

Move On Kirklees Service Description

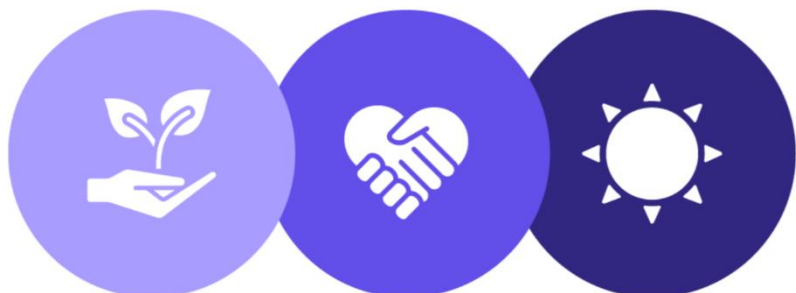
A Guide to the Service and How to Access it

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27th March 2026



Be Supportive

Be Respectful

Be Bold

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Introduction

Welcome to Move On Kirklees. We are part of Horton Housing. This Guide explains our service, how to access it, what to expect from us and how you can be involved.

Our service is for people who are aged 18+ and looking for housing and housing-related support. We have some provision for men and women. We are based in Huddersfield but we operate across the Kirklees district. HIPS is part of Kirklees Better Outcomes Partnership (KBOP).

We provide supported housing. We will work alongside you to help you achieve your housing, health and wellbeing, and employment goals.

Our supported housing has 10 self-contained, fully furnished flats and 7 fully furnished houses. We have 4 flats that are located on the ground floor.

If you apply for the service, we can explain more about the housing, its location, local facilities, bus routes and so on.

Support in the community is also called 'floating support'. This means that a member of our team visits you in your own home, or you can choose where we meet.

Move On Kirklees is short to medium-term for up to two years, supporting people to build on their strengths and get ready for their next stage – whether moving into independent housing or growing independence where they already live. This time period can be extended for people who would benefit from a bit more time to keep moving forward. We can discuss this with the person and the Council that funds our service.

Once our planned work together has been completed, we will still be available either via our telephone or face-to-face drop-in service.

How does the service work?

The **floating support** service is available Monday to Friday, between 9am and 5pm. There is flexibility to work with you outside of office hours and at weekends.

If you live in our **supported housing**, you will receive the same support as our floating support service at Horton Intervention and Prevention Service (HIPS) but will also have access to our team 24 hours a day, 7 days a week. Access may be on site or by telephone, depending on where your home is located.

You will always be fully involved in and central to planning your support. You and your support coach will work together to find the solutions that you want. You can also include other relevant people or agencies. We call this '**co-production**'.

The service uses a '**strengths-based approach**', working flexibly with each person to find out what they want and how they want to achieve it. This means that we help you to recognise and

build on your existing strengths and abilities, and encourage you to find the solutions that will work best for you.

A support coach will meet with you to discuss your goals and areas you would like to improve in your life. They will then work alongside you to help you to achieve these goals.

Your support coach will arrange contact with you on a regular basis. The frequency and length of these contacts may vary, depending on your situation, goals and preference at the time. You can also choose the type of contact, such as a face-to-face meeting, phone call or video call. Meetings can be at home or another agreed place.

Together, you and your support coach will create a plan to record your goals and the steps to make them happen. This will help you work towards achieving them and see the progress that you make. It will also help you to manage any difficulties or safety concerns that you may be experiencing. During your meetings, you may think of some new goals you would like to achieve, or you may change your mind about something. You can update or review your plan at any time.

You can involve other professionals, family members or anyone you wish in your support planning.

We can support you to become 'tenancy ready', meaning that you will leave the service with the knowledge and skills to manage your own tenancy independently and successfully.

We liaise with local housing departments, other housing associations and private landlords to help you to move on in a planned way from a temporary home to a more independent, long-term home.

We will explain all this to you, and more, when you access our service.

Is there a cost for the service?

There is no charge for floating support.

In our supported housing, we will explain the rent and service charges to you before you move in. We can support you to budget, claim welfare benefits and make payments. There is no charge for support.

How can you access the service?

Who can apply?

