-style-type: none"> a) Secure tenancy - if the landlord is a council - this provides the most security of tenure, the tenancy cannot usually be ended unless the tenant is at fault. b) Assured tenancy - provides the most security of tenure, the tenancy cannot usually be ended unless the tenant is at fault. c) Assured Shorthold tenancy - provides some security of tenure but can be brought to an end after the initial fixed term, by serving two months' notice by the landlord- the tenant does not need to be at fault d) Licence agreement – offers no security of tenure and an occupier can be asked to leave with limited notice 	
<p>Will you require a voids agreement, and if so, how is financial risk shared between you and a care provider?</p>	

<p><i>There are occasions when voids are included within the rent breakdown and considered eligible for HB but this is done on an individual basis.</i></p>	
<p>Regarding the property please provide the following information:</p> <ul style="list-style-type: none"> • Length of lease <p>Details of the lease terms and rate of return (%)</p>	
<p>How will you demonstrate and achieve Social Value through the delivery of the development? Please outline briefly how the development will -</p> <ul style="list-style-type: none"> • Promote employment and economic sustainability • Raise the living standards of local residents – • Promote participation and citizen engagement • Build the capacity and sustainability of the voluntary and community sector • Promote equity and fairness • Promote environmental sustainability 	
<p>Please provide the Planning Reference number [if applicable], any plan diagrams and / or images.</p>	

Provider Questions and Feedback	Response
<p>If you have any further questions or issues you would like to raise in relation to the checklist, the process (as outlined below) or general feedback please respond.</p>	

Appendix 1 Process Flow

