**Present**: Jo Ellis, Chair & Town and Country Housing; Sharon Williams, Vice Chair & Ashford BC; Brian Horton, SELEP; Mark Breathwick, Medway Council; Jane Lang, Tunbridge Wells BC & Kent Homechoice; Nick Fenton, Kent Developers Group; Tracy Allison, West Kent HA; Debra Exall, KCC; Kerry Newbury, Optivo & KHG Events Chair; Hayley Brooks, Sevenoaks DC & HHSC SG Chair; Rebecca Smith, KHG

**Apologies:** Clare Maynard, KCC; Melanie Anthony, KCC;

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| **Reference** | **Notes/Outcome** |  **When** | **Who**  | **Action/Decision** |
| **Introductions** | Introductions and apologies shared, Sharon welcomed all colleagues to the meeting. |  |  |  |
| **Matters Arising Sept EXB** | Page 1 – Agenda for full meeting to now include a comfort break, Masterclass session led by WKHA taking place on the 16th November at 2pm.RS outstanding item on the survey to members about the format of the meetings moving forward.Page 2 – RS has contacted KRF about the reporting back of actions, still waiting for confirmation, once received will build into the agenda planning for KHG and EXB so actions can be monitored. BH advised that the KRF are going to set up a monitoring meeting for the action plan in due course.Page 3 – RS has shared suggested updates regarding EXB ToR and Governance, later on the agenda for discussion.BLM statement added to the website, TA and JE updated that they need to get a date in the diary. TA has suggested a guest speaker for a future main meeting, to share and lead good practice and to facilitate a conversation.  | **Nov** **ASAP** | **RS****RS/ JE** | **RS to action ahead of next full meeting****RS to liaise with JE about this for a future agenda, find a speaker** |
| **KHG Budget** | Budget Sheet and supporting paper shared ahead of the meeting. Matters Arising – three local authorities outstanding are Canterbury, Maidstone, Medway, two HA’s are Home Group and Sanctuary, then Look Ahead are also outstanding but in hand. RS has corresponded but no response.ST has been putting together a highlight report to HB, this will be shared ASC via email and ask for confirmation of funding from Kent Public Health for April 2021. RS to confirm the figures for HB to understand the financial position, what is the total cost for another year for the post. It was agreed to share the highlight report with the full membership when agreed as final. HB confirmed for TA that usually funding from KPH is for one year but can make the ask about a longer term commitment.HB advised that she is leaving Sevenoaks DC in December through redundancy, keen to get the money secured ahead of departure, JE, RS and HB discussing how the group will function moving forward. SDC have confirmed they can continue to host Sarah Tickner, need to have another Chair for the group, we could put a request out to the membership, with a view to understanding the role and commitment. BH raised the KCC Corporate Parent Christmas Campaign and suggested a KHG contribution, a suggested sum of £1,000, JL suggested whether it would be worth exploring another charity, TA suggested Mind. SW suggested further more in depth Charity contribution, having a list of charities and take a vote from the whole membership, to then be added to the KHG Budget Sheet.  | **ASAP****ASAP****On going****ASAP** | **RS/ SW****RS****JE/ RS****RS** | **MB to share with RS the details for Medway. RS to share contact details for other membership organisations with SW, who will make contact in role as Treasurer.****RS to liaise with HB on the figures and HB to confirm once email shared and feedback ascertained.****JE & RS to continue to liaise with HB about the succession planning****RS to liaise with Caroline Smith about payment** |
| **Succession Planning for EXB Membership** | Revised papers for the KHG EXB and suggested Governance shared in advance, discussion included to make sure we have the range of skills to deliver against strategic ambitions, having the skills set provides the membership with the opportunity to share their skills and experience and how to supplement the EXB when required, talking about a particular topic.Suggested changes to the KHG Executive Board Terms of Reference, to explore the reference to diversity/BLM agenda. RS to update and share as final version. KN suggested the addition of support provided to the Skills Review, to include mentoring to encourage members to come forward if they do not have all the skills listed. A similar approach could be taken for the sub group Chairs. It is useful to have senior representation on the KHG EXB to assist with decision making and influence back within their own organisations, those on the EXB need the support of their organisation to be part of Board and the work that his entails. It was agreed to make a request for the vacant seat of the Vice Chair and mention that there will be future seats available from January 2021.  | **ASAP****By Dec** **By Dec** | **RS****TA****RS** | **RS to accept current suggested changes and review again moving forward with regards to diversity and how to reflect this in the document****Need to be clear in the skills review that there is support and to consider diversity of membership. TA to review and feedback new suggestions.****RS to get this process underway** |