You can apply for our service if you:

- Aged 18+
- Single, a couple, a small family
- Living in temporary accommodation or experiencing homelessness/at risk of homelessness
- Able to afford the weekly rent charges;

- Willing to engage with support and able to manage a tenancy
- Does not pose an unacceptable risk to others

The floating support service can support single people, couples and families.

Our supported housing is available for single people, couples & families.

It is important to support balanced and sustainable communities within our schemes, so on occasion, applicants will be considered in the context of any safety planning measures and the wellbeing of other tenants and the service overall.

Our team does not provide services such as bathing, cleaning, shopping, administering medication or other tasks generally referred to as personal or health-related care. However, we are happy to help you get in touch with other services that provide this type of care.

Each person is considered on an individual basis and there are no unreasonable exclusions from our services.

How can you apply?

If you want to access our service, please contact Kirklees Council's Housing Solutions Service.

- You can contact Housing Solutions yourself; on **01484 221350**
- A representative can refer you to Kirklees Council's Housing Solutions Service. For example, this could be a health worker, family member or any other person involved in supporting you.

How to contact

- Call **01484 221350** and say you would like help
- Call into the office at
Housing Solutions Service
Huddersfield Customer Service Centre
Civic 3
High Street
Huddersfield HD1 2YZ – and ask for a housing assessment appointment
- Send an email to housing.solutions@kirklees.gov.uk and you will get a response
- You can also visit Kirklees.gov.uk website and search Housing
- If we have a vacancy, we offer it to Kirklees Housing Solutions first. If they are unable to fill it after 7 days, we can explore alternative access routes.

If you are homeless and have nowhere to sleep, outside of office hours please phone Kirklees out of hours homelessness service on 01484 414933

What happens next?

What will we ask you about?

- A few details about you, so we can make sure the service is a good fit
- What you would like help with and what your goals are
- Any safety concerns you are aware of in respect to yourself or others

After our discussion together, we will be able to decide whether we think we can help you, and check if you think the service feels right for you. If so, we will move to the next stage and arrange for you to view our vacancy and then arrange a move in date if you accept the offer of the house with support.

If we feel the service is not the right fit to support you, we will explain why. If you agree, we can help you find a more suitable service and support you with the application.

Our first meeting

Our first meeting will be a conversation about your priorities.

- The meeting can take place in your own home, at our office, in our temporary housing or at a mutually agreed venue. We can also have the meeting by phone or video call if that suits you better.
- This is a friendly conversation between you and one of our team (sometimes two).
- You are welcome to have a person of your choice with you for support or to help you with the discussion.
- The meeting usually takes about an hour, but this is flexible, depending on what you wish to share with us.
- You can ask us questions to find out more about the service and support we offer. We will explain everything you need to know about being part of the service.
- We will need to ask you some questions and make a few notes.
- It is a chance for you to tell us in more detail what your wishes and goals are, and to see if we can help you to achieve them. We will use a tool called the 'Outcomes Star' to help guide our conversation and get things started.
- It is also an opportunity for you to think about whether you still feel the service is suitable for you. The discussions we have together and the notes we make help to start your support-planning journey.

The information you share with us helps us understand how best to support you. We keep your personal information safe and only use it to help provide our service—such as supporting you to settle in, and staying in touch about your progress. We follow our Data Protection Policy (just ask if you would like a copy).

If you are ever unhappy with a decision we have made, you can appeal. We have an Appeals Procedure and will guide you through it if needed.

If you would prefer support from someone outside Horton, you can also get help from independent organisations such as:

- Citizens Advice
- Housing advice services
- Welfare rights organisations
- A friend or family member

We have a list of advice and advocacy agencies that may be able to help. Just ask the service or contact Head Office for a copy.

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What can you choose to have support with?

Once you are in the service, everything we do together will be personalised to you. You tell us what you want to achieve, and we will support you to get there.

It is entirely up to you which aspects of your life you choose to have support with. Here are some examples of things that people often choose to look at with us, to give you an idea, but you are not limited to this:

Managing your:

- Home
- Money
- Safety
- Health and well-being

Accessing:

- A new home
- Welfare benefits
- Healthcare (for example, doctor, dentist, optician)
- Specialist support services
- Equipment, aids and adaptations
- Education, training, employment and volunteering opportunities

Exploring

- Social or community activities
- Religious or cultural customs
- Interests and hobbies
- Positive lifestyle choices

Developing:

- Independence and life skills
- Positive relationships with others
- Confidence, resilience and self-esteem

All choices and decisions about your support and life are yours to make. We will make sure you have access to information and understand the options available. We will listen to your choices and work alongside you so that you can make decisions confidently and get the outcomes you want. If you hear us talk about **empowerment**, this is what we mean.

