**KENT HOUSING OPTIONS SUB GROUP (KHOG LA) MEETING – 9th January 2020, Maidstone BC Office, Maidstone House, Maidstone**

**Present:** Stuart Clifton, Chair & Maidstone BC; Lora McCourt, Vice Chair & Canterbury City Council; John Littlemore, KHOG Mentor & Maidstone BC; Marie Gerald, Rebecca Ireland and Lucy Baker, MHCLG; Vicky Hodson, Kent Homechoice; Ray Easdown, Medway Council; Claire Keeling, TMBC; Mark Damiral, F&HDC; Nina Colley, Sevenoaks DC; Elly Toye, Dover DC; Toni Carter, Dartford BC; Pam Millington, Dover DC; Roxanne Sheppard, Swale BC; Robin Cahill, Paul Stephen, Kellie Potter-Steele & Hazel Smith, KCC; Manpreet Bhupal, Gravesham BC; Wendy Hogg, TWBC; Jessica Bailey, Thanet DC; Ray O’Shea, Ashford BC; Rebecca Smith, KHG

**Apologies:** Victoria May, Thanet DC; Rachel Britt & Christy Holden, KCC

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| **Reference** | **Notes/Outcome** | **When** | **Lead** | **Action/Decision** |
| **Minutes/Matters Arising Oct 2019** | Minutes agreed as accurate and matters arising –  Page 1 – no comments received about the Pre Eviction Protocol from either KHOG or Kent Tenancy Management Sub Group, to be finalised and shared with KHG Executive Board for endorsement and publication.  Page 3 – MG to pick up the contact information for RS regarding S21 speaker.  Page 5 - RI has shared the contact details for the LGO with a view to inviting them to a future KHOG meeting. MD advised that F&HDC have a current case with the LGO regarding a recent incident, F&HDC have sought legal assistance. RI advised that if an investigator is invited to KHOG it would be a general overview, and an opportunity for KHOG to feedback on the impact of decision making/outcomes.  Homeless Triage Tool – no response on a working group to date, colleagues to contact Vicky regarding assistance to review this tool. This is about ordering advice sheets and reviewing the context. Agreed to get a price to undertake the review.  Page 6 – SC advised that PS organised a working group development meeting and there is a wider partnership meeting in January, these were well received with regards to the eligibility thresholds, future or other case examples to be shared with MA and PS. | **Jan 2020**  **As avail**  **ASAP**  **ASAP**  **When Avail** | **RS**  **MG**  **RS**  **ALL**  **ALL** | **To share with KHG EXB for endorsement**  **To share details when found**  **Agreed to invite a representative to attend a future KHOG meeting**  **ET and RE have volunteered to assist VH, others to contact VH**  **Colleagues to share any examples with MA/PS at KCC** |
| **YP Protocol** | Opportunity to review the YP Protocol following the September multi agency work shop. There has been an action plan developed and three task and finish groups are working behind the scenes on this.  RC has drafted a document to merge the YP and Care Leaver Protocol into one, with appropriate updates to the flow charts, consulting with relevant staff members at KCC. RC is keen to have feedback on this document.  There are now 4 key principles within the document. The principles have come from the workshop and advice from Kim Davies at MHCLG.  It was agreed to now refer to the assessment as a ‘joint assessment’ and not a ‘joint housing assessment’. SC to collate comments regarding the assessment template and share with RC who will then update and share back with KHOG for final comments and endorsement. This would allow all partners to see all the relevant information about a young person.  It was agreed that the leaflet providing information about the protocol should be reviewed by a young person to ensure that the content is relevant, this has been shared by RS. This will be picked up by one of the YP T&F Group.  There is an action about an Advocacy Service, RC advised that KCC commission the YLF for advocacy potentially at a joint assessment, with a current limit on numbers. This service is due to be recommissioned by KCC and as part of this considering the expansion of capping the limit, F&HDC currently use the YLF and it has had a positive impact on outcomes for the YP. Need to reflect that a decision about a county wide commissioned advocacy service within the draft protocol. Discussion about whether KHG could financially support commissioning of this service to ensure a county wide approach. RC has shared Terms of Reference and there is a template SLA which F&HDC.  The referral criteria from the KCC perspective is that they are referred or a self-referral can be made, currently F&HDC are using the YLF at the point of the joint assessment. CM suggested a 6 month trial of spot purchasing through YLF and have a conversation regarding capacity should referral numbers increase.  Emergency Accommodation, scope, supply and stand, LC is leading on this as part of a T&F G meeting next week.  RC advised that KCC are undertaking work to explore the accommodation used and that it is properly quality assured, a list of suitable properties for 16 and 17 year olds has been shared, this is on-going work.  