**Present:** Sarah Robson, Chair & F&HDC; Jo Ellis, Vice Chair & TCHG; Sasha Harrison, Southern Housing Group; Brian Horton, SELEP; Charlotte Hudson, Swale BC; Mark Breathwick, Medway Council; Eileen Martin, Optivo; Deborah White, West Kent HA; Suzanne Smith, MHS Homes; Andrew Scott-Clark, Kent Public Health; Debra Exall, KCC; Jane Lang, Tunbridge Wells BC; Jo Empson & Melanie Anthony, KCC Commissioning; Rebecca Smith, Kent Housing Group

**Apologies:** Hayley Brooks, Sevenoaks DC; Sharon Williams, Ashford BC; Chris Moore, Homes England; Nick Fenton, KDG

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| **Reference** | **Notes/Outcome** | **By When** | **Lead** | **Action/Decision** |
| **Action log from Nov 2018** | Minutes agreed as accurate – matters arising:  OP workshop taking place on 7th February 2019  JL and DE in communications about the DA and Sexual Violence work from the last meeting. To feedback when completed. | **As Avail** | **DE/JL** | To feedback when available |
| **KHG Budget** | Colleagues worked through the budget sheet and the supporting paper. With regards to the KPH funding, a meeting between SR, JE, RS and ASC has been set up for 1st March 2019 to confirm 2019/20 budget. Agreement that annual subscriptions for KHG membership to remain at the current level. The draft budget for 2019/20 was agreed in principle, to be updated as monitored throughout the year. Potential spend on the website will need to be reviewed further depending on what is required of this going forward. | **April 2019** | **RS** | RS to send out request for PO’s and then invoices to all KHG members |
| **KHG Forward Plan** | **KMHS Refresh** on progress, will sense check the main strategy with the action plans that have been developed, this will be socialised with all members and partners once more before endorsement or sign off at the required levels. The action plans will enable and provide a mandate for each of the sub groups. An agreed representative, potentially Paul Carter and the Chair of KMEP, will endorse the final strategy.  The strategy will go to Kent Leaders again in 27th June 2019. JE will be on leave so will need a representative to attend for KHG.  **Infrastructure and Housing Deal** – agreed to propose and Kent and Medway deal with East Kent as the identified as the area of growth. David Godfrey is leading on this for KCC and working with Tracey Kerly, this will go back to Kent Leaders for March to align with the MHCLG timeframe. There was a discussion about how to ensure that priorities such as off-site construction and the opportunity for a factory for delivery based in Kent, how to marry delivery and jobs construction. Homes England will be liaising with RP’s about their role in the overall growth agenda set by Government.  *Projects* – DFG – consideration to pick this up through the new Housing and Health Sub Group. What is the best way to spend the allocation of funding from the BCF?  *Protocols* – RS working with KHOG colleagues on the review of protocols.  **Kent Public Health** – Housing and Health Sub Group Terms of Reference, SELEP to be added to the Terms of Reference as a representative.  *Action Plan* – Kent Public Health priorities, reduction and caseation of smoking is a key theme of the STP and remains a key priority to be inclusive within an action plan. It is agreed that this is not enforceable but should be encouraged to consider this as organisations.  *Suicide and Mental Health Work* – more correlated with deprivation than not so a big issue.  *Community Participation and the Mason Mile* – The Mason Mile is attending the Kent Engagement Group in March 2019. KPH have advised The Mason Mile not to badge as obesity prevention as it is not this, it is about community participation.  What percentage of the Kent population is housed by the membership of KHG and could use this to focus on poorest health outcomes.  Will need to continue to come back to the conversation about what is happening with regards to the STP and the local linkages between the NHS Plan and local care off and the link to housing providers.  Once KMHS completed, how to motivate the membership to undertake the actions and then how to monitor the impacts. It will be critical to demonstrate how the grant funding to KHG from KPH has provided KPH outcomes, this is reported back via ASC to his relevant 151 Officer. SR suggested that sub groups could bid in to KHG EXB to deliver against the outcomes identified, provides consistency and focuses the sub groups to deliver. JE asked the group to consider that if additional funding comes forward for KPH should this be used to have a dedicated resource to manage these outcomes. It was agreed in principle to consider a fixed term contract part time resource to ensure, which will require shaping the job role (including the link to Health generally), reporting lines and to be clear about the costing (including on-costs). Another option is to commission a person or company to undertake the work.  Kent Public Health will want regular meetings regarding progress with regards to outcomes and expenditure, to include this as part of the KMHS Monitoring Group.  RS advised that Kent PSHG have been asked to attend the next R4D event in June 2019, a two-day event, day one focused on professionals, day two is public. It was agreed that KPSHG could hold a meeting with speakers in the morning and the new Housing and Health Sub Group to meet in the afternoon. | **March EXB**  **ASAP**  **March EXB**  **May 2019**  **ASAP**  **ASAP** | **ALL**  **DE**  **RS**  **RS**  **RS**  **RS** | Need representation for June Leaders meeting  Add SELEP to TOR  ASC to share examples of where HA’s have been successful in this area  To approach KCC Business & Intelligence Unit for info  KHG to invite STP lead to attend future meeting for update  RS to liaise with TK about whether Ashford BC would host a this role, understand what the financial differences are about an LA or HA hosting an employee  RS to feedback to KPSHG & DE for H&HSG |
| **KMHS Refresh** | No additional notes to add from the morning meeting of KHG. |  |  |  |