What can you expect from us?

Your rights

We are committed to treating you fairly and with dignity throughout your time with us. You have the right to:

- Be treated fairly
- Be free from harassment or discrimination
- Be consulted about the way services are delivered, bring ideas and challenge us
- Complain if you are unhappy about our service

When you apply for or take part in our services, we need to collect and keep personal information about you. This information is kept secure either on our secure computer systems or in locked filing cabinets. You have the right to privacy, and we will explain how we protect, record, store, use and share your personal information, and your right to access or change it. You can find more information about this in the 'Privacy and Cookie Statement' on our website.

We will give you a Handbook and Service Agreement. They provide more information about all your rights, and some helpful advice. If you live in a Horton Housing home, we will also give you an occupancy agreement and explain everything in it. In self-contained homes we offer assured shorthold tenancy agreements. People who live in our homes have their own keys and we respect their privacy.

Our well-trained, knowledgeable, professional team will support you. They will provide a personalised service and you will be safe in their care.

You have the right to see any of our policies and procedures. We regularly review them to make sure that our services are safe, work within the law, and are of a high standard.

Our quality standards



We have signed up to the **Together with Tenants Charter**. This means we want to make sure that:

- You are safe and listened to
- You can help shape our services if you want to
- The homes we provide are good quality and safe
- When things go wrong, it is easy for you to tell us or make a complaint and we will sort it out quickly

Our commitment applies to everyone we work with, whether they live in our homes or are accessing any other Horton service.

Horton Housing is committed to equality, diversity and inclusion, and providing services that are inclusive and accessible for everyone.

We aim to provide excellent services. To do this, we measure our performance against local and national standards.

Our website has more information about our commitments and standards. You can find it in the 'About Us' section.

How can you contribute?

We want your experience with our service to be positive and successful. This is how you can help with this:

- Meet with your support coach as agreed
- Be active in developing your plan
- Identify what you wish to achieve
- Agree the actions or steps that you need to take to achieve your goals
- Work in a positive way towards completing the actions to achieve your goals
- Always communicate honestly about how you feel your support is progressing
- Join in with one of our Scrutiny Group or local involvement activities and help shape how we do things – or just share your thoughts with your support coach.

Everyone has their own skills and abilities to make progress in achieving their goals. We will work with you in the way that helps you to feel comfortable, to ensure you have the best possible chance of success. We always make the process as friendly and welcoming as possible.

If you live in a a housing service, you will have some responsibilities within your occupancy agreement. We will explain these to you when you move in.

We ask you to treat us with the same respect and courtesy that we show towards you.

People accessing and working at our services have the right to feel safe and protected at all times. For this reason we do not tolerate threatening, intimidating, aggressive or violent behaviour.

If you need us to communicate with you in a different language or format—whether for written information or day-to-day conversations—just let us know and we will do our best to help.

How will we communicate with you?

We will communicate with you via your preferred method such as telephone call, text message or email. We will also follow up formally in writing.

We can keep other people informed if you ask us to.

If you would like this document in a different language or an accessible format, please contact our Communications Team:

Email: communications@hortonhousing.co.uk

Phone: 01274 370 689

How to have your say

We want all our services to be good quality. We always welcome your comments, compliments or complaints. So please get in touch if there is something you would like to tell us. Our contact details are on the front page.

Horton Housing's Scrutiny Group invites all who access our services to come along and give their say on the services and homes we offer. Join in with one of our Scrutiny Group or local get-togethers and help shape our services for everyone. We welcome all voices, and your support coach will be able to give you more details. Or simply pass on any thoughts you have, whenever they come up.

Alternatively, our Head Office is:

Horton Housing Association
Chartford House
54 Little Horton Lane
Bradford
BD5 0BS

Phone: 01274 370 689

Email: headoffice@hortonhousing.co.uk

Website: <http://www.hortonhousing.co.uk>

Horton Housing Association is charitable and is registered society under the Co-operative and Community Benefits Societies Act 2014, registration number 25057R.