RC have advised that the draft Heads of Terms has been developed and will be shared by RS for consideration, further to a skype T&FG meeting earlier this week.  Joint messaging recommendation around consistent messages, there is not a glossary of terms yet part of the current draft protocol.  Target date for a new protocol is likely to be March 2020, to include time to roll out training. To add to the KHOG agenda for February. | **By 20 Jan**  **By 20 Jan**  **ASAP**  **With notes** | **RS/ALL**  **SC**  **MD**  **RS** | **RS to share digital version of draft protocol, comments back to RC by 20th January 2020**  **SC to collate feedback on template and share with RC**  **MD to provide an overview of the costing from F&HDC and what is provided for this and the outcomes from the commission/spot purchase of the service. This can be used to support a business case to KHG**  **To share with meeting notes** |
| **MHCLG Update** | MG provided an update for colleagues. These are summary notes, the slides provide additional details.  Funding – announcement letters shared early 2020, the name of the funding has changed, now the Homelessness Reduction Grant, the PRS Access Funding is now rolled into the new burdens fund. Payment due by April 2020. There are formulas that sit behind the funding allocations, RI advised that MHCLG can share links on these funding formulas and these can be used to review against funding allocation by area, to then raise any queries internally or with MHCLG.  RI to share a link re RO4 and spend by LA’s on Homelessness Services, what is submitted in the RO4 is used to evidence the formula to establish funding allocation. Colleagues agreed for MHCLG to share a deadline email regarding RO4 so that Housing Options leads can have input into the RO4 returns.  RSI Funding – 2020 funding is RST and RRP combined. Over 200 proposals received by deadline day, currently in moderation process for consideration and feedback from Ministers, hoping for a decision over the next month or sooner. New Government have made an announcement to end rough sleeping over the period of the current Government administration. Any new services have to mobilise by April 2020 and to end by March 2021.  Cold Weather Fund - £10m committed with an additional £3m committed by Government to the fund, applications open until 31 March 2020. MG advised that this funding is not for SWEP activity, it should be irrespective of temperature. This is about services/support and accommodation that are continually available, it still excludes ineligible clients. A note has been shared from MHCLG to CRC and probation about joint bids for cold weather funding with local authorities. Services have to be mobilised asap.  RSI funding includes bi monthly counts and MHCLG can provide support for these, January is the next month for a count. MHCLG would push local authorities to undertake a count, that methodologies for the bi monthly counts are consistent, this helps to monitor the success of interventions.  Data information shared on the slide is for England, colleagues can access live tables and these are useful. The first year is experimental data, but is based upon what local authorities are submitting to HCLIC. MG urged colleagues to submit the most relevant data via HCLIC. P1E will be phased out in the short term.  There will be future exploration of the offer for single people with regards to homelessness support as a result of the HRA. History of mental health is the top support need, taken from the first year of data supplied for HCLIC. There is also work about offender support so any information to be shared with your HAST lead, MG is offenders RI is the role of housing associations – looking at good and poor practice.  HAST Roadshow events – information has been shared with colleagues about these events. These will be over a 6 week period, colleagues urged to attend, there is a link in the HAST update – dates for roadshows in the slides.  There is a Positive Pathway event taking place next week, St Basils has led on this and will be providing an update, details on the slides shared by MG. | **ASAP**  **ASAP** | **RS**  **RI/**  **MHCLG** | **RS to pdf and share the presentation with the notes**  **To share the email/link regarding RO4 and information to share back to MHCLG** |
