**KHG Full Membership Meeting Action Decision Log – 17th May 2017**

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| Present: Satnam Kaur, Chair & TMBC; Rebecca Smith & Jill Pells, KHG; Deborah White, KHOG Mentor & West Kent HA; Marie Royle, Canterbury City Council; Stephen Elliot, Riverside; Sasha Harrison, Southern Housing Group; Helen Charles, Clarion; Mike Nee, Sanctuary Housing; Melanie Anthony & Christy Holden, KCC; Andrew Paterson, HSEG Chair & Canterbury City Council; Sarah Robson, KPSHG Mentor & Shepway DC; Ashley Stacey, Thanet DC; Andrew Kefford, Sevenoaks DC; Lesley Clay, JPPB; Andrew Scott-Clark, Kent Public Health; Tim Woolmer & Debra Exall, KCC; Jane Smither, KHOG Chair & TMBC; Linda Hibbs, KPSHG Chair & TMBC; Paul Thomas, DLS Limited; Brian Horton, SELEP; Nick Fenton, KDG Chair; Kevin Hetherington, KHC Chair & TWBC; Vicky Hodson, Kent HomeChoice; Terry Spillard, AHL; Ellie Kershaw, Maidstone BC; Eileen Martin, NMSG Mentor & AHL  Apologies: Bob Heapy, TCHG; Marion Money, NLA; Richard Longman, TGSE; Graeme Bosley, Orbit; Amber Christou &Rebecca Walker, Swale BC; John Littlemore, Maidstone BC; Chris Simmons & Claire Billis, Clarion Housing Group; Bob Porter, Thanet DC; Lesley Bowles, Sevenoaks DC; Ashley Hook & Andrew Bircher, MHS Homes; Peter Stringer, & Helen Sudbury, Golding Homes; Jane Lang, Tunbridge Wells BC; Jo Ellis, TCHG; Andrew Meyer, Orbit;  Visitors: Katherine Atkinson, Jo Empson & Sam Sheppard, KCC | | | | | |
| **Meeting Date** | **Reference** | **Notes** | **Action/Decision** | **Lead Person** | **Timescale** |
| 17.05.17 | Introductions | Noted | N/A |  |  |
| 17.05.17 | Kent Troubled Families Update | Katherine Atkinson gave an update on the Kent Troubled Families Programme. KA took responsibility for the programme in February 2017. KA role to ensure consistency and communications with partners, operational responsibility sits within the districts and there are key links with DCLG.  Signs of Safety – conversations with families, understanding what works well and what doesn’t, where does their journey lead? Next steps are to work with Youth Justice and young people, there are five Youth Justice units in Kent, closely working with Specialised Children’s Services.  Phase Two of the TF Programme has required more detailed evidencing of outcomes for claims to DCLG, Kent TF has exceeded the target agreed with DCLG. There is a broad claims window allocated by DCLG. Kent will submit a claim in June, August and then December. DCLG undertake two spot checks per LA area, 16 cases selected at random in Kent, with Early Help Workers interviewed as part of this work.  Work has started on the DCLG Maturity Model, self assessment tool kit with six strands. There is a need to look at steps beyond self assessment and how to continually improve. View points from stakeholders to be included in the self assessment. The self assessment is reviewed annually. EK stressed that there has to communications/links at operational levels between KCC and the districts councils about the TF programme.  KA advised that there are approximately 3000 open cases, these are monitored, managed as are resources and resilience of staff to manage the cases. There is monitoring about re referrals to the programme, where they are from and whether they need to access the programme for a second time. On a 6 monthly basis re referral data is explored in more detail.  It was suggested that work around the Joint Health and Wellbeing Strategy should be linked to the Kent TF programme. ASC advised that work is being undertaken to continue to support vulnerable families, and the parenting offer available in Kent. There are 17,500 live births in Kent annually. | Slides to be on the KHG website with Action Log.  KA to liaise with RS about KHG feedback for tool kit. | **RS**  **KA** | **19th May**  **As required** |
| 17.05.17 | Mins & Matters Arising | Matters arising: Page 1 -  RS To make correction to the attendance of last meeting. Marie Royle attended for Canterbury City Council not Lorna Ford.  UASC Meeting now arranged for Monday 22nd May. To keep colleagues posted about progress with this working.  Page 5 – TW advised MG is going to the Joint Kent Chiefs Meeting on 18th May to talk about the Homelessness Reduction Bill and the potential impact for Kent.  LC advised that a follow up meeting about Young Persons Protocol will be set up ow that the Ofsted is complete; this will be following the election on 8th June.  Page 8 – DW advised that the Select Committee have made recommendations about the future of funding for Supported Housing. With the election in June the next steps are unknown about a Government decision on future funding. | RS to update accordingly  JP and colleagues to feedback on progress. | **RS**  **JP** | **By 19th May**  **By 26th May** |
