**KHG Executive Board Meeting – 14th November 2018, Committee Room 2, Ashford Borough Council, Ashford**

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| **Present**: Sarah Robson, Chair & FHDC; Jo Ellis, Vice Chair & TCHG; Brian Horton, SELEP; Deborah White, WKHA; Debra Exall & Mel Anthony, KCC; Suzanne Smith, MHS Homes; Jane Lang, Kent Homechoice & TWBC; Hayley Brooks, Sevenoaks DC; Sharon Williams, KHG Treasurer & Ashford Borough Council; **Apologies**: Andrew Scott Clark, Kent PH; Eileen Martin, Events & Optivo; Emma Wiggins, Swale BC; Nick Fenton, KDG; Chris Moore, Homes England; Sasha Harrison, Southern Housing Group; Mark Breathwick, Medway Council; Jo Empson, KCC; Sasha Harrison, SHG |
| **14/11/11** | **Ref** | **Notes** | **Action/Decision** | **Who** | **When** |
| **Minutes & Matters Arising** | Minutes agreed as accurate, matters arising include:Page 2 – TOR to be agreed, EK Integration Project, RS has chased TK and Madeline Homer, MA to provide update as part of meeting on Homelessness Commissioning; RS has set date for the OP workshop;Membership survey – RS has shared back the feedback from the survey, with actions to take forward regarding the responses. There will need to be feedback on the responses from the survey to the membership and confirmation of action.SS has shared an outline brief for communications support, SR, JE and RS to share feedback on the plan, looking at the website, how to promote the membership benefits and suite of templates for use and training for RS. There was a discussion about KHG news for members to share internally so organisations are aware of what KHG remit is and the achievements and benefits of the membership. | **RS to feedback once more known for EK Integration Project****OP workshop date set for 30/1/19****RS to share message back out to membership****Agreed to look at Communications and Events together, RS/SR/JE to work with SS on the brief and the potential investment into a role supported by KHG** | **RS****RS****RS****RS** | **As avail****By end of Nov****ASAP** |
| **Terms of Reference** | Terms of Reference – to remove Kent Public Health as listed membership as they are part of Kent County Council. JE raised the issue about the subsidiary position of Town and Country Housing, as now part of Peabody. KHG Executive Board TOR – amends to remain the same as per the main group.Both TOR agreed as the revised and RS will share with the wider membership.There was a discussion about the January meeting for Election of Vice Chair and Executive Board membership. | **RS to remove KPH from list of membership****To add the text all housing associations, including subsidiary organisations****RS to share with wider membership for agreement/comment** | **RS****RS****RS** | **ASAP****ASAP****ASAP** |
| **KHG Budget**  | KHG Budget Paper and sheet shared ahead of the meeting. It was agreed that KPH funding to be ring fenced and spent on the KPH work plan. The additional funds transferred from the JPPB is to be held in reserve for work going forward. Website costing to be reviewed as required, agreed that the budget allocated is currently sufficient.It was agreed to retain The Housing Forum membership for 2019/20. | **An additional reserve line to be added to the budget sheet to reflect the JPPB sum transferred.****RS to contact Housing Forum about membership and payment** | **RS** **RS** | **Jan 2019****ASAP** |
| **KHG EXB Forward Plan & KPH Work Plan** | **KPH** – RS shared the email from ASC about the potential work streams for Kent Public Health. The KMHS workshop on H&WB that took place on 13/11 raised many potential outputs for the group to take forward. There was a discussion about the development of a H&WB Sub Group and the membership to ensure that work flow is taken forward. DE and MA to meet with ASC to discuss the work plan going forward and expectations from KHG.It was agreed also to use the feedback from the H&WB Strategy Refresh workshop to help shape the potential work plan for KHG to deliver on behalf of KPH. DW suggested that there are identified leads from organisations or KHG sub groups who can champion and be part of the work flows going forward, to be represented on a H&WB Sub Group. HB commented that KPH will be potentially interested in KPI’s around delivery/achievement. There also has to be an agreed PH contact for the group. It was agreed that HB would help assist DE/RS to help set up the group and work.**Kent Forward Plan** – It was agreed that RS will share the feedback from the workshops with EXB as well as those who attended the workshop sessions, before going to the wider membership and partners for commentPre – Eviction Protocol – There has to be a discussion about the GDPR and referral process, DW agreed to take the lead on this.Mental Health – to be lead through the KMHS refresh work and action plan. It was agreed to wait for the draft action plan feedback from the H&BW Strategy Refresh Workshop and then decide what to take forward in relation to the MH Scoping Paper that was developed earlier in the year. | **It was agreed that to have an initial scoping meeting, to identify who will be the right membership and drive the work flow.** **RS to share when information available from Altair Limited and take to scoping meeting, along with additional work being undertaken across County.****RS to share as agreed****RS to set date for a meeting and invite Chairs/Vice Chairs of NMSG & KHOG****To pick up following feedback from Altair Limited** | **RS/****DE/****MA****RS****RS****RS/ DW****RS** | **ASAP****When avail****When Avail****ASAP****When avail** |
| **Accommodation Strategy & Commissioning Update** | **Homelessness Commissioning** – appointment have been made, in co-design phase currently, bringing together adult and children’s prime contractors this week and will then develop the model through design groups to include housing representatives. At least one of the prime providers is looking to start their competition shortly for a provider to deliver across the network. The aim is to have some areas working on the new model of delivery from 1st April 2019.**Accommodation Strategy** – looking at ECH and this model, particularly how you formulate a business case, for the next phase of OP accommodation and refresh of the strategy. Keen for the strategy to have a view on a broader set of client groups. SW commented that this was discussed and will be part of the feedback from the KMHS workshops yesterday. | **MA to share list of providers to colleagues, to include contact names** | **MA** | **ASAP** |
| **SE LEP Update** | BH advised that the key piece of work is the refresh of Strategic Economic Plan (SEP), the SE LEP Board should get a plan to sign off in Dec 2018, the next meeting of the SELEP Housing Delivery Group will be looking at the draft of the plan and how to move to implementation phase, with synergies between this and the KMHS.Once the SEP is agreed and there is mandate to deliver on projects/work flow that will be the opportunity to share more information back. The SEP will be very high level, with the Housing Delivery Group taking  |  |  |  |
| **Medway Update** | MB unable to attend today, will provide an update at the next meeting. | **RS to note for agenda** | **RS/MB** |  |
| **KHG Events** | RS feedback the following – Membership survey – to be picked up by the KHG Events Sub Group and to then feed into the workshop and training list and also feedback ‘you said, we did’ to the main membership and partners. Agreed to have the membership survey actions/feedback on the KHG EXB agenda for January 2019.Additional workshop ideas suggested via KHG EXB - Rural Housing workshop, Digital inclusion & use of technology, Social Media, Housing First Model (sharing good practice, nationally and locally). | **RS to liaise with EM about moving teleconference to meeting in person****RS to note for January EXB agenda** **RS to note for Events meeting and to liaise with SS and TCH contact** | **RS****RS****RS** | **ASAP****Nov ‘19** |
| **AOB** | DE raised Divorced military Households, a good response received to date from LA colleagues, JL to work with DE on communication of the message going forward. DE also raised Domestic Abuse and Sexual Violence, from a housing perspective is there data that can be shared and included with additional data sets for use by this group? Community Safety and One Stop Shop data is already shared. JE raised ‘medium risk’ cases, these may not be picked up at a higher level, TCH commissions DAVS as an RP, and WKHA provide them with an annual grant. (Domestic Abuse Violence Service).It was suggested that Management Transfers may be a data set not captured or those who are on a housing register and have declared DA but do not meet a threshold. MHS are recruiting a DV champion, which is primarily aimed at staff, TCH have signed up to the CIH Making a Stand campaign. MA – Domestic Abuse 16 days of action 25th November, plea to promote the campaign through Twitter, promote what is available in Kent. National Campaign to raise awareness. RS to add Kent Homechoice update to KHG EXB agenda as standing item for future agendas. JL updated following the meeting:* *Vicky Hodson continues to do a great job at managing all the various areas of Kent Homechoice work. The key things to mention currently are:*

