**KHG Executive Board Meeting – 16th May 2018, KCC Sessions House, Maidstone, Kent**

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| **Present**: Jo Ellis, Vice Chair & TCHG; Rebecca Smith, KHG; Sharon Williams, Treasurer & Ashford BC; Sasha Harrison, Southern Housing Group; Eileen Martin, Events Chair & Optivo; Mark Breathwick, Medway Council; John Littlemore, JPPB & Maidstone BC; Debra Exall, KCC; Christy Holden, KCC; Emma Wiggins, Swale BC**Apologies**: Sarah Robson, Chair & F&H DC; Hayley Brooks, Sevenoaks DC; Tim Woolmer, KCC; Nick Fenton, KDG; Melanie Anthony, KCC |
| **15/11/11** | **Reference** | **Notes** | **Action/Decision** | **Lead Person** | **Timescale** |
| **Mins & Matters Arising** | Mental Health Paper not discussed at HSEG as the meeting of the group was not held. Discussion about where this scoping paper should sit in respect of taking forward via a subgroup, the objectives and what models to explore with all the appropriate stakeholders. There are links to the refresh of the Kent and Medway Housing Strategy, and links to the NMSG and KHOG. KPOG still outstanding on the refresh of the Accommodation Strategy.To add Domestic Abuse Commissioning item on the next agenda for KHG EXB.Minutes agreed as accurate. | **Agreed the paper should be revisited via the refresh of the K&MHS. Mental Health could be one of the potential KMHS Workshops to be delivered. It could also form part of a work stream through the work associated to the potential new Health sub group.** **RS to chase KPOG and with BH if necessary****RS to liaise with MA and ask her to circulate an update via email** | **SW/DW/RS****RS****RS** | **Sept 2018****By 24th May****By 24th May** |
| **KHG Budget May 2018** | The risk reserve has been increased from £18,000 to £20,000 as advised by Ashford Finance Department. There is one member payment outstanding.Potential income from JPPB, additional income from new membership.Invoicing for two salaries (RS and Jill Pells) has occurred in the current financial year. There is additional spend going forward for the website, around GDPR and the use of the site for members (i.e. a membership login area). It was agreed to add a line about the potential spend for the Kent and Medway Housing Strategy. | **SW to contact member about the outstanding membership payment****SW to add a line and agreed amount of**  | **SW****SW** | **By 25th May****By July 2018** |
| **KHG EXB Forward Plan** | Discussion re K&M Housing Summit work, this event is taking place in early June to consider the potential for growth across the County, a K&M approach to the numbers. Leaders will meet on the 5th June with facilitation at the event by Natalie. This work will be commissioned by or through KHG but the funding has been sourced by KCC. The Chief Executives met yesterday and it was commented that Planning colleagues need to be engaged in this work/event.Feedback from SH about attendance at the DA Tactical Group and is unsure of the role of KHG at the meeting and a lack of clarity about KHG attending these other county wide meetings. BH – it would be useful to have a Service Personnel Champion for KHG and volunteered for the interim period of time. This would be linked back to work around Civilian Military Covenants were being set up. BH to be this Champion for the current time. | **It was agreed that KHG need to set out the purpose of representation at future meetings of other county wide groups.** **RS to circulate the list of Kent Groups attended by KHG and JL to update with JPPB linked groups** | **SR/JE/****SW****RS/JL** | **End of June 2018****With EXB Minutes** |
| **JPPB Update** | Initial discussions with PH colleagues have taken place. An extraordinary meeting of the JPPB is taking place on the 7th June to meet with paying members of the group to agree the future of the JPPB and future funding arrangements. Following this will be the appropriate and potential transition into KHG. There is a formal process to be undertaken around the Partnership Manager of JPPB. Following all formalities it will be how to manage the work streams that may come from the transition. The current work undertaken from JPPB to transition is around Reoffending Board, CRC and Probation. There has been a commitment to co-design how KHG potentially absorbs areas of priority for Public Health and consider the role/remit of existing groups. CH raised the point about the funding/support from KCC and Public Health going forward needs to be addressed should the transition from JPPB to KHG.  | **Once transition process agreed, all current work streams and potential projects should be included in the Forward Plan****Agreed that following the transition arrangements a review of the Terms of Reference/Governance arrangements for KHG/EXB will be necessary.****Following the JPPB meeting on the 7th June there will be a representative meeting of colleagues to co-design what agreed future funding could be utilised.**  | **SR/JE/****RS****SR/JE/ RS** | **As appropriate****When required** |
| **K&M HS Development** | There was a discussion about the development of the strategy and how to manage this going forward with reduced capacity. Colleagues suggested that RS could commit to working on the KMHS over agreed an agreed number of days per week and look to provide support for other elements of the role. Gill Leng was going to be approached to work on the KMHS but is unavailable to assist at this current time. This work is linked to the Growth Deal work being undertaken with the Kent Leaders/CEX. | **JL to liaise with Lesley Clay around capacity to support RS following the meeting of JPPB on the 7th June.****RS to liaise with SR and JE about this proposal and the work outstanding or requiring support during this time** | **JL****SR/JE/ RS** | **ASAP** |
| **Accommodation Strategy & Commissioning Update** | Nothing further to add regarding the Accommodation Strategy, will liaise with MA about the Homelessness and Domestic Abuse commissioning work. | **CH to pick up earlier points from the Homelessness Commissioning discussion at the full member meeting.** | **CH** | **ASAP** |
| **KHG Events** | Further to the discussions earlier in the meeting it is likely that KMHS workshops will take place in the Autumn as June is unrealistic. The Events Group will take this forward at the next meeting.JE is keen to undertake a piece of work around the membership, what they want from it and what the future agendas are covering.EW raised the point about the potential conflict of interest should commercial entities become members, need to be aware of their capacity and representation. | **EM and RS to work on the planning for these events, booking venues and getting dates secured.****Agreed for JE to commence work with HA colleagues about membership and future agenda/work streams for the whole group.****To be noted by all when considering membership opportunities** | **EM/RS****JE****ALL** | **On 24th May****Sept 2018** |
| **KHG Communications Group** | The communications plan was shared in advance and it was agreed that the plan is useful and effective to manage the marketing and communication of KHG to its members. | **RS to share the draft plan with the wider KHG membership** | **RS** | **By 24th May** |
| **AOB** | KH thanked colleagues for their support; Jane Lang will be attending in future for Kent Homechoice. JL thanked colleagues as this may be his last meeting, dependent upon the outcome of the meeting on the 7th June. | **Colleagues thanked KH and JL for their contributions. RS to note colleague change for distribution list.** | **RS** | **By 24th May** |

***Thanks noted to Kent County Council for hosting***