**KHG Executive Board Meeting – 11th July 2018, Committee Room1, Ashford Borough Council, Civic Centre**

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| **Present**: Sarah Robson, Chair & Folkestone and Hythe DC; Jo Ellis, Vice Chair & TCHG; Rebecca Smith, KHG; Sharon Williams, Treasurer & Ashford BC; Eileen Martin, Events Chair & Optivo; Mark Breathwick, Medway Council; Hayley Brooks, Sevenoaks DC; Melanie Anthony, Debra Exall & Jo Empsom; KCC; Hayley Brooks, Sevenoaks DC; Jane Lang, Kent Homechoice**Apologies**: Sasha Harrison, Southern Housing Group; Christy Holden, KCC; Emma Wiggins, Swale BC; Nick Fenton, KDG |
| **15/11/18** | **Reference** | **Notes** | **Action/Decision** | **Lead Person** | **Timescale** |
| **Mins & Matters Arising** | Minutes agreed as accurate. Matters arising:Page 1 – MH work will be picked up through KMHS workshop sessions.Page 2 – outstanding work on the groups that are attended by KHG representatives.Full KHG agenda for Oct is in the planning. Optivo and Clarion HG CEX are both attending the morning session to talk about the recent mergers. Agreed useful to have Homes England on the agenda with a more specific slot for updates. Also add the Green Paper to the agenda and also invite David Godfrey re the Kent and Medway Housing Deal work.It was agreed that when presenters approach KHG for attendance that consideration of sub groups and appropriateness. October is Supported Housing month and possibly Care Leavers week. | **RS to pick up as part of workshop planning****RS to share groups list and ask for feedback****RS to liaise with HE contact about attendance and working relationships between HE and KHG members. HIF, HRA Debt Cap, Care and Support Money – all new lines of work coming forward. Draft agenda to be shared for comments.** | **RS****RS****RS/SR/JE** | **16/8/18****By 16/8****By end July** |
| **JPPB Update** | BH advised that JL and BH spoke with ASC at KPH, KPH are supportive of working with KHG going and funding committed to 2020 and this will be pass ported to KHG. The understanding of the agreement is dialogue between KPH and KHG, how this fits with the KMHS and refreshing the sub groups of KHG to reflect new priorities. KPH to have a seat at the KHG EXB. SR, JE and RS to meet with ASC in early August to discuss priorities and working on agreement in principle so that KHG are comfortable with the expectations from KPH. KPH have indicated they would like 1) Input into emerging KMHS 2) Promote One You Campaign and more engagement with HA Providers 3) Work strands remaining from JPPB, any protocols outstanding. Discussion about how to resource the work from JPPB, protocol refreshment and implementation etc. Need to link with Medway and Medway PH as part of the work going forward. Key to link to the STP and the opportunities it can provide, need to consider how health impacts housing, social prescribing and the language used. JL mentioned asking Systems Leadership colleague Debbie Sawkin, to help facilitate work around this. MA raised a point about partnership engagement with other agencies, such as Criminal Justice, CRC.JE raised the point about ensuring the role and purpose of KHG is clear going forward and appropriate for the whole membership. It was agreed to consider how to retain and raise the profile of membership to sustain income. | **Terms of Reference will need to be refreshed and shared with the full membership for agreement.****Announcement to full membership about dissolve of JPPB and that KHG in discussion with KPH.** **Scope meeting for meeting with KPH on 3/8/18, with potential for workshop session to engage across whole membership and County. RS to liaise with MB about extending invite to Medway PH to meeting on 3/8/18.****Forward plan to be updated to include action for new PH agenda/work with clear leads/ownership for actions.****LC to be contacted and asked to collate scoping paper for meeting with ASC in August, timeframe for handover and contacts.**  | **SR/RS****SR/RS****RS****RS****SR/LC** | **End July****End July****By 16th July****By 16th July****ASAP** |
| **KHG Budget July 2018** | Budget sheet and paper circulated ahead of the meeting. There is now an income strand and cost code for KPH for auditing going forward. JP salaries now all paid. Membership area to be considered as part of website once JPPB website elements are resolved. It was agreed that there should be a work-stream around income as part of the Forward Plan for KHG.The budget was agreed by all members. | **RS to liaise with website provider about changes and updates to the website for members.** | **RS** | **End of August**  |
| **Forward Plan**  | Need to review list of groups attended by KHG. It was agreed to retain the standing item about responding to consultation opportunities. Dashboard – Richard Fitzgerald keen to work KHG Dashboard.Income – any additional ideas around income generation, linked to communications and profile of KHG. What is our offer and do we have the resources. It was agreed to resolve the issue of resources once the discussion with KPH been undertaken.EKH –A proposal paper has been shared with the task group, this will be shared with Tracey Kerly and Madeline Homer as Sponsors of the work before going back to the Joint CEX. Ben Lockwood, Director of Finance at Ashford BC, is Chair of Kent Finance Officers Group and has suggested the proposal paper could go through this group. | **RS to liaise with Kent Building Control and response the cladding consultation, can they share with KHG for Info****RS and BH to meet with Richard Fitzgerald****RS to share proposal paper with KHG EXB and Kent Finance Officers Group.** | **RS****RS/BH****RS** | **By 16/7****By Sept 18****By 16/8** |
| **Accommodation Strategy & Commissioning Update** | CH shared update paper ahead of the meeting.MA updated on Homelessness commissioning. Adults homelessness commissioning is taking place at the same time as children’s, as they are changing their criteria, only supporting 16/17 year olds, Care Leavers and children in care. There are a group of people who are now no longer eligible for support, so there will be additional funding into Adults to pick up this group of people requiring support.Out to tender currently, the last opportunity for questions is 1st August, looking for volunteers from LA’s to help evaluate the submissions and will then appoint before the 1st of October. Domestic Abuse – focusing on this year to start making some transformational changes, there are some changes already taking place. How to services engage with hard to reach communities will be one focus, also working on the tactical group to ensure services align with the new strategy and taking part in any collection of