| **Standing Items** | National Policy – JL advised that the LGA asked a consultant to carry out work on out of area placements, Kent CEX’s were supportive of Kent being represented, with a view to developing a protocol. The document has been drafted and agreed by the LGA working group, it will then go out for consultation across England, and it will go to Kent CEX’s as the lead for each LA. It will be relevant for Kent placing out of area and not just about London authorities placing outside of their area. KCC have been involved in this working group.  Government are continuing to push forward with ending S21, RI encouraged colleagues to liaise with their relevant PSH colleagues on feedback on this. Government are still working through data and case studies with reference to the administrative burdens of the HRA.  Recent Case Law – Nothing substantial to note for the meeting. MG did urge colleagues to check off the right paper work at the correct point within the timeline, especially with regards to placement into emergency accommodation. There was a discussion about how to ensure that there is correct recording of updating PHP’s, and how to save a copy of plans to evidence reviews, should there be a challenge at a future point.  AB v London Borough of Ealing and retrospective status. The court sided with the applicant in this case.  Training Opportunities – Sue Lukes has been commissioned by Dover DC to deliver training, but can only offer 20 places per session. This trainer is recommended by Andy Gale.  Key Groups training offer from MHCLG, RS advised that this will be discussed at KHG events next week. Feedback from TDC was that the limit on numbers was not helpful and is happy to share additional feedback on what has been undertaken to date. RI advised that there are varying providers used by MHCLG to deliver this training.  Decision Making training via Gravesham BC, more information will be shared when available.  Seniors Meeting Feedback – The last meeting was 3rd October next meeting is taking place at the end of January and will be hosted by TMBC. | **ASAP**  **When Avail** | **PM**  **PM** | **PM to share contact details and costs via RS**  **To share details with colleagues when date confirmed** |
| **Brexit Planning** | This items was rolled over from October KHOG. This has moved on and can be removed from a future agenda. |  |  |  |
| **AOB** | RO advised that there have been discussions internally with regards to expenditure on Rough Sleeping and Single Persons and the shift in spend for client groups, RO has to provide a report for members.  PM advised that the definition of Complex Needs for referrals, this will remain broad to stop exclusion through definition, colleagues encouraged to share feedback about referrals refused with KCC and to speak with Porchlight about a particular referral. PS advised that the referral form is being reviewed so that colleagues can be more explicit or provide more information about the reason behind the referral.  JB advised that TDC have undertaken work locally about referrals for clients with complex needs, and it identified a knowledge gap within the new service provider, and that clients with complex needs were being pushed back. JB to share feedback directly with PS and MA.  ET thanked colleagues for information regarding caseloads. There will be a follow up request to colleagues about shadowing opportunities. ET queried whether colleagues have a SWEP Risk Assessment Form, JB to share a copy of the Paramount Risk Assessment Forum used when TDC work/place with Paramount. TDC also document those who refuse SWEP support, Outreach Workers are signing and dating these incidents. JB to share a copy of this too.  JL advised that KCC are running a Select Committee on Affordable Housing, the deadline for provision of evidence is 26th January 2020.  RE enquired about an Income and Expenditure tool that could be used within Locata? VH advised that this is an upgrade but input would be manual which may lead to inaccuracies. LM suggested that any focus from her perspective would be an enhancement  MHCLG have as specialist advisor from the Police Force, and will be putting together information about homelessness that can be used by police officers. He is also keen to learn or share information about County Lines/Cuckooing. Colleagues to contact MG direct if they have information to share. LM advised that EK have a Cuckooing Protocol, to share via email to MG/RS.  Delta may have contacted colleagues about a focus group, RI to share details via RS for colleagues to consider, how to change social housing allocation, on the back of the Green Paper.  SC asked if colleagues happy to nominate people from their teams review the Move in Move on document, or to go to Seniors Meeting to review, this was agreed.  Challenges of discharge of duty and not lawfully evicting – if colleagues have any examples of this locally to share with SC, as MBC have had a number of approaches as a result of London Borough activity. MG to share back details with the relevant HAST advisor at MHCLG. | **As approp**  **ASAP**  **ASAP**  **AS avail** | **JB/VM**  **JB**  **ALL**  **ALL**  **/LM** | **JB/VM to share feedback on TDC issues.**  **To share Risk Assessment with ET**  **Colleagues contact RS about sharing evidence as part of this**  **Colleagues to share examples with MG/LM to share digital version of protocol via RS for MG** |
| **Next Meeting** | Thursday 6th February 2020, 10am |  |  | **Date shared via outlook** |