**Present**: Jo Ellis, Chair & Town and Country Housing; Sharon Williams, Vice Chair & Ashford BC; Debra Exall, Christy Holden & Melanie Anthony, KCC; Mark Breathwick, Medway Council; Brian Horton, SELEP; Kerry Newbury, KHG Events & Optivo; Jane Lang, TWBC; Tim Woolmer, KCC; Rebecca Smith, KHG

**Apologies:** Clare Maynard, KCC; Brian Horton, SELEP; Nick Fenton, KDG; Charlotte Hudson, Swale BC; Nick Fenton, KDG; Debra Exall, KCC

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| **Reference** | **Notes/Outcome** | **When** | **Who** | **Action/Decision** |
| **Introductions** | Introductions and apologies shared, Jo welcomed all colleagues to the meeting. |  |  |  |
| **Matters Arising and General Updates** | The meeting worked well, agreed to build in a refreshment/comfort break into the agenda. TA suggested a new format to include joint scene setting and then facilitated breakout if specific topics/themes for discussion. Agreed to consider for future meetings, first test run for December 2020 – to introduce the questions or themes ahead of the meeting and focus the discussion.  To survey the membership about the presentations/topics and to get overall feedback to help shape future meetings.  TA offered to run a master class session on the augmented reality session with a breakout session. To set up another Top Tips event to share this and any other information, what are the top areas of discussion and how to manage the next stage of lockdown/remote working.  JE asked colleagues about whether colleagues are reimbursing staff to cover costs associated with working from home. | **For Dec**  **ASAP**  **ASAP** | **JE/**  **RS**  **RS**  **RS/**  **TA/ KN** | **JE to note for December agenda 2020**  **RS to draw up survey and share with membership**  **RS to liaise with TA about setting up this session & liaise with KN through the Events group** |
| **KHG Budget** | Budget sheet and supporting paper shared ahead of the meeting, a new updated sheet to be shared by ABC Finance with RS w/c 5th October, RS will share for November KHG meeting.  SW raised the challenge around the anticipated income for this current financial year, and whether we need to review the budget accordingly. The reserve position currently is ok.  One action to undertake is the future funding from Kent Public Health, supporting the part time post for the HHSC SG. It was agreed that JE, HB and SW to meet and discuss the approach for the KPH funding, there work remains on going for the sub group. HB advised that Sarah Tickner is working on a report based on the top priorities for Public Health to support the conversation with ASC.  RS/KN updated that the events group of KHG are considering a new approach where all organisations are given the opportunity to nominate. TA suggested asking a client, tenant to assist with who and how on the nomination, to help promote the work of the organisation. There was a discussion about GDPR and sharing of personal information for gifting. Will see if sponsorship will cover cost of recognition awards. Not to be restricted to the Coronavirus response and recovery, this is about the ‘extraordinary’. | **ASAP** | **RS** | **RS to set up a meeting and then arrange a catch up with ASC** |
| **SELEP Update** | No update available. |  |  |  |
| **KRF Action Plan** | Going to fund social rent but not in Kent, there is regular dialogue between SELEP, KDG and MHCLG on this issue. TA raised the concern about the Right to Acquire element, which is an issue being raised through the G15 and CASE regarding liabilities and maintenance, TA to share details of CASE with Bob Heapy at TCH where these discussions are being developed and shared.  Important that all messages are fed back via KDG in respect of this action plan.  Action 11 – is overarching and broad action for KHG, a key action is how to deliver and if the sub groups are placed to deliver all actions.  Action 10 – to be picked up by a mix of the HHSC SG and Kent PSHG.  To have this as a standing item on the EXB agenda and to establish when the time frame for reporting back is. JE urged colleagues to ensure that developer colleagues are engaged and sharing views via the KDG. | **ASAP** | **RS** | **RS to share a copy of the letter and KRF Action Plan with summary meeting notes.** |
| **Succession Planning for KHG** | JE to step down from Chair at the end of year, SW will then become Chair of KHG from January 2021. There will be a need for a new HA Vice Chair from January 2021 and to also consider the HA representation of HA’s on the EXB.  RS explained that the Chair is asked to step away from the EXB to enable other housing associations or local authorities to be part of the EXB, there is also the HA seat that was taken by Sasha Harrison is also vacant as Sasha has stepped down.  SW commented that we may need to consider a review of the TOR for the EXB, especially in light of the changes in personnel as many of the EXB members are relatively new to it, TA suggested co-opting options to enable continuity. It is really important for both local authorities and housing associations.  MB raised the point of diversity and if there are other colleagues within membership organisations who could bring knowledge/view/experience from outside of the housing arena, are we representative of the communities that we serve, a lot of value from effective boards is the story or input of service users. Should we consider the role of a tenant representative?  Agreed to get views about the TOR, to invite the remainder of the EXB not at the meeting today to take into account their views, consider the skills set and how to supplement any that are missing and whether independent input would be useful.  RS to liaise with TA about Governance for Boards and to help shape/discuss the TOR and to ensure fit for purpose. | **ASAP** | **RS** | **RS to liaise with TA** |
| **AOB** | Any suggestions for final full membership meeting of KHG (2nd December)? Could replace with the suggested workshop as discussed earlier in the meeting, regarding changes, implementation in response to change, with breakout sessions, sharing best practice. |  |  |  |
| **BLM** | Colleagues at the morning meeting were happy with the draft response from KHG about BLM, due to feedback the draft statement has been updated slightly, as follows –  In response to the Black Lives Matter campaign Kent Housing Group members have agreed that we must take a key role in leading the necessary change within our communities across Kent to combat racism in all its forms. We wish to increase our BAME representation within Kent Housing Group and that we and our members make changes that benefit our BAME staff and tenants within Kent. We want to hear from our members for ideas on how we can effectively do this. If you have any comments, please email [rebecca.smith@ashford.gov.uk](mailto:rebecca.smith@ashford.gov.uk)  JE asked for a volunteer to help work with a group to take this agenda item forward. TA put herself forward in respect of getting support from colleagues within WKHA. | **ASAP** | **TA/**  **JE** | **Colleagues agreed to the revised statement. RS to add to the website**  **TA & JE to liaise about moving forward BLM work for KHG** |