| 17.05.17 | Election of LA Rep to EXB | KHG LA colleagues have voted for a Local Authority representative to sit on the KHG EXB, the seat held by Bob Porter which was now due for renewal. Amber Christou has received the highest number of votes and will be present on the KHG EXB representing LA colleagues going forward.  SK updated that Sasha Harrison, SHG and Jo Ellis, TCHG are both now elected and representing HA colleagues on the KHG Executive Board.  At the KHG EXB today there will be an election of KHG Vice Chair, this will be a HA representative. | RS to add Amber Christou to the distribution list and share meeting invites for the remainder of 2017.  RS to share details with colleagues once decision undertaken. | **RS**  **RS** | **By 19th May**  **By 19th May** |
| 17.05.17 | Associate Membership of KHG/Benefits of KHG | KHG have been approached again about associate membership and JP/RS have been developing a Benefits of KHG Briefing. There was a discussion about KHG as a membership group, value, relevance, how to maintain good relationships and keep members engaged, sustain income.  BH commented that joint working in Kent is stronger than other groups in other areas. BH urged colleagues to engage and take value of the group membership. EM agreed that there is potential value of allowing other organisations to joining our membership. It was suggested how the group membership fee is structured could be revisited, and that it’s critical to ensure that costs associated with the Partnership Manager roles are covered. There is also more potential around marketing and sharing our good news.  Sub Group Chairs feedback about the usefulness of these, including networking, sharing good practice, training opportunities. MN suggested engaging across all levels of service delivery, there are lots of groups and charities or specialist providers who would like to have an insight into KHG. SE commented that the group is valuable, there is perhaps some work to do with smaller RP’s who are doing work in Kent but not at the KHG table. This could be addressed by a reduced membership fee for smaller organisations. How can we engage more into the protocol work and outcomes from the sub groups?  BH advised that Carol Cairns is a potential new contact within Homes England, and will be keen to continue engagement with KHG.  DW expressed that all members need to engage and share ideas about presentations or discussions for the main membership meeting, adding value to ensure that the meetings are relevant and successful. SR questioned whether we could have a member’s library on the website for members to share information that can be used across the membership. TW also commented that KHG is the go to place for discussions by all partners when considering housing issues. Leaders at KCC have changed and KHG need to raise its profile in this arena.  BH advised that Tracey Kerly, in capacity of CEX Sponsor of Housing and Growth at the JCEX Group to meet with the Chairs of the Kent Groups, KHG, Kent Developers and Kent Planning Officers to identify shared priorities.  ASC mentioned the Kent and Medway STP and how KHG can reflect on what other work streams which are on-going and how they can influence this work and outcomes, housing is a critical element for health.  SK mentioned about a potential opportunity for KHG to offer Coaching or mentoring of staff, looking in more detail about how this would be funded. | RS to liaise with new contact  RS to take back to action with host and provider of website.  A paper will be brought back to KHG in September based on the discussion today. | **RS**  **RS**  **SK/JP/RS** | **ASAP**  **July 17**  **Sept 2017** |
| 17.05.17 | KHG Sub Group Feedback | Feedback in addition to information shared via the Information Brief:  **NMSG** - RS provided a brief overview with a full overview to be added to the Info Brief that will be uploaded with the minutes from today. The Group have had presentations from DWP about the roll out of UC, a presentation from MHS Homes about their Shared Housing Pilot, The Rental Exchange service from Experian, a Housing Law Update from Clarke Willmott LLP and a discussion and agreement to set up a Kent Tenancy Fraud Forum, which will report to the national TFF and the NMSG. The group meets again in July.  **HSEG** is reviewing its ToR to ensure regular attendance as this does vary, discussion to include meeting frequency. CLHF has been a main topic of discussion, three of the EK authorities awarded funding are working together to spend resources as a group as are WK authorities, then will establish how to link and work with authorities who didn’t get money. The group have also been discussing the Housing White Paper but this has stalled due to the election in June. HSEG are also open to any work from KHG.  **KHOG** – Main discussions have been around the Homelessness Reduction Act and the 1st April 2018, this will change the approach to dealing with homelessness and see an increase in numbers. This will impact on resources. Introduction training has been arranged across East and West Kent, in addition to this the Homelessness Code of Guidance is being re written and DCLG have been invited to help with this, Kent is going to be represented by Marie Gerald at Dartford BC. The group is working with LC on the Young Persons Protocol and also looking to refresh the Pre Eviction Protocol with formal agreement with RP’s across Kent.  **KPSHG** – Met in March and there have been improved engagement with CCG’s across Kent. Energy Performance Certificate data has now been released nationally, including tools to enable data searching or areas, looking to target F & G properties as a group to tackle these.  There has been some discussion about the KCC OP offer and the DFG funding/allocation. There is £14.5m DFG Funding across Kent, there was an expectation to have two years allocation, Better Care Fund colleagues are looking into confirming the amount of the two year allocation. KF&RS have been contacted about ensuring links with districts and the service they are now offering, as communications with PSH Teams has been limited, this is in relation to the Safe & Well Visits they undertake. BH suggested a meeting with senior colleagues in KF&RS to understand the links and overlaps to relay the necessity for good communications between housing and KF&RS. There is now a combined meeting approach to having the KPSHG and the Technical Working Group, meeting consecutively on an agreed date.  **Kent HomeChoice** – VH updated that working on the Pre Assessment and On-line application. Pre Assessment went live in March 2017, 20% reduction in housing application forms to the register since live, applicants are now getting personalised action plans. The Online application form will be launched in August 2017; will also look at auto bidding. There is also work on a system tender, the current contract ends in 2018. Locata have a number of trailblazers who are testing systems to capture additional tasks and data following the introduction of the Homelessness Reduction Bill, the Kent trailblazer doesn’t want to commit financially to having their system changed. In April 2018 there will be an update on the system to enable this change to capture data and information. There is now an Operational Group established to look at issues/elements such as the introduction of the Homelessness Reduction Act. | BH to take as an action to contact the Chief Executive of KF&RS / DE will liaise with the CEX for KF&RS at JCEX meeting on 18th May. | **DE** | **18th May** |
| 17.05.17 | Homes England | Unable to provide representation at the meeting today. | RS to make contact with Homes England | **RS** | **ASAP** |
| 17.05.17 | KMHS Refresh & SELEP Update | BH advised the refresh of the KMHS will take place post the election in June. The KHG EXB will agree the headline priorities and tasking activity to sub groups to help manage the development and implementation of the strategy. It will set ambitions but open opportunities for more joint working.  **SELEP** – in the process of setting a housing and development working group, the first task will be to contribute to the refresh of the SELEP Local Plan; the timetable is through to the end of the calendar year with a launch early 2018. The working group will be chaired jointly by the Developer Group leads from across the area. Colleagues from KHG will be invited to join this working group. The partnership with the Housing Finance Institute is continuing post-election with districts; these are coastal authorities with Thanet in Kent. Natalie Elphicke has recently published a report that reflects this work in Thanet. £102.65m Local Growth Fund awarded to Kent. This will impact on a number of Kent localities. BH to share a list of the successful schemes.  <http://www.southeastlep.com/images/uploads/resources/OUR_PROJECTS_GD3_FINAL.pdf> | BH to share via RS for circulation | **BH/RS** | **19th May** |
