**Kent Private Sector Housing Group Meeting Action Decision Log**

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| **4th June 2-2018 – TMBC, Gibson Building, Kings Hill, West Malling Kent**  **Present: Kerry Petts, Folkestone and Hythe DC & Chair; Linda Hibbs, TMBC; Janice Greenwood, TWBC; Robin Kennedy, Dover DC; Karen Leslie and Donna Crozier, Peabody; Peter Littlewood, iHousing; Tim Lovell, Canterbury CC; Vic Gouldstone, Medway Council; Richard Stanford-Beale, Kent Fire & Rescue Service; Rachel Evans, Dartford BC; Nigel Bucklow, Maidstone BC; Samantha Simmons, KCC; Dipna Pattni, Gravesham BC; Jane Miller, KCC; James Cox, Sevenoaks DC; Hazel Skinner, TMBC; Marion Money, NLA; Glyn Pritchard, Swale BC; Steve O’Shea, Thanet DC; Janice Greenwood, Tunbridge Wells BC; Maureen Laney, Gravesham BC; Rachel Evans, Dartford BC**  **Apologies: Lesley Clay, JPPB; Sholeh Soleimanifar, KCC; Amanda Martin, Dover DC; Brian Horton, SELEP; Claire Keeling, Gravesham BC; Susan Thomas, KCC; Jenny Zaluska, Optivo; Nicholas Silvester, Kent Fire and Rescue; Richard Hopkins, Thanet DC; Jane Lang, Tunbridge Wells BC;** | | | | | |
| **Date of Meeting** | **Reference** | **Notes** | **Action** | **Time Scale** | **Lead Person** |
| 4th June 2018 | Minutes & Matters Arising | Minutes agreed as accurate; matters arising:  Page 1 – Andrew McDonald from KCC attending Technical Group regarding Housing Standards for Care Leavers on 4th June.  RK advised that DDC have sought legal advice about planning consent for flat conversion. RK can share information if colleagues require it.  Page 1 – KEEP Referrals resolved.  Page 2 – Update on Integrated Project provided with papers, including  SS advised that colleagues have met to discuss the DFG process and the Call Centre but no further progress to date.  DP advised that a list is being compiled of where and who receives KEEP referrals in the DC/BC. |  |  |  |
| 4th June 2018 | Revised Action Plan | There are 5 key elements to the Action Plan for KPSHG. Concentrating on Action Point 1 for this meeting: o educate PSL and agents regarding the requirements of the Energy Efficiency Regulations:   * What needs to be included from regulations? Details of the process? Minimum levels of properties, and what can be let, exemptions?   MM advised that the Exemptions Register should be contacting the PSH teams.  RK commented that PSH should not be dictated to by EPC information provided by the landlords and that the HHSRS will not assess based just on the EPC rating. PLW advised that if EPC documents are incorrect that they should be reported to the relevant regulatory body.  LH has contacted KCC Trading Standards, who were issuing a press release; LH advised that colleagues could share this amongst landlord’s lists. SS advised that there was some information provided recently to the Medway Landlords Forum, with information about funding to assist with property standards.  SS advised that ECO 3 is due in October 2018, energy companies will be obliged to allocated funding for energy efficiency, likely to have to be considered vulnerable (fuel poor for example) to be eligible for receipt of funding. Five or Six Districts in Kent are in receipt of ECO top up funding and BCF that can be used towards areas of work.  Key Messages for Press Release:   * Aspire to reach higher rating than F or G for EPC rating – does a low rating mean a fine for the landlord?   There needs to be a brief explanation of MEES and HHSRS (the latter could mean a stricter and higher assessment than F&G rating of EPC) and information about funding available. The press release should provide the positive messages for landlords (Happy, Healthy tenants stay longer). If leaflets are produced they could be distributed via Handy Man or Care Navigator personnel. DWP Job Coaches are another outlet and via Team Managers at KCC.  It was agreed to have three consistent messages, landlord, agent and tenants about the above key messages. Flag messages about future key dates.   * Should Districts offer free EPC rating checks (any funding from KCC?)?   DP confirmed that there are assessors within the framework. It was agreed it would be useful to have this assessment included as part of the framework when undertaken. The current framework ends in October 2018.  SGN have employed an agent (Energy Saving Trust) to look at potential areas for targeting through the Fuel Poverty Action Plan, they are analysing a number of data sets. LH commented that a key link is the Housing Needs Team and accommodation that is being used by this team, TMBC have a policy not to use properties with a rating less than D.  SS suggested targeting agents with large property portfolios about energy efficiency rather than landlords specifically. MM suggested engaging with ARLA representatives and sharing the key messages.  Each D/B to take decision about whether F & G properties will be contacted, as Maidstone BC have recently undertaken. DP commented that need to be clear about who the contact within D/B will be to manage responses to the press release or contact with landlords.  RSB to take back that D/B’s are not receiving referrals from KF&RS. It was suggested it would be useful to have feedback about the effectiveness of signposting by KF&RS when they visit homes. | **LH to share press release via RS**  **It was agreed useful to develop a table of funding that is available/used by Districts. Colleagues to share funding they use with RS**  **LH to work on tenant template and KP to work on Landlords template, to be used in relevant communication pathways, websites, magazines, CAB, D/B front of house/Bens Teams, KCC Trading Standards**  **MM to share contact details for ARLA with KP**  **NB to share any information about referrals from the Exemptions Register for Maidstone**  **RBS to action and feedback at next meeting**  **SS to draft a leaflet that can be distributed by colleagues, RK to assist with HHSRS element of leaflet** | **LH/RS**  **ALL /RS**  **LH/KP**    **MM**  **NB**  **RBS**  **SS/RK** | **By 11th June 2018**  **By 11th June**  **By 22nd June**  **By 11th June**  **As avail**  **3 Sept**  **By 2nd July** |
| 4th June 2018 | Written Updates | SS advised that there is a Board meeting in June to discuss how to review the retrofit framework, how well its been used, understanding the impact and how to implement in the future. SS advised colleagues to share any ideas with her for input and how to encourage residents and landlords to undertake installs in their properties.  Any updates on the DFG progress table to be shared with Lesley Clay, to remain a live working document for regular updates.  RS to share notes from recent Integrated East Kent Project  KP advised that a T&FG set up regarding Hoarding, there was an event on 23rd March in TMBC, partners from Health, MH, Voluntary Sector, Blue Lights, Margate Task Forces among others invited. There were three presentations at the event and round table work. There was a pledge at the end of the event, a report has been written and can be shared.  Next T&FG meeting is 11th June and inviting key personnel from MH and Social Care to develop a framework pathway going forward. | **All to note**  **RS to note and share with meeting action log**  **KP to share report via RS**  **KP to feedback at next meeting** | **ALL**  **RS**  **KP/RS**  **KP** | **By 18th June**  **By 8th June**  **By 8th June**  **3 sept** |
| 4th June 2018 | AOB | RBS asked if Hackett report will be considered by this group. It will be considered by the Technical Group initially and then look at impact across both groups potentially going forward.  RK advised that D/B have notification of BCF allocation for this year. The top slice allocation has been agreed by Kent Chief Finance officers, it is the same amount as last year.  RK questioned GDPR and Retention Policies. Should this go on a future agenda or the Technical Group?  SS advised that K&MISA (Kent and Medway Information Sharing) has been updated, Dartford BC have been leading on this work. | **To put on September agenda if appropriate**  **To put on the September agenda if appropriate** | **KP/RS**  **KP/RS** | **Sept**  **Sept** |

Thanks noted to TMBC for hosting