**Present**: Sharon Williams, Chair & Ashford BC; Tracy Allison, Vice Chair & WKHA; Rebecca Smith, KHG; Kerry Newbury, Optivo & KHG Events; Mark Breathwick, Medway Council; Mel Anthony, Debra Exall & Tim Woolmer, KCC; Brian Horton, SELEP; Simon Thomas, Kent Chief Planning Officers Group; Nick Fenton, Kent Developers Group; Rebecca Smith, KHG

**Apologies:** Clare Maynard, KCC; Andrew Scott-Clark, Kent Public Health; Jane Lang, TWBC;

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|  |  | **By** | **Who** | **Action/Decision** |
| **Matters Arising Full KHG & EXB Feb 2021** | **Matters arising from Feb Main Meeting** – the Affordable Housing Unit at KCC as discussed and Corporate Parent Item. MB advised that Medway have been developing an offer for Medway Care Leavers and this will be shared as available via RS. BH advised NF and himself having discussions with David Godfrey, Roger Gough and Mike Whiting about this unit, BH suggested reaching out directly to Mike Whiting to offer support from KHG for the establishment of the unit and how it engages across a wide range of group. TW and SW to catch up outside of this meeting about shaping how KHG works with this new unit – what would we like the Unit to do in an ideal world as part of the conversation with Mike Whiting.    **Matters arising from Feb EXB** – No issues of accuracy from the notes.  Page 1 - There has been no feedback on a potential mentor for the HHSC SG. There is a new Chair & Vice Chair for the group, suggested a note to ASC about a mentor from Public Health, a virtual mentor that can be there for support and to drive the agenda, keep in touch sessions at agreed points in the year.  Page 2 – BH has not had a response from Home Group regarding future membership of KHG. | **As Avail**  **ASAP**  **ASAP** | **MB**  **SW**  **SW** | **To share offer when available**  **SW to make direct to Mike Whiting, asked for a call with colleagues about this unit and working with them – to notify SW if keen to be involved.**  **To reach out to ASC about a mentor for the sub group** |
| **KHG Budget** | The Budget Sheet and Paper was shared ahead of the meeting, with all actions highlighted in yellow on the paper. On the budget sheet the first reserves balance information on the front sheet has the wrong date = this should read 2021/22 which are estimated balances based on the current pre yearend figures.  RS has sent out correspondence for 2021-22 in March for invoicing to commence in April 2021 for annual subs, a good response to date. RS talked through the budget sheet, there has not been a huge change in the information since our meeting in February, Ashford BC are going to produce an end of year report and share with RS/SW. | **17/3** | **RS** | **RS to send out updated version of the budget sheet.** |
| **KHG & KPOG Working Together** | Simon Thomas, Chair of KPOG invited to attend the meeting to chat through opportunities for KHG and KPOG to be working together. ST advised that KPOG has a new name, Kent Chief Planners Group and this change should be reflected in the KHG EXB and Main TOR, with an extended invitation to any KHG meeting as appropriate.  This is Simon’s second term as chair and has worked closely with KHG in the past with regards to the Planning Protocol for Kent and Medway. There are other members of the planning group taking the lead on particular areas, Simon has taken the lead on housing. Planning group want to be more focused, advising and supporting Chief Executives, having a positive influence, be more coordinated with the ‘family groups’ around planning issues, working effectively together, also want to work in partnership with others.  ST suggested it would be useful to review the Planning Protocol, are there more things to do based upon the protocol and is it achieving what it set out to, working with KDG and SELEP. Also keen to look at how can enhance joint areas of interest, affordable housing delivery – estate renewal in Local Plans, better use of land and existing assets, what can be done innovatively to delivery better quality housing, understand each other’s visions and ensure all working to the same objective.  KPCG have also been in contact with planning groups in East Sussex and Essex to explore their remit and roles, working with planning colleagues and peers, working to involve wider counties in partnership opportunities. Also have training programmes for planners and encouraging the University of Kent to host a degree around planning, this is starting to develop into a useful Kent based planning course, local case studies. There is ongoing CPD training though Kent Design, are there opportunities for joint training for housing and planning colleagues?  