| 17.05.17 | IHHSC Project Update | RS advised that it has now been agreed by the Project Sponsors to reframe the scope of the project, which will focus on integrated service delivery across a number of elements in addition to DFG’s. This is in response to feedback and engagement across a variety of colleagues. The timeframe to report back to the Joint Kent Chiefs remains on track for late June. Between now and then will be the time to carry out further work to firm up the vision and desired outcomes from the project.  Tracey Kerly and Anne Tidmarsh to meet with Senior Health colleagues to discuss attendance and the presentation of potential models for integrated delivery models for Kent to the Joint Kent Chiefs in June. Potential models are based on a single pathway for the customer.  ASC advised that there needs to be a reactive pathway and how to segment the population and identify how to prevent people accessing acute health services. ASC advised it should feed into the work of the Local Care Group, the contact is Caroline Selkirk. This group does focus on frail elderly. There have been discussions about setting up a summit or focused workshop in September to share more information and detail about the potential models for delivery. SW expressed that we need to look more at the work already undertaken in Kent, for example Farrow Court and secondly the lack of development of disabled homes to help people remain living independently in the appropriate property. NF expressed that the Planning Protocol offers the opportunity for local authorities to engage with developers about development of accessible homes.    CH advised that the next step of the Accommodation Strategy is to look at Physical Disability; this includes working specifically in some area at the type and location of accessible homes and how to encourage people to move into them.  LC commented whether the Kent Agency Assessment Form should be targeted more at Frail Elderly in hospital to link with the Integrated Housing Health and Social Care Project. NF advised that there is potential to look at different delivery models for accessible homes and utilise the land available. | RS to share contact with TK and AT  LC and RS to link | **RS**  **LC/RS** | **By 19th May**  **By 26th May** |
| 17.05.17 | KCC Commissioning Update | CH introduced the item as unfortunately ML got delayed. CH also introduced Mel, Jo and Sam who will be delivering the presentations today. KCC’s vision for adult social care was agreed last year and is now core to everything we do. It shows how we will structure service and provision and how resource will be targeted around the individual from the age of 16, through transition, and through to end of life.    This is supported by building blocks of safeguarding, workforce, commissioning and integration/partnerships. It puts Adult Social Care a good footing as it works towards full integration with the NHS by 2020 as detailed in the Five Year Forward View. The 3 areas are focusing on Promoting Wellbeing, Promoting Independence and Supporting Independence. The following presentations will be focusing on Promoting Wellbeing, how we are progressing and how this affects you. The Older Persons Core Offer will also have links to the DFG project as previously discussed.    Importantly, people we talk to continue to say they want a life not a services and so it is important on how we knit people into their communities and neighbourhoods. Now is the chance of supporting the design. In relation to the County Council’s budget, the 17/18 budget was agreed in Feb 2017 and in March in the Spring budget; a further £2bn was announced for social care. This equates to £52m over 3 years for Kent and the guidance states this is for social care market sustainability and to support the NHS with Delayed Transfers of Care. There was already £6.8m confirmed in the 17/18 County Council budget for sustainability and also significant savings targets.    Due to the material change to the County Council budget, a revised budget will be presented on 25 May at County Council and current work is taking place to review all social care spend, potential spend of the new monies and re-profiling of the savings.  