**DRAFT MINUTES – KENT HOUSING GROUP - PRIVATE SECTOR HOUSING SUB GROUP**

**5th December 2016 - T & M BC OFFICES**

**Present:** Linda Hibbs, Chair and Tonbridge & Malling BC; Rebecca Smith, KHG; Robin Kennedy, Dover District Council; Kerry Petts, Shepway DC; Steve O’Shea, Gravesham BC; James Cox, Sevenoaks DC; Janice Greenwood, Tunbridge Wells BC; Jane Miller, KCC; Donna Crozier, Family Mosaic (HIA); Dipna Pattni, Gravesham BC; Sarah Robson, Shepway DC & KHG Mentor; Richard Hopkins, Thanet DC; Marion Money, NLA & Vice Chair; Tim Lovell, Canterbury CC; Julian Watts, Ashford BC; Rachel Evans, Dartford BC; Hazel Skinner, TMBC; Sholeh Soleimanifar, KCC

**Apologies:** Jill Pells, KHG; Lesley Clay, Kent Joint Policy and Planning Board; Samantha Simmons, Kent County Council; Karen Leslie, Family Mosaic; Amanda Martin, Dover DC

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| **Item** | **Notes** | **Action** |
| **Introductions & Apologies** | Introductions and apologies noted.  The KPSHG agreed to note thanks and best wishes to Phil Garland at Swale BC, as he is due to retire in January 2017. |  |
| **Minutes and Matters arising** | September 2016 minutes agreed with the following matters arising:  Page 1 – RS confirmed that the DFG Protocol will remain on hold and form part of the wider IHHSC Project  LH advised that a Falls Strategic meeting with LH, SR and RK took place and agreements were made about sharing information and reinforcing what PSH officers and managers do, since the meeting it has not progressed due to sickness of Karen Shaw.  Page 2 – LH has not completed the spreadsheet to date, LH will share once completed. Once the form is developed it will be for individual districts to complete in house.  MM advised that the NLA have an Associate Member Scheme that local authorities can sign up to, MM has been liaising with some colleagues about this, once a member they can access the back of office areas of the website and forms or journals that are provided every two months. Paid membership is about access to the advice line and additional elements.  LH has asked Karen Hardy, KCC, to share a report that went to the West Kent Health and Well Being Board. LH to chase Karen Hardy about this report.  LH advised that work will follow up about having data on the Kent Homechoice website.  Page 4 – RS updated that she is working with Ashford BC on sharing data on DFG’s with the KID (KCC PH Data set). Once this has taken place RS will contact other Districts about sharing data.  Page 4- KP advised that the advert for the enhanced handy person service has now been in the local Shepway newsletter. JC has had up to 60 enquiries from his recent advert, not all will result in a DFG. RK advised that Dover DC are using the same format as Sevenoaks advert, the Dover version is electronic. RK has also considered going to other outlets such as mobility scooter shops, Age Concern and Day Centres.  LH advised that a member in TMBC is keen for them to advertise or to promote DFG’s for Children, JM suggested MASH centres (where all professionals come together in one place) or children’s centres etc. JM to obtain a list of relevant centres for advertising and share with the group via RS.  Page 6 – RS advised that LC only returned to work on Wednesday 30th November so has not provided a JPPB update. | ***LH to note and share when completed***  ***ALL to note***  ***JM to note and share*** |
| **Action Plan** | The updated Action Plan was shared ahead of the meeting.  **Aim 1a** – LH to develop and share the EPC spreadsheet for monitoring at local level the percentages. CO and Smoke Alarms are on-going.  Internal communications between Building Regulations and Planning – JC advised that in Sevenoaks he speaks with the Head of Service as and when necessary. MM advised that a recent case with a landlord and a mis-communication about planning and building regulations and what the PSHG manager would agree. Colleagues around the table advised that this happens quite regularly and that those applying for planning should be aware of all the different regulations that are enforced by local authorities. KP advised that Shepway DC do advise applicants or enquiries regarding PSH to check with Planning and building control about other legislation to be aware of.  **Aim 2** - The Housing and Health Cost Calculator work is continuing, and LH is reporting back to JPPB on this in January 2017.    **Aim 3 –** The DFG Programme is on the agenda for this meeting.  **Aim 4 –** The Fuel Poverty Strategy is now completed**.**  **Aim 5 –** Promotion of the KPSH Teams across Kent – this item remains outstanding for LH and Nigel Bucklow. | ***ALL to communicate internally about sharing information about all legislation when there are applications or enquiries to a local authority. Any feedback to be shared at the next meeting*** |