BH reinforced the messages shared by ST about bringing together Housing Planning and Developer colleagues within Kent and Medway, as well as other counties as mentioned by ST. Regular check in to check on alignment between planning and housing, utilising the wider groups such as the HDTG for the SELEP. How can we scope out issues that are key for Kent? How to engage with the KCC Housing Unit and get the best from it through collective approach? Regular contact between KHG and KPCG would be useful too. BH suggested that the KMHS is on the agenda for a future KPCG to help with the partnership working between the two groups. TA happy to be involved and is leading on the implementation of the strategy for KHG. | **ASAP**  **ASAP** | **RS/**  **SW**  **RS** | **RS to set up calls with KPCG and KDG for over next 12 months**  **RS to confirm a date for this with SW, TA, ST, TW, BH & NF. If anyone else keen to attend this please confirm with RS** |
| **KMHS Implementation Group** | TA and RS have met with one of the four sub group chairs who have been identified as key to the implementation of the KMHS. The others have calls planned for the remainder of this month. Agreed that RS will develop a reporting template for each group and that as a small working group they will meet every 6 months (Chairs and Vice Chairs of each group). Some sub groups directly own elements of the strategy, some are feeding in generally. |  |  |  |
| **KHG Skills Review & HA Seat** | RS has received 5 responses to the skills review request of existing KHG EXB members, help identify any gaps and help inform a new representative on the board. The new person doesn’t need to be a senior representative, more about skills but in a position to take back issues and decision making power. Need to take a decision about asking for HA members to put themselves forward for the two current seats, are we targeting anyone in particular?  SW shared that her priority areas for the vacant seats would be around compliance and maintenance of assets, decarbonisation agenda. BH suggested being specific about these key areas would be useful to reach out to different members of the membership. TA suggested that from the event planned around building compliance could be a way to recruit a Chair and Vice Chair.  KN suggested could we offer an ‘apprenticeship opportunity’ or less senior role to encourage a person to the board for personal development? | **By 26/3** | **RS** | **Agreed to go to the HA representatives, with particular reference to this skill set and champion a sub group either through role of the Chair or as a mentor. If they have a representative to mentor but to become part of this Board. Through the skills review and KMHS we have identified that there should be a new sub group so topical and harness the experiences in the county already.** |
| **Agenda Plan for May 2021** | RS advised that MHCLG are pencilled in on the agenda for the main KHG meeting in May. BH suggested ST attend and introduce himself and the priorities about working with KHG. Consider the role of the sub groups and feeding back their work and reinforcing their links. SW suggested an agenda on the White Paper and TW suggested a ‘Covid-19 Wash Up’ – how as KHG are we going to reset and reinvigorate the bigger picture work from the strategy, challenges and opportunities to the wider sector, round table to understand challenges organisations are grappling with. Ask four or five questions ahead of the call about what to chat about during a round table item. TA advised that the Housing Forum developed three statements for members to vote on and guide a conversation.  How can we share feedback on the success of our response to Covid? The work of the sub groups to be shared. BH suggested inviting Tracey Kerly to attend KHG to update on the work of the KRF and also the Kent Chief Executives (TK is the Housing lead for the Kent Chiefs). | **ASAP**  **ASAP** | **RS**  **RS SW**  **TA** | **RS to approach MG at MHCLG and ST to the meeting.**  **RS, SW and TA work on the agenda at next catch up** |
| **SELEP Update** | BH shared an update from the recent meeting with Chris Pincher in February, a follow up meeting booked on the 6th May at his request. Conversation based around the correspondence shared earlier in the year, it was clear that First Homes was key on his agenda with 10 colleagues from HE and 10 from MHCLG to work on a pilot for these homes, working with LA’s and developers. DHA are to host a fifth Affordable Housing Round Table, extending this to East Sussex and Essex colleagues, along with ST and WKHA and SW invited, commitment from HE that those who designing the First Homes pilot will join the round table meeting. Also continuing the regular conversations with MHCLG.  TA asked about a regeneration focus that has been spoken about recently and if this will be supported by Grant. BH advised that there is a new Chair who is conducting a review of Homes England, there is an Interim CEX at Homes England currently, so interesting time at Homes England. |  |  |  |
