**DRAFT MINUTES – Housing Strategy and Enabling Group**

**15th November 2016 - Ashford Borough Council Offices, Civic Centre, Tannery Lane, Ashford Kent**

**Present:** Jennifer Shaw, Co-Chair and Ashford BC; Liz Crockford, Co-Chair and Sevenoaks DC; Sarah Lewis, Tunbridge Wells BC; Jane Griffiths, BPHA; Tessa O’Sullivan, ACRK; Alison Elliott, Maidstone BC; Heather Stoner, HCA; Helen Miller & Arron Nichols, Medway Council; Sandra Sainsbury, Shepway DC; Ashley Stacey, Thanet DC; Andrew Paterson, Canterbury City Council

**Apologies:** Brian Horton, SELEP; Tony Stewart, Maidstone BC; Satnam Kaur, TMBC and HSEG Mentor; Rebecca Walker, Swale BC; David Jeffrey, Ashford BC;

**Visitors**: Graham Herbert, KCC; Tom Bourne & Clint Taylor, KCC

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| **ITEM** | **NOTES** | **ACTION** |
| **Introductions and Apologies** | Introductions and apologies noted. |  |
| **KCC BR&I Unit** | GH attended the meeting and provided the following information:  Quarterly and annually bulletins prepared by GH, with plenty of topics covered, with most information produced available on the KCC website <http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent> Homelessness is a popular topic and area of research currently.  There are variables with data, the quality of input, the timescale of input and what is counted as part of data collation. GH is always looking at new data sources to see how they can compliment what is already collected by KCC and put into reporting briefings.  GH advised that there will always be slippage on some data due to when different partners input data. It is always important to share with data the source and any foot notes or caveats on the data provided.  GH has been looking recently at the housing markets and the buoyancy. PS1 and PS2 data sets don’t quantify the number of units delivered through planning applications, just the number of planning applications. Looking at this data is relatively new in terms of data collection for GH.  GH requested that colleagues communicate with him if there are any data sources missing or any queries on what is provided currently. There was a discussion about sharing information on intermediate housing, how to share data from BPHA with regards to those on waiting lists for intermediate housing products. GH also asked other experiences of using CORE, this was limited amongst those at the meeting. JS has recently got access to the CORE system at Ashford but is yet to explore it in any detail. | **JG to provide HtB applicant data per LA to GH as at 1 April (live and/or work one category, live and/or work and/or selected area another category)** |
| **Kent Integrated Data (KID)** | TB and CT attended the HSEG meeting to provide colleagues with an overview of the Kent Integrated Data set (KID).  The purpose of the KID is to map the pathway of clients who access health and social care services, with the NHS number critical to these touch points. A missing element to the data set is housing data, which could be accessed via the Unique Property Reference Number (UPRN) and not the NHS number as this isn’t routinely collected by housing organisations.  The KID data is not new data sets, it is data that is collected currently by different agencies and organisations but pulled together and linked purposes such as evaluation of projects/interventions or planning for commissioning of services.  A lot of data sets are now flowed through the KID, with the exception of housing data, and the data is held in a data warehouse that is managed by Maidstone and Tunbridge Wells NHS Trust. The data in the set is now 2 ½ years old so there is a good amount of data to analyse and link. The data is about one to two months behind live, data being flowed currently is for September 2016.  If housing providers sign up to sharing data they become data controllers, as have others, and they remain controllers of all the data flowed. With regards to data collected there are some discussions about collection of ethnicity and why this hasn’t been collected to date.  Those working on the KID are keen to have more segmented option to use against the data, this could offer more choices or abilities to answer questions requested of the KID, including extracting information about tenure types or those who are registered with a GP and are a wheelchair user. This may also highlight any duplication of services provided.  It has taken significant time to work through Governance and ensuing compliance to legal requirements such as the Data Protection Act or the Health and Social Care Act.  The benefit of KID for local authorities is being able to demonstrate return on investment of particular projects or interventions, it will help inform and link up elements of the STP for Kent and Medway. Currently KID are working with Thanet DC and are hoping to finalise an SLA about sharing data flow into KID. This work with Thanet also includes testing costing arrangements for using KID.  The Kent Public Health Observatory is funded (ring fenced) grant from Government. There is a website - <http://www.kpho.org.uk/>  RS commented that part of the County wide DFG review will include some work with KID about the impact/value of DFG’s. RS happy to share how the pilot use of KID goes for feedback. It was also confirmed that Joint Kent Chiefs have been made aware of KID and endorsed use of it at their last meeting. | **RS to share presentation with minutes on the website** |
