**DRAFT KHG ExB ACTION DECISION LOG - 5th July 2017 – TMBC, Gibson Building, Kings Hill**

**Present:** Satnam Kaur, Chair, T & M BC; Deborah White, West Kent HA; John Littlemore, JPPB & Maidstone BC; Sarah Robson, Shepway DC; Sharon Williams, Treasurer & Ashford BC; Kevin Hetherington, Kent Homechoice & Tunbridge Wells BC; Mel Anthony & Debra Exall, KCC; Sasha Harrison, Southern Housing Group; Brian Horton, Horton Strategic Eileen Martin, Optivo & KHG Events Chair; Rebecca Smith and Jill Pells, KHG

**Apologies:** Jo Ellis, TCHG & Vice Chair; Dave Harris, Medway & KPOG Chair; Carol Cairns, Homes England; Christy Holden & Tim Woolmer, KCC; Amber Christou, Swale BC; Nick Fenton, Kent Developers Group

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| **Meeting Date** | **Reference** | **Notes** | **Action/Decision** | **Lead Person** | **Timescale** |
| 05.07.17 | **Minutes/matters arising/ action points from KHB ExB May 2017** | Page 1 - SK feedback about the meeting with KCC colleagues and UASC, it was agreed there will be another meeting in September to take actions forward. The discussion focused on numbers and models of housing.  KHG EXB Terms of Reference, it is timely to review the ToR to remove constraints about which members could apply for roles within the group. | JP to circulate minutes from the UASC meeting.  RS to review and circulate for comments, to go to the wider group also. To pick up about the Treasurer role and the Medway representation being able to apply for the role of Chair or Vice Chair. | **JP**  **RS** | **By Fri 7th July 17**  **By Fri 14th July 17** |
| 05.07.17 | **Election of KHG Chair & LA Representative** | All the votes for the role of Chair are not yet received; this will be resolved early w/c 10th July. | SK and RS to share the news when available. | **SK/RS** | **By Wed 12th July 17** |
| 05.07.17 | **KHG Events** | EM attended the meeting to update on Events for KHG. KHG is no longer running the annual seminar but looking at how to take workshops forward, running throughout the year. Suggested workshops:  -**Under 35’s**, late September 2017 and to invite Sheffield Hallam University as they have undertaken research.  -**Districts & Health Working Together** – to be taken on by JPPB in November 2017.  -**Broken Housing Market**, Feb 18.  -**Homelessness Reduction Act**, June 2018  -**Health & Accommodation Needs**, JPPB to lead on this with Anne Tidmarsh and Amber Christou, Jan 2018  -**Assisted Living**, looking at costs and funding, April 2018.  **Mental Health & Housing Pathways** and **Training and Employment** – these need further work and target audience.  **Affordability** – this needs to remain on the agenda for further work. SW raised the point about affordability of the PRS and accessing it.  There was a discussion about imposing a charge for these events, for the full event or to cover the cost of lunch. BH suggested sponsorship for these events. Jenner’s have agreed to sponsor the KHG Excellence Awards in September. It was agreed to look wider than the membership for financial support of these events.  BH mentioned that there are opportunities to work with similar groups on a joint event next year.  **KMHS launch** - there was a discussion about taking this forward and whether it is appropriate to pay an external body to complete an element of this work. | Add KHG Seminar 2018 to the next KHG EXB agenda for discussion and feedback to EM, Chair of KHG Events. | **RS** | **Sept 17** |
| 05.07.17 | **KMHS Refresh** | BH feedback that there are new drivers for this work. Housing was the only agenda item at the recent Leaders meeting, the discussions there included: What are the key areas that lobbying of Government should be focused on, is this the opportunity to influence through a clear strategy and identify a forward plan for the group. A short sharp document is required going forward. Leaders are keen to have the Housing Dashboard back on their agenda twice a year. JKCEX’s are keen to work with KHG on the strategy and feed this back up to the Kent Leaders.  Joint Actions noted from JKCEX meeting – KHG, KDG and KPOG on unimplemented Planning Permission; integrated housing and health work about OP across tenure; sharing key priorities and sharing collective correspondence with Sajid David; HRA Debt Cap, Homelessness Reduction Act; Affordability and Welfare.  The intention would be task up the sub groups of KHG to lead on elements of the strategy, having an editorial group to work on the content and to be clear on the asks from within the strategy. | It was agreed to draft a letter of key issues identified to **all** appropriate representatives within Government. David Godfrey is able to assist this. Local MP’s should be included in any correspondence.  DW and SR to work on a skeleton document for comment back from the EXB, planning out key themes. The document must reflect the view of the collective membership and housing. It was agreed that the first edition should be ready by October; this could be a live evolving document. | **RS**  **DW/SR** | **ASAP**  **End August** |
| 05.07.17 | **KHG Budget Update** | The budget sheet was circulated ahead of the meeting. All the conference costing has been taken out from the paper, there has to be a focus on expenditure going forward 2018/19. There are costs to add for the cancellation fee for the seminar (KCC are taking the rest of the cost for their event) | RS to check and add the cost for the cancellation of the seminar. | **RS** | **By Friday 14th** |
| 05.07.17 | **KHG Membership Discussion** | SW ran through the outcomes from the Membership meeting that took place on the 7th June, notes shared. There is a need to look at the efficiencies from each of the groups.  **Points 1,5,6** (from notes) - Discussion session about the options regarding merging the back office and how this could provide efficiencies, invoicing centrally for all three groups, how can the three groups work more collaboratively and efficiently. It was agreed that these issues need additional exploration with consideration for how a ‘team’ of colleagues could be managed.  **Point 2** – Making use of the existing links to other groups, what do you get for the cost of these? The website – a member only area of the website, webinar opportunities, additional offers from membership of KHG and potential income stream through additional membership. The website could become responsive to demand.  **Point 7** – Associate membership for smaller organisations who are interested in becoming members of KHG. Associate members would have discounts for events, invitations to KHG main meetings and have access to protocols but not being able to become a member of the KHG EXB. It needs to be clear about what you get for your money as a member. | KH and JL to be part of the T&F Group who will take these issues forward.  Mapping of the current work undertaken by each of the partnership managers.  Colleagues will be asked to feed into views about elements of the actions.  Further work on this to be done within the sub group. | **SW, BH, RS, JP, JE, MA, JL, KH**  **RS & JP**  **All note** | **As diaries permit** |