| **Arrangements for Future Meeting** | LH brought to the group the suggestion of holding this meeting on the same morning as the Technical Officers Group, with a view to avoid duplication of work and attendance at meetings. The Technical Group element would remain for Local Authority representation only and any invited guests. This group had no objections to this approach. It was agreed that if there was need to have a specific one off meeting for either group this could be arranged.  It was agreed to offer 1.5 hours per meeting with a break in between. If either group needed longer or shorter this could be agreed in advance. Both groups are meeting quarterly.  This new arrangement will take place from 2017. |  |
| **Hospital Discharge Schemes** | JG brought the group up to date with the West Kent Hospital Discharge Scheme. This is a TMBC, SDC and TWBC project that started one month ago with a Health Housing Co-ordinator in Pembury hospital, coupled with a Handy Persons Scheme. Currently there is a temporary person in post working 2 days per week until a full time person can be appointed.  Already there are good interesting cases coming forward, TWBC have had meetings and feedback, including her role and position in the hospital. JG is certain that this work will bring forward good interventions. There is still work around stats, saving time and money etc. The advert for the full time post closed yesterday. JG advised that it is critical to have the right person in the role. DC reinforced the message about the right person in the role, having to integrate into the hospital arena. The role is working with the Discharge Team at the hospital. Works undertaken including installation of Key Safes, shopping on route to fit the Key Safe to enable a person to be discharged from hospital. Another issue picked up in this new role is that some clients are homeless at point of discharge.  JM advised that there have been positive outcomes and work with Ashford BC about patients being discharged who are homeless.  There is also a Care Navigator Post funded through the Winter Pressures Fund, this was not known at the time of the discussions about the Health and Housing Co-ordinator and this post is filled.  RE advised that Dartford is considering a similar scheme to the West Kent Hospital Discharge pilot.  Colleagues confirmed that the BCF Guidance does encourage spend to ensure that people are supported and enabled to be discharged from hospital, making sure links between services are made. The Handy Person Scheme enables a visit to the home to identify any additional works/support. This is about prevention.  SR suggested that it may be useful to review and update the JPPB Protocol (Hospital Discharge) and to get a Kent perspective and share this position with Health colleagues. This protocol could capture the Care Navigator roles and schemes and how referrals should come through to colleagues for action. SS agreed to feed this back with KCC to ensure that funding is not duplicated and there is more joint working. The Care Navigator role works well in East Kent but not as well in West Kent.  RK shared information about recent cases with clients who are suffering with terminal illness and how to meet this unmet need in Dover and how to support those with offering another type of grant outside of the DFG, especially for those who fall outside of the financial assessment.  KP updated o the Shepway Home Enablement Scheme, this started on the 1st October and working predominantly with the William Harvey. The Care Navigator at the William Harvey has worked previously with Family Mosaic. This is a two way approach, proactive to keep people at home and reactive to hospital discharge and DC has been liaising with all agencies that carry out home visits to make them aware of the scheme. DC has not had any correspondence with Canterbury IDT about the scheme. This is a free tenure neutral scheme. | ***SR to take to JPPB for consideration/action*** |
| **Update on Health Links/Falls Prevention** | DC advised that the last Falls meeting for Shepway & Dover CCG have signed off their model of work; this is a Falls Pathway with Housing included. DC to share the model with the group. DC doesn’t think there will be further Falls Pathway meetings. It is anticipated that referrals will come forward through this new pathway.  JM advised that ICT do a lot of Falls Screening and whether this has been fed in, DC advised that they have had good input at the SKC CCG meetings about this pathway work.  RK advised that he attended a recent event at the Leas Cliff Hall, this was a health workshop set up with housing represented. There has been a subsequent SKC CCG meeting and further discussions about how to push forward the integration, including mapping entry points into a local authority (PHS or Housing Options). SR did raise the potential services to be impacted by the proposed savings to support services.  