**KHG EXB Meeting Action Decision Log – 15th November 2017, TCHG Offices, Tunbridge Wells**

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| **Present**: Sarah Robson, Chair & Shepway DC; Rebecca Smith & Jill Pells, KHG; Kevin Hetherington, Kent Homechoice; Christy Holden & Melanie Anthony, KCC; Sasha Harrison, SHG; Brian Horton, SELEP; Hayley Brooks, Sevenoaks DC; Debra Exall, KCC; Sharon Williams, Ashford BC & Treasurer; Jo Ellis, Vice Chair & TCHG; Deborah White, West Kent HA; Mark Breathwick, Medway Council;  **Apologies**: John Littlemore, Maidstone & JPPB Chair; Amber Christou, Swale BC; | | | | | |
| **15/11/11** | **Reference** | **Notes** | **Action/Decision** | **Lead Person** | **Timescale** |
| **Mins/Matters Arising** | | Minutes agreed as accurate, matters arising included:  Page 2 – Communications sub group pre meeting taking place on 20th November.  David Godfrey from KCC who has been assisting with liaison with DCLG has advised that the Secretary of State has received the letter from KHG and a response is due shortly.  Confirmation of who is mentor for KPSHG, currently SR but not sure on capacity to continue.  Page 3 – CH is still scoping the interest for contribution from KCC and partners for a Select Committee | **Update to be provided following meeting**  **Feedback to be shared when received**  **SR to confirm if continuing with current role as mentor**  **CH to feedback as more info comes forward** | **JP**  **RS**  **SR**  **CH** | **After 20/11**  **As available**  **Asap**  **As available** |
| **KHG Discussion** | | Chair of KHG – SR has a new role at SDC but remains committed to KHG for the foreseeable future. The KHG EXB agreed the importance of taking responsibility for actions agreed. Having regular contact between Chair, Vice Chair and Partnership Managers is key.  SR keen to have a forward plan/action plan at the start of the year, capturing achievement to understand where the gaps are in our work, what we have produced and how to support and direct the sub groups. Each sub group should also have two or three action points to deliver on.  Terms of Reference – **the KHG Executive Board Terms of Reference signed off.**  **Membership Discussion –** general discussion about the role of KHG, income generation, roles of Partnership Managers and the sub groups and how we can structure a membership offer that is attractive. To look at membership levels in terms of turn-over of stock numbers and simplify the membership tariff in this respect.  Need to be clear about the process for an affiliate member to be invited to full meetings/events. Also to consider in the future about the use of the website for all members.  Welfare Reform Group was a Task and Finish Group run through KCC and is not on going but clear links with the potential Social Impact Group. Potential to resurrect this T&F Group with roll out of UC. | **1:2:1 bet SR, JE, JP & RS between meetings to follow up & maintain momentum**  **Capture the work, achievements & what’s being actively worked on to share widely – to be picked up in 1:2:1 meetings**  **Agreed to invite the Chairs of the sub group to engage and focus around the work on the strategy development. Mentors to work with their Chairs about the purpose and role of their sub group.**  **Affiliate membership = for organisations with under 1000 homes (excl local authority stock). Agreed to remove Private Companies from the list of potential affiliated membership. Exceptions to the membership will be considered when necessary. Remove Subscriber membership at the current time.**  **Need a representative from Social Impact Group to attend Welfare Reform Group meetings as they happen.**  **KHG representatives attending external meetings should be providing feedback to the membership.** | **RS/JP/SR/JE**  **RS/JP/**  **SR/JE**  **RS/JP**  **RS**  **TBC**  **ALL** | **To be set by 30/11**  **Once 1:2:1 completed**  **ASAP**  **Once meeting set**  **As appropriate** |
| **KHG Budget** | | The budget sheet has been updated, to reflect budget set, actual spend and likely out turn figure. The reserves have been set out separately. Any savings or interest from the account will be added to the reserves at the end of the financial year.  Events and training should be offered to external partners as a means to generate additional income.  Is the Housing Forum used effectively to sustain membership? Is this a membership benefit for the wider KHG, part of our USP? | **New budget sheet format agreed and will continue. Agreed to monitor potential mergers amongst membership organisations. It was agreed to refrain from any changes to the website.**  **Events group to look at training opportunities as well as an Events Forward plan. To include the opportunities for Webinar and how this provides membership benefits and potential income generation. Sponsorship opportunities at events should also be looked at.**  **It was agreed that Shepway DC should invoice KHG for JP salary for current financial year. To take from reserves to cover cost if required.**  **Invite CEX of Housing Forum to attend KHG meeting to sell Housing Forum Membership and take decision whether to keep the subscription. KHG Communications Group to take forward as part of their work for KHG.** | **SW/RS**  **JP/EM**  **SR/RS**  **RS/SR** | **By 20/11/11**  **Next meeting date**  **By 20/11**  **By 30/11** |
