**Events Planning Meeting**

**Held at AmicusHorizon Offices, Roman Square, Sittingbourne**

**14 February 2017**

**Present:** Eileen Martin, (EP Sub Group Chair) AmicusHorizon; Deborah White, WKHA; Brian Horton, Horton Strategic; Diane Beeching, Golding Homes; Jill Pells, KHG

**Apologies:** Rebecca Smith, KHG; Lesley Clay, Kent JPPB;

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| **Reference** | **Action/Decision** | **Timescale** | **Lead person** | **Notes/Outcome** |
| **Notes of Meeting held on 17 January 2017** | Notes of the meeting held on 17 January 2017 were agreed with matters arising being addressed during the course of the meeting.  No comments received about suggested Agenda times and speakers.  LC confirmed JPPB funding of seven CCG places with JL. | N/A | N/A | Notes agreed. |
| **KHG Seminar 2017 – Speaker Update** | David Buck confirmed as a speaker.  BH to progress alternative speaker with Bob Kerslake If not possible to get a Minister.  Dame Tanni Grey-Thompson cost is about £3-5,000 although Golding did some work with her which she didn’t charge for. DB to contact colleague to check cost. Also mentioned Steve Brown again.  Outstanding from last meeting – LC to contact AC regarding suggestions for possible afternoon speaker. | By 14.03.2017  As above  As above | BH  DB  LC |  |
| **Booking Arrangements** | No updateavailable. | By 14.03.2017 | RS |  |
| **Brochure Updates – Seminar and Awards** | Golding are once again generously producing the Seminar Brochure and DB has commissioned Amber Designs (Celia Rumley the designer has provided an updated timeline).  WKHA has generously agreed to produce the Awards Ceremony programme as in previous years. |  |  | Updated timeline for Seminar Brochure:  All content to Celia: 26 May  First proof to client: 5 June  Second proof to client: 9 June  Third proof to client: 14 June  Sign off artwork: 19 June  Go to print: 22 June  Deliver of brochures: 30 June |
| **Workshops** | Agreed that at least 4 workshops are required and one or more may be duplicated in the afternoon session.  Confirmed Workshops (need some work)  1. **Districts and Health Working Together** –to include DFGs and Delayed Transfer of Care (including outcome of pilots).  2**. The Broken Housing Market** – accelerating housing delivery, increasing output and the role of tenure diversification. (Take in Development – RP and LA challenges – broadening the approach to delivery and sales vs Affordable broadening of tenure  3. **Homeless Reduction Act Influence** (to be held in the pm session)  4. **Health and Accommodation Needs**  - combining the Accommodation Strategy and Integrated Pioneer Project – Esther model (person centred)  Other possible themes for workshops on original list are:  Affordability  Public Health/KCHT – link with front line services  Mental Health  Young Persons (Possible separate seminar) Jo Beck – Young Persons’ homelessness Adviser – St Basils as speaker and Karen Sharp Head of Public Health Commissioning. | BH  AC  JP |  | With regard to 2. BH suggested inviting Chairs of KDG and KPG to be involved, although not necessarily to lead.  Re. 3. Outstanding from last meeting, AC to make contact with Andy Gale to lead  Re. 4. JP to contact AC and Christy Holden re possible lead – Mark Lobhan? (emailed CH and AC) |
| **Excellence Awards – Final Categories** | As requested by JP Chris Blundell and Neill Tickle liaised on criteria for a development award and two versions were circulated ahead of the meeting.  Sponsorship –Noted that JPPB are going to contribute to the event. | JP |  | Agreed to have just one award relating to the humanistic aspects of design and creating community as it was felt that the second set of criteria was perhaps too technical. Agreed not to have additional expertise on the Assessment Panel.  JP to ask LC to identify which categories JPPB would like to support. Also, JP to show Hays and Bouygues categories and request sponsorship. |
| **Venue for Awards** | Quotes from KEC and Maidstone Hilton circulated prior to meeting.  DB advised that Golding paid £245 for PA system and microphones, etc. | By 14.03.2017 | JP | Agreed to book Hilton. JP to check regarding provision of 1 portable microphone and music. (Booked and requested information regarding microphone and other items, eg music, access to room ahead of the event, etc) |
| **Awards – launch date and marketing arrangements** | Dates for deadline, assessment day, etc agreed at last meeting.  Agreed to have medals and trophies but need to choose these. | End May/beginning June 2017  As above  At 14.03.2017 |  | Agreed launch date to be end May/beginning of June.  RS to put on website (end May/beginning June) with a “nice picture”. DW suggested slide show of last year’s event.  LC to get this out to JPPB and Health colleagues.  JP to take Trophy Store catalogue to next meeting. |
| **YP Pathway Event 22/02 – LC Update** | No update available as LC on sick leave. | ASAP | JP | JP to ask MG if there is anything we need to do. (emailed MG and AC – response from AC is that no help required) |
| **Housing for people with MH Issues Workshop 27/02 – Update on bookings** | 36 booked (no response from Dover, Gravesham, Medway and T & M). RS has sent a reminder email to those LAs that have not yet booked and will be sending similar to HAs that have not responded. |  |  |  |
| **Half Day Vulnerable People Workshop for discussion** | No update available | 14.03.2017 | JP | Add to next Agenda. |
| **Update on arrangements for Housing Strategy Refresh Launch, 2017, venue, etc** | No update available | 14.03.2017 | JP | Add to next Agenda. |
| **Other KHG Events 2016/2017 Dates and Themes** | None at present. | 14.03.2017 | JP | Add to next Agenda. |
| **AOB** | Previous Seminar Sponsors:  Moat, ERHA, Devonshires, Batchelors, Pennington Manches, Golding Homes, Housing Law Services  Previous Awards Sponsors:  Bougyues, Town & Country HG, ERHA, SHG, Hays, AmicusHorizon, WKHA | 14.03.2017 | EM | EM agreed to make contact with previous sponsors she has connections with |
| **Next Meeting** | **Roman Square –** 14 March, 2.30-3.30 pm |  |  |  |