LH attended a West Kent Falls meeting last week, considering the falls service in West Kent, which had been suspended as it was not fit for purpose, this is a health pathway service and not a KCC led service. They are now looking at the pathway and commissioning of a falls service. JM advised that Abraham George has completed some data work about the falls in Kent; West Kent is high in terms of the number of falls and injuries as a result. There is likely to be a workshop in the new year and housing should be represented at this workshop and to share good practice locally about falls.  RE advised that there has been one meeting about Falls but it hasn’t gone anyway since, there are limited referrals with regards to falls. So’S advised that the Falls team have made contact with KF&RS. LH has made a plea with regards to this new pathway and commissioning about including PSH in any discussions with KF&RS so the work is joined up.  JW advised that Ashford don’t get involved in any discussion about Falls pathway, JM advised that ICT do run a pathway in Ashford and carry out screening, JM to advise JW about any meetings that he could become part of. | ***DC to note and share via RS***  ***JM to share with*** |
| **Update on DFG Project** | RS advised that the project is still in the assessment stage with almost all data sets returned by the District Councils. There is data to collect from KCC going forward. There is also work on collating the details about all the initiatives being undertaken in Kent around DFG delivery, RS is now part also part of the Swale working group looking at their spend going forward.  RS will be developing an update paper for the Joint Kent Chief Executives in early January. The Project Board meets in early January, with a possible presentation about the STP and Vanguard (Canterbury). The Operational Group also meets in mid-January.  RS will continue to feedback through this group and other KHG groups going forward. RS will develop a communication plan to share and there will also be a customer focus group set up that RS will seek assistance with from colleagues.  RS advised that she is also hoping to set up a pilot data sharing exercise about DFG’s with Ashford BC and the KID (KCC PH Data sharing tool).  RS confirmed that the project remit does not cover the top slicing issue with KCC now that the SCCG has ceased. There is to be a MOU between KCC and the districts about the future top slicing, this will be shared by JM when ready for circulation.  There was a discussion about the role and outcomes of the OT are who are working within local authorities, that generally feedback is positive, assessments are being completed swiftly. SO’S raised the point about the service and speed of assessment if OT’s are not funded through the DFG funding once pilot projects cease in March 2017. Some areas are running with an OT project for a year. Assessment and evaluation of the impact of these in house OT’s will be part of the IHHSC Project. |  |
| **Warm Homes Update** | One of the messages from Samantha via LH is that they hope to have a Kent wide heating offer in the next week, they went to tender and focused on price rather than Eco. There should be feedback on this later this week.  Cavity and Loft Insulation is now subsided and carries forward as was. The KEMSEP Group are looking at their Terms of Reference and remit to consider if it should be expanded, considering more commercial opportunities, there will be an event in January to look at their priorities going forward. |  |
| **KEEP Update** | DP advised that the Fuel Poverty Strategy was completed; the Action Plan Workshop took place on 30th November. There was good attendance and good outcomes, lots of information sharing and going through outcomes later this week. There will be a report shared in January about the workshop outcomes, in March there will be an action plan about all elements of Health and Housing services. This is about reducing fuel costs and maximising incomes also.  DP agreed to circulate some general feedback and the workshop slides.  There is a potential idea to set up an ‘information hub’ – for example to share information about events or funding for all partners to access and put into. | ***DP to share via RS for Circulation*** |
| **Kent JPPB Update** | LC was not in attendance at the meeting, RS advised she has only recently returned to work. | ***RS to contact Lesley Clay about an update to be shared*** |
| **AOB** | LH and HS to decide future meeting dates for PSHG and the Technical Group and share with JP for circulation in the new year. | ***LH and HS to note*** |

***Thanks noted to TMBC for hosting the meeting***