| **KCC Accommodation Strategy Update** | | Currently refreshing text in Accommodation Strategy, to ensure links are live. Forecasts for OP accommodation for up to 2031, data will be available shortly, going through testing as figures also part of GIF. Next step will then be forecasting for LD and MH, Physical Disability forecasting is on the horizon. Children’s services are more engaged with the strategy updating and there is now extra focus on the outcomes of the strategy across all relevant KCC departments. Extra Care developments will be pushed now going forward. There are discussions internally about access to land and the One Public Estate work stream.  Future Funding announcements have now been made. Homelessness re- commissioning with a need to refresh services, the existing contracts end 1/10/18, there are 9 events taking place for early engagement with stakeholders, test and engage on ideas to shape future services, including co-commissioning opportunities. Public consultation in new year, tender opportunities in March and contracts awarded in June 2018. There is also work around Offenders, activities for this client group and how to shape it going forward.  There is work about the HIA contracts and performance; the contracts are due for renewal in due course and to consider how to shape this service for the future. Sholeh Soleimanifar at KCC will be liaising with colleagues about this piece of work. | **KHG to provide support and input in the refresh of the Accommodation Strategy where relevant.**  **Invite CRC to the full KHG membership meeting to discuss remit, to make links with JPPB** | **All / CH**  **RS** | **As required**  **By 30/11** |
| **Kent Homechoice** | | Kent Homechoice has had 7 bids for the new contract, with an assessment panel meeting due to take place in the coming weeks. The new contract will run for between 3 & 5 years, KHC have communicated about a new partnership agreement extension. There are significant issues related to the extension request of KHC, including refusal to sign or use all existing modules. | **KH to share details of the particular issues with JE and SR before they make contact with the KHC membership organisation. It was agreed to liaise with Thanet DC also as there is stock of over 3000 in Thanet.**  **KH to liaise with SR about meeting with SDC** | **KH/JE/**  **SR**  **KH/SR** | **ASAP**  **ASAP** |
| **KMHS Update** | | KHG presented to Kent Leaders in September, there is majority support for the document. There was feedback about being clear about the audience, who will be accountable, innovative objectives and whether it will be a lobbying document.  There is a need to look at the contextual element. Key themes, accelerating supply, welfare, health, ageing population and homelessness, with cross cutting themes around ‘Place’ funding streams and affordability.  How can we task the sub groups with relevant roles. There will be questions and asks of the sub groups about pieces of work that they should undertake, including narrative, issues and how to campaign the messages. How do we represent the wider membership in terms of the development of a far reaching document, for example applicable to HA Board members.  There is a Leaders meeting in February and then a follow up on 27th March (2pm)  Questions taken from the evidence base refresh will be tasked via the KHG sub groups. | **Key Actions Include –**   * **Agree timescales for development of the strategy.** * **How to engage sub groups and their remit to help develop the strategy.** * **Kent Leaders – how to get contextual data correct to feedback to them in February. JE to potentially attend and provide feedback with Tracey Kerly as SR unable to attend**   **Written update provided for February and then SR & JE attend the March meeting.**  **RS/JP to liaise with their relevant groups about questions from the list provided** | **RS/SR/**  **JE /BH/ DW**  **SR/JE**  **RS** | **ASAP**  **By 30/11** |
| **EK Integration Project** | | RS advised that there have been two meetings about the project, JPPB have agreed to help co-ordinate this work. To agree a scope and potential outcomes from the EK project there will be a visionary workshop in early February 2018; this will have a mix of representation from across housing health and social care. From there it will be clear about what the model could look like with opportunities to flex it locally to meet local need/demands. SR advised that she is meeting with the STP Director in early December to look at a Kent wide angle, an opportunity to use and showcase what happens in Kent via Kent Housing Group and to feed this in to the project. | **SR/JL will feedback progress to KHG EXB & wider group at regular intervals & as the project progresses** | **SR/JL** | **As appropriate** |
| **Social Impact Sub Group** | | This came from a meeting of some HA partners within KHG, how to work better together around community projects, are we achieving the maximum impact on the areas that require support. The original focus was agreed to be Employment and Training but how to help achieve and maintain sustainable employment. This would be a sub group for housing representation across both HA’s and LA’s. It was agreed there would need to be input and engagement from agencies such as DWP. The initial suggestion is for the group to run for three years with a review at end of year two. | **Initial discussion to include JE, ME & HB and William from WKHA.** | **RS/JP** | **ASAP** |
| **AOB** | | Affordability Protocol shared for sign off with updates from John Littlemore.  Mental Health Scoping Paper follows up to event in February 2017. HSEG to scope housing options for clients with MH.  Change KHG September 2018 as clashes with SELEP Conference.  No feedback on the Planning Consultation so no KHG response.  KHOG developing a response to Code of Guidance consultation for RS to finalise and submit.  London Councils attending KHOG meeting in December. | **Share final draft with original affordability sub group for agreement and then EXB can sign off**  **Colleagues to feedback via email on the recommendations to SW**  **RS to move date back one week (avoid NHF conference)**  **RS to share for sign off when developed by KHOG**  **JP/DE to feedback following meeting** | **RS**  **ALL**  **RS**  **RS**  **JP** | **By 20/11**  **By 22/11**  **By 20/11**  **As available**  **By 15/12** |

***Thanks noted to TCHG for hosting***