**KHG Executive Board Meeting – 3rd October 2018, KCC Sessions House, Maidstone, Kent**

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| **Present**: Sarah Robson, Chair & FHDC; Brian Horton, SELEP; Andrew Scott Clark, Kent PH; Eileen Martin, Events & Optivo; Deborah White, WKHA; Sasha Harrison, SHG; Emma Wiggins, Swale BC; Debra Exall, Jo Empson and Mel Anthony, KCC; Suzanne Smith, MHS Homes; Nick Fenton, KDG; Jane Lang, Kent Homechoice & TWBC; **Apologies**: Sharon Williams, Ashford BC & KHG Treasurer; Mark Breathwick, Medway Council; Jo Ellis, Vice Chair & TCHG**Visitors**: Lisa Guthrie, KCC; Matt Deadman, KF&RS |
| **15/11/11** | **Ref** | **Notes** | **Action/Decision** | **Who** | **When** |
| **Minutes & Matters Arising** | Minutes agreed as accurate. RS updated that that Kent Building Control Group have all provided individual local authority responses into the national building control group who are responding to the  |  |  |  |
| **Learning from Grenfell** | LG is the KCC Manager for Kent Resilience team, Police Fire and local authority, KCC. LG looks at broader national risk assessment and make it a local Kent risk assessment. The risk is changing all the time, consider planning for these risks, do they meet risks, resources and responses.MD is Managing Operational Department and working with Kent Resilience Team. Role focuses on operational fire safety. KF&RS staff trained to respond to incidents, big drive currently around customer service, have access to other voluntary sector organisations to help with displacement from the home following a fire. Response to recovery, what are the persons long term housing needs is the challenging area for KF&RS, difficulties faced is availability of personnel to attend the scene, consistency of response when out of hours. KF&RS may not have a clear idea about what is appropriate housing for those who are victim of a fire, this is being addressed internally and will need to work with housing colleagues on this moving forward. Enforcement of properties is also a challenge for KF&RS and identified that action taken by KF&RS is well planned and informed, not having a negative impact on housing providers. Human behaviour as a result of Grenfell, with some advice from the Fire Service, for example to Stay Put being ignored with full evacuation and how to work with residents of high rise accommodation, this is a challenge for the Fire Service. Following Grenfell KF&RS conducted joint visits of all the high rise residential units across the County, emphasis to maintain the momentum of this partnership work and prevention work. A single point of contact for housing for KF&RS would be an ideal situation/useful. Discussion about the systems in place for contacting the relevant organisation in the event of an incident, how to manage families who require accommodation in the immediate term. Is there a need to look at a county approach to a major incident and reduce the impact upon a single area of the County who may not have capacity to deal with it alone? Suggestion about keeping/developing a register of Bed and Breakfast/temporary accommodation in each district, this may be accommodation that isn’t used by local authorities for homeless families. LG can share the outcomes from the Vulcan Exercise, this has been shared with Kent Chief Executives already. LG shared a paper, which included the 10 lessons learnt from Grenfell. Colleagues to identify staff who could make use of KRF Rest Centre Training. Contact LG for details about future training dates. Lisa.guthrie@kent.gov.uk / 07920 526535 or see paper shared via LG at the meeting.MD advised that he will share details of his Technical Officer colleague to do some work around use of communal areas and campaigning for residents about this issue and contents insurance, some proactive communication/marketing work. | **It was agreed to raise this issue with the Kent Chief Executives with a view to get a mandate for them to task at piece of work around this issue. Feedback the outcome of the Vulcan Exercise.****RS to share dates with KF&RS/Kent Resilience about KMHS workshops****RS to share the paper electronically** **RS to share Mark Woodwood contact details with BH and NF** | **RS/****DE****RS****RS** | **Nov 18****When avail****By 5th Oct 18** |
| **KHG Budget**  | Budget Sheet and paper shared ahead of the meeting. RS has updated the context under the each of the budget headings in the supporting paper. The final balance from JPPB has been confirmed by Canterbury CC and will be transferred in due course, this sum has been added to the expected income for this current year. | **Budget agreed/signed off** | **ALL** |  |
| **KHG EXB Forward Plan** | Updated Forward Plan shared ahead of the meeting. A good amount of the work-streams are underway within the current Forward Plan. There is a need to review the Terms of Reference for both KHG and EXB, RS to work through which EXB members are required to stand down.Feedback on the East Kent Integration Project, the proposal is with Tracey Kerly and Madeline Homer who are the CEX leads for this project. | **RS to draft ToR for KHG and EXB and share for November 2018.****RS to chase TK and MH for next steps on this work** | **RS** | **By Nov KHG EXB****By**  |