| **Medway Update** | MB had to leave the meeting early, he is to share an update from Medway via RS as soon as possible | **ASAP** | **MB** | **MB to share written update via RS** |
| **Commissioning Update** | MA shared two pieces of news, developing on Market Position Statements, setting out to providers the direction of travel, what looking for and promise to providers, it’s a requirement of the Care Act to produce and engage with the market. Written as one statement with 6 parts, accommodation based support (care and support to include care homes for OP, LD, PD, MH and ECH) – discreet teams working on each statement. The accommodation based one is the first to be concluded, potential slot required at future KHG meeting for MA to feed this back. All markets are changing rapidly and need to remain response. The other areas are Care and Support in the Home, Discharge Service, Wellbeing and Prevention, Carers and Learning Disability and Autism pathway. Timescales for these are Wellbeing Prevent and Discharge Services by end of April 2021 and then Carers and LD by May and Care and Support in the Home by June 2021. MA stressed that this is a starting point for dialogue.  Other news to share is Clare Maynard is Interim Strategic Commissioner at KCC, replacing Vincent Godfrey, who is seconded to work with other organisations. No immediate plans for change but will relook and refresh at the structure within commissioning and how to talk to partners about plans for commissioning. | **For May** | **RS/MA** | **RS to pencil in this item for May KHG Agenda.** |
| **Kent Homechoice Update** | JL unable to attend the meeting so no update provided. RS did advice that VH had recently provided an update for the full KHG meeting in February 2021. (Details on the 10th Feb KHG Events Calendar page). |  |  | [**https://www.kenthousinggroup.org.uk/events/kent-housing-group-full-membership-meeting-virtual/**](https://www.kenthousinggroup.org.uk/events/kent-housing-group-full-membership-meeting-virtual/) |
| **KHG Events** | Events group met last week and have a plan of events for over the coming months, including Building Safety and Compliance session and Diversity and Inclusion, both of which will be an introductory session with a view to setting up a working group of KHG or networking opportunity for across the membership to learn and share best practice. KN and RS also working on developing an event in the Autumn of 2021 for Strategic Partnerships, Homes England have been approached and Optivo currently agreed to be part of this event, also identifying other partners who have been successful in strategic partnership status. BH going to facilitate this event for KHG.  RS to scope out about a White Paper event with Sharon and who is best to lead on this for KHG.  The Awards are coming up in May 2021, taking place on the **afternoon of 14th May,** all EXB members have been invited, RS and events group working on the event, prize giving and also engaging with a technical support colleague to ensure the event is slick and as good as our usual annual event. RS will be reaching out for sponsorship to cover any costing associated with the event. 16 nominations, all of which successful with a mix of project, teams and individual. Corporate boxes for each organisation and then one for any individual, costing to be obtained in due course. TA commented that WKHA have done a staff event and whether we have considered enabling those receiving recognition to have a cocktails/mocktail to hand at the event, they have used a company who can provide this service.  KN commented that would be useful to have training suggestions from the sub group and can attend promote how KHG can support delivery of events and training.  Golding Homes keen to run a session on Commercial Area and Homeownership, RS has a call with their contact this week (Friday 19th March).  There will also be a session regarding data and sharing this to provide resilience for housing landlords and their response to the pandemic.  RS to share a newsletter which will include an update on upcoming events and what has already been delivered this year. | **ASAP**  **ASAP** | **RS/**  **SW**  **ALL**  **KN/ RS** | **To scope out White Paper event**  **All KHG EXB colleagues encouraged to attend this event, invitation has been shared**  **To take back to next KHG Events meeting (30th March)** |
| **AOB** | RS advised that the HHSC SG have recently updated their TOR, to now reflect that there is a Vice Chair role for the group, RS to share a copy with the meeting notes.  TA mentioned about the KMHS and having this on the website, it was agreed to add this.  SW reminded colleagues about the launch of the Joint Young Persons Protocol on 18th March at 10.00am. | **17/3**  **ASAP** | **RS**  **RS** | **Share new TOR with notes**  **RS to add to website** |
|  | **Date of next meeting 12th May 2021 – FULL MEETING & SHORT KHG EXB** |  |  |  |