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

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|  **4th March 2019– TMBC, Gibson Building, Kings Hill, West Malling Kent****Present:** Kerry Petts, Chair & Folkestone & Hythe DC; Marion Money, Chair & NLA; Robin Kennedy, Dover DC; Tim Lovell, Canterbury CC; Richard Hopkins, Thanet DC; Samantha Simmons, KCC; Daniel Shaw, Sevenoaks DC; James Cox, TWBC; Nigel Bucklow, Maidstone BC; Peter Littlewood, I-Housing UK; Rachel Evans, Dartford BC; Donna Crozier, Peabody; Jason Wheble, TMBC; Hazel Skinner, Kent Technical Officers Group & TMBC; **Apologies:** Glyn Pritchard, Swale BC; Carolyn McKenzie, KCC; Richard Stanford-Beale, KF&RS; Brian Horton, SELEP; Paul Salter, Medway Council; Dipna Pattni, Gravesham BC & KEEP; Amanda Martin, Dover DC |
| **Date of Meeting** | **Reference** | **Notes** | **Action** | **Time Scale**  | **Lead Person** |
| 4th March 2019 | Minutes & Matters Arising | Minutes agreed as accurate. Matters Arising:Page 1 – RK circulated final two draft versions of the leaflets, one for tenants and one for landlords, the final draft will be able to have individual landlord name, contact details and logo. RS has shared details of Foundations Training around Hoarding, RS to consider other opportunities for training around hoarding, shared the details shared by West Kent Mind. Do we need the link to the training to the work by Adult Safeguarding Board about Self Neglect? NB raised this at the KCC Commissioning meeting last week discussing the HIA contracts, so that colleagues are aware of what other agencies to engage with. Suggestion to have half day awareness training in the morning and then afternoon session to have all key safeguarding partners in the afternoon to launch and embed the new protocol/policy. HSSRS training is another potential option. PL advised that he has run accreditation training, this is free of charge for local authority colleagues, to send through course content for consideration.MM has raised whether the Kent representative on behalf of ARLA, does the PSHG membership extend to ARLA.NB feedback on the HIA contract commissioning meeting held by KCC last week, a timetable has been published by KCC to avoid any unintended consequences as a result of new contracts, they are trying to get all contracts aligned for 2020. A presentation from the session is due to be shared. Questions about the contract from the session and linked to the presentation will be shared when correspondence comes forward from KCC. DC has attended two events linked to this new commissioning. Should be a decision by KCC Members by the end of September 2019. DC provided an update about the new providers of services linked to Community Navigation and Careers Support/Assessment. | **RK to share via email for final comments.****RS to share back thoughts with KHG Events Group in March for future development.****PL to share course content for consideration, currently full day but could be tailored for half day****RS to invite to next KPSHG meeting June 2019** | **ASAP****12/3****ASAP****11/3** | **RK****RS****PL/RS****RS** |
| 4th March 2019 | Member-ship KPSHG | Who should be attended or invited to attend the KPSHG going forward. SS suggested having a link with Kent Trading Standards as they have a broad remit, where there are areas of joint responsibility? Could./should they attend this meeting and the Technical Officers Group aswell? No Use Empty was discussed but they have a separate forum and officers from districts engaged with this forum. Suggested membership to include KF&RS, KCC (Environment, OT and Commissioning) and ARLA.There was also a discussion about the meeting schedule and timing for the meeting of the KPSHG as not sufficient time to go through the agenda. Technical Officers Group are also looking at this issue, any details on new meeting dates will be shared and updated asap. | **SS to enquire and feedback via RS****RS to make contact to establish appropriate links** | **ASAP****For June** | **SS/RS****RS** |
| 4th March 2019 | Written Updates | Written updates shared ahead of meeting – matters arising included – RS provided background to the Housing and Health Sub Group, a first scoping meeting has been held and draft TOR and Action Plan for this group. Colleagues who wish to be part of the new group or on the distribution list of this group should advise RS or Debra Exall at KCC (who has been assisting KHG and Kent Public Health). RISE for Disability Event 2019 – 14th/15th June at Detling Kent Event Centre. Colleagues to email RS about whether your organisation can support the event on either or both days. RS to share draft agenda for the Friday 14th June, the Health and Housing Sub Group will be meeting in the afternoon of that day. Saturday 15th June is a family orientated day with only adults charged for entry at £5.00 each.  | **RS to share TOR and Action Plan for Housing & Health Sub Group****RS to share draft agenda, open for comments or suggestions. Colleagues to confirm whether they will be attending and if able to assist with the stand on Friday afternoon and Saturday session.** | **March****By 11/3** | **RS****RS** |
| 4th March 2019 | Action Plan | Action plan shared in advance of meeting, with KHG Draft KMHS Action plans, amendments to existing KPSHG plan included. KP read through the commentary for the Kent and Medway Housing Strategy (KMHS) and the links to the KPSHG Action Plan. MM raised the impending Tenants Fees Act, do we need to have a watching brief on this as part of the action plan for KPSHG, how effective is it?SS suggested having an outcome based action plan with targets for completion, this was agreed as a good way forward. SS feedback on outcomes from public engagement survey linked to the Kent Environment Strategy and links to knowledge and affordability of utilities and managing fuel debt. There was a discussion about links to affordability, links to the Credit Union or concept about Jam Jar accounts to help manage budgeting for tenants in the PRS.  | **KP/RS to update the KPSHG Action Plan, referencing links to the KMHS. To also update on the point raised by MM regarding Tenant Fees Act.****Having links to the Fuel Poverty Action Plan and what can be delivered by KPSHG****RS to feedback to KHOG about links to UC around affordability and use of Credit Unions/Jam Jar accounts** | **For June****For June****April KHOG** | **KP/RS****KP/RS****RS** |
| 4th March 2019 | AOB | MM raised on what the appetite is regarding licencing and fees going forward? Should this be picked up by the Technical Group? RK unsure how fees will be split and there will need to be consistency across Kent on this, decisions about fee splitting and future arrangements have to fit in the fee devising timeframes for each organisation.MM also raised Right to Rent, but the message from NLA and I-Housing is that landlords should continue as is as there could be an appeal, using the current legislation. The decision was taken Friday 1st March.RH advised that he will share the link to the Thanet DC website about text for private landlords for MM and PL to check off.MM requested an update on position regarding Fixed Penalties, DDC is completed, TDC and CCC should be finalised for mid-April, F&HDC to replicate TDC approach so will use this when completed, TWBC is in place but not the website currently, SDC will be later in the year, DBC is part of the Enforcement Policy on their website, MBC and TMBC are also waiting on the TDC version to replicate and use going forward. KPSHG thanked and wished SS good luck in her new role.  | **MM has a colleague who could be invited to a future Technical Officers Group meeting****RH to share text with MM and PL for comments/updating** | **ASAP****As req’d** | **MM /** **HS****RH** |

**Thanks noted to TMBC for hosting the meeting**