MA covered the item about Housing Related Support. Principles about HRS remain the same, priorities are around supporting children in care, care leavers, prevention of care home admissions and delayed discharge from hospital. HRS has a preventative agenda, part of a pathway, with a number of client groups positively impacted by the services commissioned. New Domestic Abuse service commissioned from 1st April 2017, changes to the language and approach to DA, how to identify those at most risk of DA. Homelessness and vulnerable people, KCC will be working with partners to co-design an offer for these client groups, recognising the need for investment. Social Impact Bond, the CLG grant funding received in Kent is providing scope for an exciting project, joint working with Kent Police, Health, district and borough councils, commissioning will commence over the summer to go live in Autumn 2017.  JE spoke about Live Well Kent (Mental Health Services), this is about integrated commissioning, and Shaw Trust & Porchlight are the two Key Strategic Partners in Kent. Management and delivery of a sustainable model to support wellbeing and promote recovery. There is shared branding for Live Well Kent across the County. KSP are working with GPS’ to make sure they are aware of the referral pathways and signposting accordingly. This is a long term contract and will allow development of a full sustainable offer, a move away from an institutionalised pathway. Next steps include Market Shaping Contract Clause, how to link KSP with groups such as KHG, linking to Your Life, Your Home, Your Mental Health work. ASC commented that male suicide rates have decreased in 2016/17.  SS provided an overview on the Older Persons Core Offer, one element of a number of transformation projects in KCC. Work includes identifying who is accessing adult social care Front Door, are they being triaged and sign posted appropriately, who does need a social care assessment. The Digital offer is another area, scoping online support options; Care Navigation mapping and roles are being looked at by KCC, how to support people away from adult social care services if these are not appropriate.  In Kent 49 organisations receive grant from KCC currently, these are awarded annually and the voluntary sector organisations delivery services are not networked together consistently. KCC are keen to consider joint commissioning arrangements for services where appropriate, but must ensure that the pathway to services is right. Slides within the presentation identify timelines for work streams around the Core Offer. All grant funding must end by 31st March 2018, new contracts in place for 1st April 2018. | Slides to be available on the KHG website | **RS** | **19th May** |
| 17.05.17 | KHG Events | EM recommended to members that the seminar planned for July 2017 be postponed, with DCLG unable to confirm representatives and low booking rates the preference is to have a confirmed agenda, speakers and workshops before going ahead. EM will meet with KHG EXB colleagues in July to make recommendations about future KHG Events and forward planning, having smaller themed workshops/summits and targeting delegates to enable smarter outcomes.  JP advised that the KHG/JPPB Excellence Awards will take place later I the year, the details about the categories will be shared via the website. Those successfully short listed and those who nominated will be invited to the awards event. There was a plea to members to participate in this event and showcase the excellent working in Kent. There are going to be awards to recognise the integrated work between health and housing. | EM to liaise with RS about attending KHG EXB in July  JP to share information when ready for circulation | **EM/RS**  **JP** | **By 19th June**  **As appropriate** |
| 17.05.17 | AOB | ASC advised that the annual report for PH will be published on the PH Observatory website in due course, including good practice taken from Kent, both East and West Kent. There is a technical document that sits behind this report. This is about the Kent perspective and the impact that Housing has on all elements of Health.  ASC also confirmed that the Kent STP is being developed; Amber Christou has been engaged on pathways for elements of work. There is a Kent and Medway STP Partnership Board, which has representation from local district and borough councils. This is being discussed at the Joint Kent Chief Executives Meeting on 18th May.  SK and DE advised that the Joint Kent Chiefs would like an update and strategic discussion around housing at their away day on 29th June. It’s a discussion about Growth; there will be other element of focus including developers and planners for Kent. RS will be contacting colleagues for information to share as part of this presentation. | ASC to share the link to RS to share with colleagues.  Colleagues to respond to requests for information | **ASC /RS**  **ALL** | **As available**  **As required** |

Thanks noted to KCC for hosting KHG.