performance data.There is currently provision for vulnerable homeless families in adult services, the children’s team provide support for teenage parents, and there is an opportunity for a new lead provider to help shape a new offer. There is a focus to prevent clients’ needs escalating to access adult social care services through this new commissioning of support services. There are new performance indicators introduced as part of the management of the new commissioning. Adult safeguarding have been engaged through this process, duties around safeguarding in the specification are very clear for the provider.Where services have been accommodation based, where does this sit now in the new framework? All schemes currently in place have been invited to join the framework. Landlords have been approached in advance for KCC to understand their preference. Currently accessing Move On accommodation is difficult, this is not efficient and provides an opportunity to review and encourage landlords to provide move on accommodation.JE – has now responsibility for ECH, DA and Homelessness going forward. Accommodation Strategy refresh is ongoing and with Claire Maynard at KCC.Forecasts for the strategy have been updated. District profiles are all but two updated. There is market engagement around ECH future provision, what is the county offer for development of ECH. JE to make links with KPOG.Financial modelling for ECH and how the current framework can exclude potential clients and how to look at more flexible options around access to care. How to engage and offer access to care for wider communities around ECH schemes. | **Please see additional KCC update paper from MA which provides additional information about the Homelessness Commissioning taking place currently.****JE to ask to CH to confirm who needs to provide district profiles updating. JE to also clarify completion of the refreshed accommodation strategy** | **RS****JE** | **By 16/7****As available** |
| **KMHS Update** | An update paper for Kent Leaders has been produced, this will be circulated with the action log, to include a version for HA boards to use for an update.The draft of the strategy is in place, the priorities are agreed, and the data to support the strategy is updated. There has been some communication with sub groups around the priorities with feedback received. A consultant’s brief has been shared to commission a critical friend to help deliver a series of workshops and help shape the final document. This will enhance and not duplicate existing business plans or housing strategies formulated across Kent. Timeframe for the development of the strategy is included in the document to be shared. | **RS to share Kent Leaders update paper****RS to re circulate commissioning brief** | **RS****RS** | **By 16/8****By 16/8** |
| **KHG Events** | Next events meeting 16th July. Awards assessment panel meeting this afternoon. There are 9 areas around workshops in the planning, an updated version to be shared following the events meeting on the 16th July. Development, safeguarding and hoarding are suggested workshops to be considered. Peer reviews for membership organisations is a potential consideration for KHG going forward. This would be a member benefit to the whole membership. Best practice workshops are also potential options for KHG to consider going forward, including digital demonstrations.MA suggested Housing First as a potential workshop, MB has experience of this with Medway Council. | **RS to share an updated workshop list following events meeting on the 16th July****EM and RS to note about external partners contribution for workshop sessions. West Kent Mind, Live Well Kent were mentioned****RS to add to list of potential workshops for 16/7 Events meeting** | **RS****EM/RS****RS** | **By 17/7****For 16/7****For 16/7** |
| **KHG Communications Group** | RS updated that Suzanne Smith now has a new role with MHS but remains committed to assisting with Kent wide communication opportunities via KHG. SS has made some suggestions about updates for the website and also some feedback about the twitter feed for KHG.The communication plan was shared ahead of the meeting. Thanks noted to Suzanne from MHS regarding her support for KHG and communications. | **RS and SR to pick up on changes to the website.** | **SR/RS** | **By Sept 18** |
| **AOB** | BH raised that KDG and contact with KR&FS, RS advised that SR and RS have made contact with KF&RS and communications commenced with appropriate Kent Groups, such as KDG, KPOG and Building Control. BH raised the issues of emergency planning and dealing with response to a major incident, post Grenfell. How to manage resilience and resources that is part of the emergency planning process, for example the practical implications for housing should a large number of households require accommodation. What is the mutual aid principle and links to KCC?SR raised the impact regarding the implementation of the Homelessness Reduction Act. 25th September Kent Leaders meeting is placements of homeless households in Kent. Kent Leaders also want an update on homelessness and rough sleepers. HB has a teleconference with Rebecca Ireland of MHCLG about the impact of the HRA. HB suggested a KHG response, experience and if any advice or support required, feedback on the changes and impact on teams. It was suggested that this could be a workshop session around the HRA. DE had shared an email from the Strategic Leaders Group and a conversation with Homes England, and whether colleagues have any additional information or feedback. It was agreed that the two forums for engagement for this would be KHG and KDG, DE to feed this back as part of response.DW raised that there is not a slot on the agenda for an update from Medway Council. JL advised that Gary Stevenson is the new Head of Housing, Environment and Street Scene at Tunbridge Wells. Gary can and will attend KHG on behalf of TWBC when JL can’t attend. | **It was agreed to invite Fiona Gaffney, KCC to KHG EXB to discuss this issue. Fiona is taking a paper to Kent CEX in September. DE to share Fiona Gaffney contact details with SR and RS.****HB to liaise with Rebecca Ireland about a potential workshop in early September, to then feed into the Kent Leaders meeting on 25th September. RS to liaise with KHOG Chair about this too.****It was agreed that Debra would respond to share that KHG, KDG would be the best placed organisations to liaise through.****RS to add to the future agendas, to suggest that Medway host a future EXB meeting. RS to add Kent Homechoice to the future agendas for Kent Homechoice.** | **DE/RS****HB/RS****DE****RS** | **As soon as approp****ASAP****By 16/7** |

***Thanks noted to Ashford BC for hosting***