**13th December 2018 - Maidstone BC Office, Maidstone House, Maidstone**

**Present:**  Marie Gerald, Chair & Dartford BC; Elly Toye, Dover DC; Lynn Wilders, Gravesham BC; Pam Millington, Dover DC; Deborah White, West Kent HA;; Victoria May, Thanet DC; Richard Williams, MHCLG; Vicky Dodson, Kent Homechoice; Roxanne Sheppard, Swale BC; Sophie Valentine, TWBC; Kerry Diamond, TMBC; Nina Colley & Charles Sheen, Sevenoaks DC;

**Apologies:** Jane Lang, Tunbridge Wells BC; Lora McCourt, Canterbury CC

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| **Reference** | **Notes/Outcome** | **By When** | **Lead** | **Action/Decision** |
| **Action log from Meeting**  **Sept 2018** | Homeless Prevention Tool - Entitled too were at the conference, VH advised that a representative will be attending the February KHOG meeting, with everyone going live in April 2019. VH has contacted them about the cost, which is a Kent and Medway annual cost, this needs to be agreed.  Out of London Placements – RS has shared the paper from KCC with meeting papers.  KHOG Terms of Reference is now signed off. Letter from JS about Behavioural Insights shared with colleagues at the September meeting and some authorities are using it.  Rough Sleeper Information – colleagues shared their numbers following the count, there have been increases in numbers, although those authorities with funding via the RSI have seen a reduction in numbers. | **7th Feb 2019** | **ALL** | Colleagues asked to test the link shared before February meeting then can agree who will take forward. |
| **MHCLG Update** | **Rough Sleeping** – pot of funding opened £11m, the 83 eligible for bidding in last round are not eligible now, closing date is 10am on 14th January, RW urged colleagues to put in any bid submission in advance, if late the bid may be rejected. This funding will have a different set of criteria – you are able to ask for what you need financially as long as it benefits rough sleeping. Deliverable, impact on the county, partnership & collaboration, leadership and sustainable and fit to strategic vision of the authority – all key elements for the bid process and what authorities will be scored against.  **H – Click** - the figures have been released today, headlines incl. TA has increased (large increase in singles); B&B has also increased (if you have clients in B&B and for over 6 weeks expect a visit); number of people accepted on main duty has decreased; Prevention and Relief Duty stats are positive; out of borough placements have all increased, by about 1500 - the caveat is that the stats are experimental at this stage. A future pressure point will be reducing the use of B&B (for families), the current order is use for no longer than 6 weeks. There is an Ombudsman Report about a recent case.  MG advised that the Shelter Report has been published this week, Dartford BC have responded to the information within the report. SC commented that some of the TA used by authorities is of good quality and secure and stable, but these people are still owed a statutory duty by their local authority. RW responded that this a message back to Government, but there are examples are of poor TA and those in TA are still owed that duty under homelessness legislation.  MHCLG will visit and attend Homelessness Forums/partnership events if required – please contact if required. Outcomes of the current funding rounds should be available for sharing in due course. | **10am**  **14.01.19**  **ASAP** | **ALL**  **RW**  **ALL** | To note the new bidding opportunity and to review the prospectus  To share report/link  Contact RW if required |
| **Feedback from Intentionally Homeless Protocol Workshop** | Early Help and SCS were in attendance and the outcome from the workshop was that it would be a huge piece of work. It was also clear that one of the key partners was missing, the new Front Door service. There was a discussion about how the process can work in principle.  MG advised that at the Conference West Sussex have intentional pathways, which could be used as best practice. RW advised that this pathways approach is not uncommon now, having a family with a CIN who are threatened with homeless and they can use S20 to match fund prevention spend via the local authority. The next meeting will take place in the New Year.  SC raised the point from the IH workshop that currently SCS and Early Help rely on Floating Support to support families once intensive work is completed, going forward the floating support model and client base will be different and may impact on the support provided. |  | **RS/MG** | It was agreed to establish the spend on IH Families |
| **Feedback from Conference** | Attendance at the conference was low and colleagues did not feel it was as useful as in previous years. Learning from Scotland was that Priority Need has been abolished. Terry Alafat opened the conference, there was no case law update on the second day as in previous years.  RW shared recent case law – Adam v Westminster and Alibkhiet  v Brent heard at the court of appeal, both boroughs placed out of borough, were they correct to do so in the way that they did, they both won, had policies and applied them fairly. In the case of Brent, the decision about out of borough was based on need, as clarified in their policy, despite having access to social housing in their area. DBC will have their out of borough placement ready for sharing in January. The Brent Policy is available online. Both cases were legacy PRSO’s. The points of judgement apply to both PRSO’s and TA.  Working with HA was another theme of the conference ‘Homes for Cathy’ and signing up for the Commitment to Refer and how to tackle homelessness. No HA’s in Kent are signed up for Homes to Cathy, more will be signed up for the Commitment to Refer. It was agreed to have an opportunity for KHOG and NMSG to look at common issues and opportunities to work together. | **Feb 2019** | **RS** | RS to put on the agenda for KHG EXB Feb 2019 |