| **SE LEP Update** | No additional notes to add from the morning meeting of KHG. |  |  |  |
| **Kent Commissioning Update/ Accommodation Strategy Update** | The Accommodation Strategy and the Older Persons Strategic outline will be shared at the KHG OP event on 7th February. These presentations and updates will be shared on the KHG website following the event. The update on the strategic vision about OP accommodation will be tabled at a KCC Governance meeting on the 12th February. Key stakeholder groups will be communicated with once the strategic vision from KCC is agreed at the relevant governance level. Simon Mitchell is leading on the Accommodation Strategy work for KCC and he will be invited to attend KHG moving forward to feedback on progress with this.  SR provided feedback to MA and JE about the outcome from the KHG full membership meeting, the KCC decision to no longer fund specific beds for client groups and the new model of commissioning and the period of transition. MA and JE advised that the pathway for offenders happened before the commissioning but KCC dovetailed the two, KCC have been involved in conversation with KSS CRC and NPS since 2016, historically KCC have had a legacy service/duty to offenders and some of the existing provision is not the statutory duty of KCC, as a result existing contracts have been extended twice and all decisions have been published.  MA advised that the KCC expectation is for current providers to enable move on accommodation for clients in beds effected and for those who are unable to secure move on will be recalled to prison. KCC have undertaken processes to ensure continuity of service through the transition period. MA advised that there is an access agreement and can engage existing providers to continue the service as part of the transition period. MA advised that MOJ and CRC need to make a decision about future provision and communicate the relevant message back to district councils. SR advised that there would be communication from KHG to KCC with a set of questions and a request for a response. KCC have been very clear with prime providers, local providers, NPS and CRC that the pathway should not be advised to approach their local district council for housing because of the funding withdrawal. There will be monitoring of individuals to consider who will and will not be eligible for support and the transition for this cohort.  Commissioning for the Young Persons services are not completed currently. KCC have completed their element, the next action is with the Prime Providers.  MA advised that KCC have some additional funding from MHCLG for Domestic Abuse services, specialist DA workers, 1 for men, 1 for LGBT and 3 for people with complex needs. | **For May** | **JE /RS** | JE to invite Simon Mitchell at KCC to attend a future KHG meeting to update on the Accommodation Strategy Refresh via RS |
| **Medway Update** | MB advised that Ofsted with Medway Council at the moment reviewing Front Door Services.  Medway are looking to extend existing services this year, a lot of Rough Sleeper funding is built upon these existing services. The Housing Minister visited Medway last week, good work on the initiatives coming forward. Will have one pot DA funding with a new contract in place from 1st April 2019. |  |  |  |
| **Kent Homechoice** | There is an update in the Information Brief, JL added that the HPA2 is now working well, returns to Government are improved, and there have been tweaks to ease this process. There was an issue raised with Locata about text messaging, which was included in the tender and is now resolved without cost. |  |  |  |
| **Kent Homechoice Partners & Nominations** | JL advised that Hanover, a KHC partner, contacted Vicky Hodson about their ability to sign to KHC moving forward due to their future letting arrangements, 50% of voids will go to transfer applicants (they want the flexibility to enable movement across stock for existing tenants). It is not for KHC to dictate the percentage of homes allocated to internal tenants by each partner, but equally KHC do not want to deter organisations from being or becoming members. What is the view of KHG EXB? Could Hanover be offered the solution to pay per advert? What is the role of the partnership? It was agreed to try to keep Hanover in the partnership and to consider payment per advert. | **ASAP** | **JL** | **JL to go back to explore stock numbers and discuss options with Hanover about payment per advert** |
| **KHG Events** | KHG Events group meeting via teleconference on 12th February. Will consider the feedback and actions from the KHG Membership Survey, there will also be a discussion about an Awards Event in 2019. There is continued work on the training and workshop programme, shared and discussed at each of the sub groups. Need to agree a date for the KMHS Strategy Launch. | **12/2** | **RS** | **Agree date for potential KMHS Launch** |
| **AOB** | In February 2018 there was a meeting regarding the potential to have a social impact group linked to KHG, this group did not move forward and Heather Brightwell has picked this up as now in post as a director at WKHA, is there support or need agreed by KHG EXB to have this group meet going forward?  JE advised that she is leaving KCC for the Home Office; there will be a replacement for Jo going forward. MA has been seconded into JE role and will be more news that will be shared as available. Colleagues wished JE the best in her new role.  JEllis thanked DW for her support at the OP event tomorrow and being the KHG representative. JEllis and colleagues also thanked SR for her work and capacity in the role of KHG Chair.  EM raised the issue of succession planning for the KHG Events Group and for RP representation for the KHG EXB as DW should be stepping down moving forward. SR has spoken to various LA leads about the Vice Chair role so encouraged LA colleagues to consider the role. | **By 8/2**  **March EXB** | **RS**  **RS** | **RS to go back and suggest a regroup then agree appetite for when to meet etc**  **Add to March EXB agenda for further consideration** |

**Thanks noted to Maidstone BC/Town Hall for hosting**