**Kent Private Sector Housing Group Meeting Action Decision Log**

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| **6th March 2017 – TMBC, Gibson Building, Kings Hill, West Malling Kent**  **Present: Linda Hibbs, TMBC & Chair; Sholeh Soleimanifar, KCC; Rachel Evans, Dartford BC; Janice Greenwood, TWBC; Kerry Petts, Shepway DC; Robin Kennedy, Dover DC; Donna Crozier & Karen Leslie, Family Mosaic; Amanda Martin, Dover DC; Peter Littlewood, SLA; Tim Lovell, Canterbury CC; Richard Hopkins, Thanet DC; Philip Jennings, Maidstone BC; Martin Churches, Sevenoaks DC; Vic Gouldstone, Medway Council; Glyn Pritchard, Swale BC**  **Apologies: Jill Pells, KHG; Lesley Clay, JPPB; Jane Miller, KCC; Dipna Pattni, Gravesham Borough Council;** | | | | | |
| **Date of Meeting** | **Reference** | **Notes** | **Action** | **Time Scale** | **Lead Person** |
| 6th March 17 | Minutes & Matters Arising | Matters arising:  **Page 1** – LH provided a card for Phil Garland from the KPSHG.  **Page 2** – LH updated that in West Kent they are considering advertising specifically for DFG’s for Children. Looking at respite centres and other health centres where social services and OT’s meet. There is a meeting with Children’s OT representative Gill Crouch in West Kent. RK advised that Dover DC have recently advertised again but limited response and have used CCG to roll this out wider.  RE has given a presentation to the Planning Team at Dartford BC.  Page 4 – LH advised no feedback on the Hospital Discharge Protocol discussion from JPPB.  DC advised that there hasn’t been wider circulation of information following the Falls Pathway. There haven’t been any additional Falls meetings.  LH advised that in West Kent there has been no further movement on Falls Pathway work, LH has chased but no progress to date. DC advised that the NHS have developed and shared a leaflet ‘Steady on Your Feet’. Family Mosaic will be sharing this with information packs.  **Page 5** – JME was due to share a Falls Pathway from Ashford, this hasn’t been shared to date. | **Minutes agreed as accurate**  **RE to share presentation with RS for circulation**  **LC to update colleagues on progress with this**  **DC to share what information she has electronically with RS for circulation and will chase up with SK CCG about next steps**  **JME to share with colleagues once back from annual leave** | **By 13th March**  **By 13th March**  **By 13th March**  **By 17th March** | **RE / RS**  **LC**  **DC**  **JM** |
| 6th March 17 | Action Plan | 1a) EPC Data - LH was going to develop a spreadsheet but TMBC don’t have the data from KCC. Other districts have received the data and signed a data sharing agreement.  1b) MM updated that this is all going ahead as planned  RE will share the presentation that she recently gave to her Planning colleagues.  2) LH advised that JPPB will be taking this forward.  There is still not indication of BCF allocation for this coming financial year.  3) RS advised that the Operational Group for the DFG meeting is taking place on the 20th March; all districts are invited to attend as this next meeting with a brain storming session and opportunity to share thoughts about potential models of delivery for DFG’s.  4) This work is now **complete**  5) LH advised that there is now advice about PRS Housing on Kent Homechoice. This is generic information and will be checked by colleagues for links. This is now **complete** as an action. | **LH to pick this up and complete**  **RE to note and share via RS**  **LC to note and feedback accordingly**  **Colleagues to confirm if attending or sending a representative to the Operational Group meeting for the DFG project on 20th March**  **No Further Action Required** | **AS required**  **By 13th March**  **For JPPB Meeting** | **LH**  **RE**  **LC** |
| 6th March 17 | KCC Older Persons Offer | LH updated colleagues about a work within KCC regarding an Older Person Officer. KCC Adult Social Care is transforming services and this includes Community Based Services for OP and people with Dementia. Currently KCC commission through a grant process approximately £6m worth of services. This will now be commissioned as a contract rather than grants from April 2018 for five years initially with potential to lengthen.  KCC are looking at different models of delivery, strategic partner opportunities and a whole Kent or cluster approach to delivery.  SS stressed the importance of colleagues engaging and attending future meetings regarding this work stream. Emma Hansen at KCC and Sam Sheppard are key contacts at KCC for this work. | **Colleagues encouraged to speak with colleagues about this work and the opportunity for individual districts. Kent Chief Executives were advised about the meeting held on last Tuesday (28th February).**  **RS to chase the presentation from the meeting to share with colleagues.** | **ASAP**  **By 10th March** | **ALL**  **RS** |