| **Minutes & Matters Arising** | The minutes were agreed as accurate and the following matters arising noted:  Page 3 – Help to Buy Sales Policies, LC has not had a great response to this request from HA colleagues and is going to park this item now, LC assuming that HA’s and RP’s are liaising on local policies.  Page 3 – RS provided a brief summary of the Affordability Workshop that took place on 8th November. There were a number of colleagues in attendance from strategy, housing options, housing association colleagues, Kent CRC (Probation) and DWP. Tracey Kerly and William Benson also attended to represent and feedback to their Joint Chief Executive colleagues. There were three tabled discussions covering affordability generally, housing for the under 35 years and then temporary accommodation. The notes are currently under view, action points and outcomes will be shared once available. There will be outcomes and actions that feed in to various KHG sub groups and the refresh of the Kent and Medway Housing Strategy. See HSEG Action Plan, number 2.  One of the discussions at the workshop included the pre assessment module that Kent Homechoice is developing currently and a pre application process/tool which may be able to include affordability assessment too. The pre assessment tool may also act as information and advice for sign posting to different agencies. It was agreed that it would be useful to understand what RP’s are using an affordability assessment tool and what they look like, is there an opportunity to have this centrally? Who is publishing their policy?  Page 4 – SDC is still waiting on confirmation of additional exemptions (s157). |  |
| **KMHS Update/SELEP Update / KHG Update** | SELEP Update:  RS updated that there is movement on the Housing Business Ready Programme in Kent. RS advised that Thanet DC have submitted their final business case regarding Coastal Funding. The funding will be allocated three ways and KCC have agreed to be the Accountable Body for this funding. The funding is not specifically time limited currently.  The SELEP have agreed to make a contribution to HIFI on a piece of work around infrastructure and utilities and will commence before the year end and RS can feedback from Brian Horton when there is traction with this.  The LEP Board is considering working arrangements and the Housing Working Group that was previously chaired by Graham Brown, that this group will grow and KHG will be invited to be represented on this Group. Tracey Kerly is keen to retain her position and present KHG on this group. The KHG EXB agreed this position going forward at their recent meeting.  There will also be a refresh of the Strategic Economic Plan and the Housing Working Group will be the reference group for the housing elements of this work. There is a direct link between this and the refresh of the K& MHS.  KMHS Refresh:    RS and Brian Horton have liaised with Kerry Parr and will continue to work with KHG on this and update numbers from the original evidence base. There will be more work on this in the new year. Elements of work streams from KHG, such as the Affordability Workshop will feed into the refresh, and there will be an implementation plan to support the refresh of the strategy. There will need to be liaison with KCC now that Ross Gill has left KCC and the links to KMEB. There will also be contribution from the KHG sub groups, such as the HSEG.  KHG Update:  Alongside the KMHS and the support to sub group RS continues to work on the County wide review of the DFG process across Kent, the Integrated Housing Health and Social Care Project. This work is due to go into the Spring of next year.  KHG have held a number of events in recent months, the Build to Rent, Custom Build and more recently the Affordability Event. Presentations from all events can be found on the KHG website, the next steps and notes from the Affordability workshop will be shared in due course. The Planning Protocol launch is took place on the 11th November and this is also on the KHG website.  KHG has set the dates for the next seminar, this is 19th July and will be hosted at the Kent Event Centre, this will be housing and health focused seminar. The KHG awards will be held in September and more details about categories for nomination and venue will be shared in due course.  The Chair of KHG changes in January 2017 with Eileen Martin stepping down and Satnam Kaur (TMBC) taking over, a new HA Vice Chair will be elected.  KHG continues work with the Joint Kent Chiefs about welfare reform and links to Out of Borough placements and how to manage the growing increase of numbers of households in temporary accommodation. KHG are also working more closely with KCC colleagues through their transformation period (phase 3) where significant savings have to be identified and how to minimise the impact on vulnerable clients, recognising the importance of housing in this decision making.  RS is still asking colleagues to share any photos that can be used to keep the KHG website fresh and up to date, colleagues to share accordingly. |  |
| **HCA Update** | HS attended and provided the following update:  The autumn statement is due 23rd November, this is likely to include housing announcements and the White Paper is expected to be published around the same time.  HCA have completed assessment of current SOAHP, bids have gone through moderation processes and they are due to be signed off by HCA Directors Group early next week. They will then to DCLG and the Minister for fina sign off, with announcements due mid-December. HS updated that response to the bidding round has been similar to past bidding rounds, a good response in respect of Rent to Buy and Specialist Rent. There are no bids for Kent for Rent to Buy.  There are no further technical announcements on starter homes, HCA are still looking for land to build starter homes on; they have a reasonable budget for this with progression on some sites. Colleagues to share any info about potential starter homes sites to be shared with HCA  Garden Villages Programme, this has been assessed, waiting on announcements for this.  