| **Protocols** | **Intentionally Homeless Protocol** review is currently underway. Additional protocols for review include –  There is a **Reciprocal Agreement** but not a protocol, the principle is about the reciprocal arrangements between policies, as local authorities you are responsible for your reciprocals and capacity. The agreement is about the principles of the agreement. It was agreed that it’s difficult to manage and with limited capacity to hold a spreadsheet – that locally authorities need to keep a note.  What will be the process in non-stock holding areas, should the HA members be engaged in the process and what the local arrangements are between the LA and HA. Some local authorities have reference to reciprocals within their allocations policies. It was suggested and agreed that Reciprocals could be a standing item on the KHOG agenda.  VH advised that she would liaise with TWBC about the opportunity to operate a digital based recording system for the reciprocal. It was agreed to share the current version, colleagues to comment and then RS to share final draft for adoption, via the NMSG also. Colleagues also encouraged to look at their allocation policies about the reference to reciprocals or management transfers. The protocol will go back to KHG EXB for sign off.  **S198 Protocol** – SC raised this at the previous meeting, would like a protocol/guide to help confirm arrangements for processes once a referral is made, timescales etc. The number of referrals are increasing. RW suggested that there should be dispute resolution clause or note within an agreed document – this could be via KHOG or an independent body. Also to have agreement about the position on recharging for accommodation costs for TA if possible. Agreement in principle for Kent – again with endorsement from KHG EXB. | **ASAP**  **January 2019**  **April 2019 – final doc** | **VH**  **RS/**  **ALL**  **SC /**  **DW** | VH to liaise with TWBC & feedback  RS to share the current version, colleagues to share updates via track change  RW to share an example. Colleagues to confirm if they want to be part of the T&FG |
| **National Policy/**  **Training** | No national policy to share currently. VH advised that KHC have appointed three champions to roll out training and will share details of training coming forward. ET raised the Motivational Interview Training, this is a two day course but is costly, possibly through Homeless Link.  Another theme was about mediation/negotiation/coaching skills training for front line staff, building confidence to deliver a policy decision – teaching about skills and how to enable clients to reach decisions or outcomes by asking the right questions and not being confrontational. DW suggested the Management Centre.  Eligibility is also key for colleagues, MG is running a session on this and places are gone. |  | **RS** | Explore opportunity for training via Homelessness Link |
| **HQN Conference** | RS has requested support from Kent colleagues about sharing good practice to be part of a HQN workshop in March, plenty of response and RS will share details back to the HQN contact. The conference is on the 20th March in London, HQN have just released the email about booking. SC commented that a good opportunity to share information about KHOG, working together and the protocols are developed and their impact/usefulness. | **ASAP** | **RS** | **To go back with contact details to the HQN contact.** |
| **AOB** | RS gave feedback from the NMSG about use of Flexible Tenancies – Medway portfolio holder is keen to keep, first round of reviews are due next year; Optivo are putting a paper to their Board in December to scrap them and retain starter tenancies; WKHA are continuing to have on the radar; Golding are not using them; TCHG do use them but will be under discussion going forward; MHS Homes are not using them.  DW updated the group about work that KCC are considering as part of the Accommodation Strategy refresh and OP accommodation, how provision of a mix of type of accommodation for OP will release family accommodation to use for waiting list or homelessness households. KCC will be asking for Data around Homelessness to assist with this.  RS may be contacting colleagues going forward around sharing good practice on Rough Sleepers.  ET referenced the need for a Rough Sleeping Strategy, to have stand alone or be part of Housing or Homelessness Housing Strategy, ET can provide a contact for this work if required. ET raised the issue of MAPPA and how to manage/exercise a policy to assist with accommodation, and when they cannot remain in the area they have presented at.  PM raised a point about who single men or women who approach as a result of Domestic Abuse, this has come back from shadowing/training for new staff. Some local authorities will assess vulnerability as a result of DA and take a decision about priority. MG to circulate the relevant points from within the new Code of Guidance.  VM – Duty to Refer via the DWP, who have recently queried at a recent forum why once the referral has been made no information is shared back. RW advised that MHCLG are working with DWP to allow Job Centres locally about entering into localised arrangements. MG advised that DWP will be working in the Hub in Dartford from January – it will be the Partnership Manager for DWP.  Firm Step is up and running and MG is happy to provide a demonstration at the next KHOG meeting.  SC advised that Locata has asked for him to represent Kent on the Locata Developer Group.  NC would like to email colleagues about their Private Sector Schemes, this will come out via RS. | **ASAP** | **MG** | **To share the info via RS** |

**Thanks noted to Maidstone BC for hosting**