*• Following Tina Judge leaving, Vicky is in the process of recruiting HPA 2 champions (HPA2 is the new Locata software that was developed for the Homelessness Reduction Act) from the local authorities who can spend a few days a year training staff who use Locata – they will receive payment for their time. We think some members of staff who are very capable on Locata may be unsure if they should put themselves forward for this, perhaps thinking they are not good enough on the system when really they are very knowledgeable! So it would be great if you could encourage people to apply for this.**• Vicky has organised training for new users and also ‘super user’ training for staff who run reports on HPA2 – sessions are taking place this week and more will be happening**• Exchange Locata, which is Locata’s version of a mutual exchange site is not very well used across Kent, whereas Homeswapper is very popular with tenants. The partnership could potentially be saving on the cost of funding Exchange Locata, so Vicky has arranged to meet with Kent Homechoice partners who don’t currently use Homeswapper to show them the system so we can establish if there is a need for Exchange Locata going forward.**• H Clic data returns (the first two quarters of the new Homelessness Reduction Act data) have been challenging for most local authorities, with most returns being passed back by MHCLG as having errors. Locata have developed some useful error reports which members of staff can run themselves on their own list of cases, which is helping identify the errors at an earlier stage.*RS – shared request from HQN about their ‘HRA One Year On’ Workshop in March 2019 and if through KHG Kent want to share innovation around Homelessness. | **DE / JL to work on the communications****DE to feedback to the Kent DA Group****SS to draft some communications to share for via Twitter and Linked In, scheduled tweets and re tweeting****RS to note for future KHG EXB agendas****RS to raise at KHOG in December and agree who should speak and what to share** | **DE/ JL****DE****SS/****RS****RS****RS** | **Date TBA****As req’d****By 25/11****Dec ‘19** |

***Thanks noted to Ashford Borough Council for hosting***