| 6th March 17 | DFG Top Slicing | There was an overview of the DFG top slicing meeting that took place at the end of January. A table of new information financial information has been shared regarding the top slicing for 2016/17 and 2017/18.  An SLA has been shared by JM but this had the old figures and there has been no response to email enquiries made by Districts and Boroughs to KCC about the information shared at the meeting in January. RE has asked for a breakdown by postcode about spend in Dartford as DA postcodes are in Sevenoaks and Gravesham areas, this was requested in January but hasn’t been received to date.  RK did confirm that this money was to replace the SCCG of £2.1m that KCC no longer receive. If the spend is over £2.1m, this is for KCC to then cover.  It was agreed that colleagues would like up to date figures ahead of the next meeting, with at least a weeks’ notice to view figures.  The draft MOU circulated doesn’t address the issue consideration of over or under spend. This needs more before agreed. It was agreed that there should be more regular feedback (quarterly) about spend of the money.  There was a discussion about spend on HSF and whether districts would and should agree to manage any top ups locally through amended policies to assist with spend. | **JM to pick up ahead of the next meeting regarding top slicing for 2017/18. RS to follow up with Mark Sage and Jane Urwin at KCC about figures for colleagues while JM on leave.**  **JME to follow up ahead of the next top slice meeting.** | **ASAP**  **w/c 13th March 2017** | **RS / JM**  **JM** |
| 6th March 17 | Accommodation Service for Care Leavers | This agenda item came forward from a presentation at KHG; this didn’t include information about the standard of accommodation but more about the numbers of people accessing or requiring accommodation, which is in short supply.  LH as followed up and subsequently shared the information about accommodation standards, this is information shared with service providers. MM updated the group that there are changes to Universal Credit allocations and housing cost elements from some age groups, which would impact on any clients accessing private sector housing accommodation. | **It was agreed to invite KCC to attend the next KPSHG meeting to discuss in more detail about standards of accommodation and sharing information between PS Housing and the duty of KCC for these client groups. Philip Segurola.** | **By 17th March** | **JP**  **(when returned from leave)** |
| 6th March 17 | Update from KHG | LH advised that the Chair of KHG is now Satnam Kaur from TMBC and a Vice Chair will be elected on 15th March.  LH advised that the KHG Update will remain as a standing item for colleagues to have information to feed up and down between the groups. | **JP to action for future agendas** | **As required** | **JP / LH** |
| 6th March 17 | KEEP Update | AM advised that the Kent Fuel Poverty Strategy is complete and the action plan workshop took place in November, from which there is a report due to be shared.  The aim after the report is to prioritise the action points and roll out quick wins. KF&RS are visiting homes so there will be more communication with them about these visits. RS advised that there is information on the Kent Public Health Observatory about the Home Safety Visits, including information about visit numbers and referrals.  LH advised that there is now an offer out with regards to Heating and the offer for Cavity Wall Insulation has been extended and available. This is via KMSEP. | **AM to share when available** | **When available** | **AM / DP** |
| 6th March 2017 | Kent JPPB Housing Update | LC unable to attend the meeting today | **RS referred colleagues to the minutes of the last JPPB meeting for an update on last actions** | **As required** | **ALL** |
| 6th March 17 | A.O.B | JP to update next agenda for the date of December KPSHG as this Monday 4th not Tuesday 5th December | **JP to update on next time** | **As required** | **JP** |

Thanks to TMBC for hosting