| 05.07.17 | **IHHSC Project Update** | RS advised that Joint Kent Chief Executives received a report and presentation at their away day about the project, including recommendations. The report, presentation and concept was received well by the majority of Chiefs and it was agreed to take this forward, with a sub group of Chiefs to lead on it. The sub group will initially meet to confirm who will be part of the group and how governance will be agreed to ensure that project moves forward.  There is a ‘wash up’ meeting with RS, Anne Tidmarsh, Jane Miller and Tracey Kerly to confirm next steps. KHG have completed the work commissioned to undertake, need to establish any KHG involvement going forward.  SR is the new housing KHG champion for this work as SK is leaving in August. |  |  |  |
| 05.07.17 | **JKCEX Away Day Feedback** | BH covered elements of the discussion at JKCEX in earlier agenda items. There were presentations from Housing Planning and Developers via the three groups, set around an agenda of growth. There is support for a new strategy and using this in a positive force in liaison with Government. It was a positive discussion session. | Minutes of the meeting to be shared when available. | **RS/DE** | **As available** |
| 05.07.17 | **Kent Tenancy Strategy & Affordability Protocol** | **Affordability Protocol** – The final draft protocol was circulated ahead of the meeting. The Affordability Checker is now on the KHC website, as a result of the Affordability Workshop in November 16. The NMSG have drafted the protocol.  JL commented that there is not a consistent agreement on the framework for an affordability calculator, the check on the KHC is a move towards this with a view to move towards a more collective stance on affordability and letting of homes.  SW questioned whether there something on Homechoice which could signpost people to assistance? Is there an opportunity to have self-assessment as part of a new on line application, to help record and understand affordability for applicants, including how to capture what happens when a landlord refuses on the grounds of affordability? MA suggested as a temporary measure using the Live Well Kent website, which provides signposting and advice.  **Kent Tenancy Strategy** – it was agreed there was no need to review or update and to remove from the website, notifying colleagues that they a duty to have their own one. | It was agreed to amend the wording on 1.2 JL to provide a form of words for the protocol, to be circulated by RS to EXB and then for endorsement.  MA to liaise with VH at KHC AGM.  RS to remove from website and notify colleagues | **JL**  **MA**  **RS** | **By Fri 14th July**  **6th July 17**  **By Fri 7th July** |
| 05.07.17 | **Any Other Business** | MA advised that KCC are liaising with known supported housing providers at their event on the 19th July. It is anticipated that the future funding for supported housing will bring significant change and how will this be managed locally and the development of supported housing, working with all providers. KCC are making the market aware and will need assistance from housing colleagues to quantify and confirm where supported housing provision is, creation of supported housing that is not supported by KCC. There is likely to be an increased demand on a top up required once the supported housing funding arrangements are confirmed.  At the event on the 19th U/s how providers fund and structure their provision, Support Solutions will assist KCC with this. Knowing the number and where services are will reduce the anticipated risk to KCC. Also using KHG as the place to start work about this issue. Who else should be invited to the event on the 19th, landlords who are delivering these services that may not be on the KCC list?  MA advised that CH is going to KCC Select Committee on Friday 7th July; this is about the Grenfel fire. This is about sense of the activity in Kent to establish the safety of housing in Kent. JL advised that there is a single point of contact, Kerry Petts, who has been working with KF&RS about the outcomes from the fire. Ashford BC is appointing a Fire Management Consultancy to work on a strategy and procedures, to ensure that the safety of the residents in the Borough is paramount. It was agreed that the message from KHG is that *KHG is confident that all members are supporting and engaging KF&RS and there is active engagement at a priority level with the Kent Resilience Group/Forum*.  DW raised on behalf of the Property Director at WKHA about whether there is potential work between KHG, KPOG and Developers about the future proofing of supply of housing, the size and design. The message about quality should come from Government. There is not a consistency across the board about design and size on new accommodation.  SW advised that there has been a sub group meeting following the Mental Health Workshop.  Colleagues to notify JP if they are able to attend the afternoon session of the KCC event on the 19th July, to sell the KHG membership.  It was agreed to keep the planned KHG and EXB meeting for September as the 20th. | MA to share the list of known providers so that colleagues can update about other providers to attend.  MA also looking for volunteers to take forward the supported housing work stream.  MA to draft some words and share for agreement  Mark Leader to take to the next meeting of Kent Developers. RS to liaise with NF about work with HSEG  SW will share a paper and then appropriate colleagues to meet and take forward items. | **MA/ALL**  **JL/DW**  **MA**  **ML via DW/RS**  **SW**  **ALL** | **ASAP**  **As required**  **ASAP**  **By Fri 14th July**  **As available**  **ASAP** |

**Thanks Noted to TMBC for Hosting the meeting & Satnam for refreshments**