| **KMHS Development** | Altair Limited have been appointed by KHG to undertake consultancy work regarding the KMHS. The strategy content is in draft with more work around the key priorities identified, which Altair will help deliver on through facilitated workshops. The workshops will identify gaps and opportunities, will set key work streams that are ambitious and achievable from across the partnership. KDG/KPOG and additional partners will be invited along with KHG members to the workshop sessions. Deadline for completion of the strategy is March 2019. JE is keen to engage the RP membership with this piece of work going forward. How to link and provide support to the emerging KMHS from other work, such as the Kent Accommodation Strategy.  | **RS to share details of workshops week commencing 8th October** | **RS** | **By 12th Oct 18** |
| **Accommodation Strategy & Commissioning Update** | MA advised that KCC were seeking to provide four key prime providers for support provision in each area, this alongside with young person’s offer, East Kent and Mid Kent – Porchlight were successful, and North and West Kent – Look Ahead Care and Support were successful. A framework of secondary providers have also been developed, in offender provision two providers are appointed, Pathways to Independence and HomeGroup. KCC have confirmed that it will not provide support services specifically for offenders, this will fall to KSS CRC, the current services will continue to 31st March 2019. KCC talking to prime providers about how they shape what provision looks like in each area, this could be different in areas, and this is a four year framework. Correspondence will be shared with partners about the strategic groups to help shape provision.JE has been tasked to look at housing support for OP client group. Viability of schemes and how to enable developments, mix tenure are just some examples of thinking. What are the options beyond the typical accommodation offer, what is the spectrum, what is the strategic outline case for OP accommodation? There was a discussion about the potential for KHG to run a workshop in early 2019 around OP accommodation offer, having key note speakers and an overview of what the opportunities are. MA confirmed that the Homelessness SIB has not been moved forward, the market was tested and negotiations with CLG took place, more than one provider was considered but as payment by results it did not stack up to proceed further.It was agreed that it would be useful to feedback the outcome of the SIB and also to inform Kent Leaders about Homelessness and the new commissioning undertaken.  | **MA to share all details of the commissioning via RS****RS to chase TK about contact with Housing LIN for delivery of an event in January 2019. JE, EM and RS to catch up regarding timing and content of a workshop****DE to liaise with RS/MA about Kent Leaders meeting.** | **MA****RS JE****EM****DE / MA** | **ASAP****By Nov****ASAP** |
| **Medway Update** | Mark Breathwick unable to attend, update to remain on next EXB agenda. SS advised that Medway have launched their Place branding, more information to come forward.  | **Medway update to remain on the agenda as standing item going forward** | **RS** |  |
| **KHG Events** | Nothing further to add from this morning. EM thanked KDG for the support of the event on the 19th September. RS to develop and share survey with colleagues.  | **RS to share survey when completed** | **RS** | **ASAP** |
| **AOB** | SR raised the issue of succession planning for the KHG EXB when some existing members may step down from their current roles and maintaining of overall membership. There was a discussion about the offer of KHG and legacy work of the group to forward plan for a change in personnel. For local authorities the focus can be through the Kent Leaders and Chiefs and leadership from top down and the relevance of the group. KMHS development and completion will focus the group and membership. It is key to deliver on the marketing of the group and delivery of the strategy. SS agreed to develop a creative brief for KHG to share with contacts in PR. Need to commence work around nominations for a new LA Vice Chair. DW mentioned the Increase Project, Optivo are leading on this, Pop Up Business Schools are part of this, through the Increase funding the PUBS only have funding for a one week course, do KHG agree to use the circulation list to ascertain if other organisations would support the project through funding. | **Agreed each KHG EXB member responsible for sharing the benefits of KHG and the role/value of the group****Agreed to consider working with a PR expert on brand, marketing and website for a small period of time. Colleagues to share details of contacts for this piece of work.****It was agreed and DW to make contact with RS to get this set up** | **ALL****RS/****SR****DW/ RS** | **By 12th Oct 18****By 8th Oct 18** |

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