| **KHG Agenda Planning** | 2nd December Meeting – KFRS to provide overview of Community and Engagement offer, KPH regarding the DA Needs Assessment and preparing for the implementation of the DA Bill, K&M Proposition Update and handover of the Chair all on the agenda so far.10th February Meeting – suggested agenda items – JE suggested inviting back the KRF and an update on this progress, an update on the Housing White Paper suggested by MB (due to be out by the end of 2020), also to consider PH to speak about Kent and link to the HHSC SG work, BH suggested an update on the conversations with MHCLG that have been taking place with colleagues from Housing and Development. Another suggestion was Brexit transition, TA advised that WKHA have been considering the implications and modelling with bad weather due to the timing, what can be learnt and shared by colleagues? ABC are conducting similar modelling to WKHA, a big challenge is the continuity of contractors for emergency and vulnerable residents. Agreed to add to the agenda for December 2020 for KHG. Madeline Homer from Thanet DC is leading on a recovery cell that covers Covid and Brexit transition so may have information to share, all districts are represented on this group. Leasehold and cladding – a future agenda item for KHG to consider suggested by Nick Fenton – compliance issues to sit alongside the Housing White Paper. JE advised that there is a Panorama programme focusing on this issue due this week or next, with a focus on G15 landlords. NF advised that sharing knowledge and experience, making sure support is provided and sharing ideas, understanding the scale of the problem across Kent and Medway. JE advised that there are many workshops and groups considering this issue so if to set up a group it would need to be about a Kent focus. JL raised KF&RS want to change the type and nature of their inspections, to continue with high rise building inspections and concerns have been raised and shared by the Kent Private Sector Housing Group, raising ahead of the presentation from KF&RS in December. BH mentioned the issue for East Kent authorities and areas regarding Phosphates and Nitrates and the impact on future development within the Stour catchment area, NF is working on this, testing has been undertaken in Stodmarsh in Kent to date. NF can report following the meeting with KCC and local authorities to update colleagues. | **For Dec****ASAP** | **RS****NF** | **Agreed to add to the December agenda – Brexit transition & Cladding - start of initial discussion****NF to feedback once meeting has taken place** |
| **KHG Events** | RS updated that the WKHA Masterclass has 30 booked on to date, the Employee Mental Wellbeing Session (30th November) has 15 of the 16 places taken, a Data Protection Overview session to be delivered via Capsticks is booked for 19th January (just waiting on confirmed content to share) and KHG Extraordinary Awards information to be shared at the KHG meeting in December. As part of the awards each membership organisation will be invited to make one nomination and will all receive recognition, from all submitted it was agreed the Events Team would choose up to three outstanding nominations and recognise. Agree to share a before Christmas to the members to reflect on the year and to look forward to a positive future.  | **For Dec** | **RS** | RS to draft and share with JE for sign off. |
| **AOB** | BH thanked HB on behalf of all colleagues for work and support for KHG and subsequent sub groups.KDG changes to membership and role – NF advised that the KDG have become ‘housing centric’ and have struggled to work with some other partners/larger employees who could bring employment to Kent and Medway, which is what Locate in Kent want to encourage. To set up another group to talk about large commercial space to talk about employment for Kent and Medway – to be called the KDG, then the group that NF would Chair would be under a different name, NF has been seeking views from others and it is positive, no push back. Agreed that colleagues will feedback any thoughts on the suggested changes to the governance and structure to KDG by the end of this week (Friday 13th November). | **By 13th Nov** | **ALL** | **Any additional feedback to be shared with NF by COP on 13th November 2020** |