Home Building Fund – this is a Government loan fund (Local Infrastructure Fund and the Builders Finance Fund) – now being amalgamated to HBF, short term and long term elements, developers can approach and be assessed - £1 billion for new homes and £2 billion for infrastructure. The application process is now simplified.  Large Sites and Capacity Fund, a new £18 million fund announced on Friday 11th November, to accelerate house building on large sites. <http://www.kenthousinggroup.org.uk/news/> this link provides more information and includes how Government will offers capacity funding to prevent large sites from stalling. Developers working on these sites can bid for the HBF.  Homeless Prevention Programme £40 million fund - bids in by 28th November, there are three elements to this funding to which bids can be submitted.  HS mentioned to colleagues about a Radio Programme on Radio 4 this evening, its about homelessness in the present day, following up from the Cathy Come Home campaign. <http://www.bbc.co.uk/programmes/b082hg9s>  Domestic Abuse Fund – by DCLG Friday 16th December. <https://www.gov.uk/government/publications/strategy-to-end-violence-against-women-and-girls-2016-to-2020>  HCA Restructure – hoping to have more information by end of December, should be able to update to HSEG in January. Work going forward to be divided into streams, with responsibility for sole areas of work, only 4 posts for contract management in East South East. There is likely to be an impact on HCA attendance at HSEG meetings.  Heather advised that she is leaving the HCA at the end of March. Thanks noted to Heather for her support and work with HSEG. |  |
| **BPHA Update** | JG provided the following update:  BPHA had a recent event in Ashford, this was well attended. People travelled a fair distance to attend the event. JG asked colleagues whether ahead of future shows LA colleagues could share information about forth coming schemes in an area, which could be put into a flyer format for JG to share. There would a disclaimer about the type and timing of development information shared.  JG has emailed the HtB department of the HCA about the changes to the policy and if there would be a new SLA between the providers and BPHA, there is no further feedback on this to date. JG have confirmed that currently she is sharing information with providers who are requesting details about live work connection for example, this is shared by the secure server. MOD has confirmed that they will not share any information on their portal about HtB.  HS confirmed that where there are schemes that don’t meet HCA criteria, the HA’s are still operating and using the live work criteria, and are not in contravention of HCA regulation as not part of the programme.  The nominations part of the website has been shut down as there are issues about the ‘auto approve’ element, providers are being given lists as they would have received from the website, it is anticipated that this element of the website will be back in the next few days. | **Colleagues agreed this approach and JG will contact ahead of the next event (March 2017)** |
| **HSEG Action Plan** | Action One – RS provided an update on the Refresh of the KMHS earlier in the meeting.  Action Two – Affordability – waiting on the outcome of the Affordability workshop so remains outgoing.  Action Three – RS to liaise with SK about the progress with the Creating Successful Communities Protocol. This has been reviewed by NMSG but not sure on the role and purpose going forward. HSEG would like to see any updates to this document.  Action Four – Rural Protocol - Final draft to be commented on and back to RS by 5pm on Friday 18th November. RS will then share back to KHG EXB for endorsement. RS to also liaise with SK as to whether this goes back to KPOG for comment before final sign off. ToS to advise Parish Council Clerks when the protocol is ready for circulation. ToS to confirm when this has happened so that LA colleague can raise the profile within their individual committee structures. It can also go on the Rural Kent Website as well as the KHG website.  JG to share an update on the Shared Ownership element about how to purchase, to share with RS.  Action Five – Older Persons Protocol – this work will come forward and will be part of the KMHS refresh.  Action Six – Tenancy Strategy Update/Review – SS commented that there have been some changes about tenancy length and having children at home and also changes to tenancies for older people. Some LA’s are going to review their own Tenancy Strategies to make sure they have incorporated national changes.  It was agreed to table this as an agenda item for January and to work through and update accordingly.  Action Seven – Benchmarking – To continue the annual monitoring via AN and once signed off at HWG, RS to feed into the bulletins provided by GH at KCC. | **SL/RS to maintain watching brief**  **RS and SK to liaise and feedback**  **Comments to be with RS by 5pm on Friday 18th November**  **RS to note for January agenda and provide copy of Tenancy Strategy with meeting papers** |
| **Table of Products** | **JS and AS advised that they are working with Cheyne. JS to update as work progresses. SL is meeting with Rent Plus .**  **JS suggested adding SnugBug to the table of products and it was agreed to also add Spareroom.com** | **RS to update and share** |
| **AOB** | It was agreed to continue meeting six times a year and for Ashford BC to host. | **RS to share meeting dates** |
| **Date of next meeting** | **To be circulated.** |  |

***Thanks noted to Ashford BC for hosting the meeting***