**Present**: Sharon Williams chair of KHG and Ashford; Tracy Allison, vice chair and WKHA, Vicky May, Homechoice and Gravesham; Robert Moore, Homes England; Tracey Kerly, Ashford and liaison with Kent Chiefs and Leaders; Mark Breathwick, Medway; Brian Horton, SELEP; Nick Fenton, Kent Housing and Developers Group; Mel Anthony, KCC; Tim Woolmer, KCC; Simon Thomas, Kent Chief Planning Officers Group; Helen Miller, KHG

**Apologies:** Shona Johnstone, Homes England;Charlotte Hudson, Swale; Sharon Dene, KCC;

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| **Reference** | Notes/Outcome | Who | Action/Decision |
| **Matters arising From February Board Meeting** | TK is the liaison lead for Kent Chiefs for KHG and Kent Chief Planning Officers so we can raise policy issues or concerns with TK and they can flag issues with us. She explained Kent Chiefs are focusing on key factors for Kent including keeping a watching brief on the professional groups. The most recent issue has been the KCC Kent Homeless Connect contract. TK will attend this Board as she can. The Board can request her input on issues or to attend a particular meeting.  SW AG from Kent Public Health has spoken with most LAs and perhaps we should form a common view on AG proposal and how LAs can respond? TK Kent Chiefs expect him to present the report, when done, to Kent Chiefs, and we will liaise on this then.  Unfortunately TA is standing down from the Board. After 2.5 years she has found it is the right time for her to step down. She has seen the value of the group in shaping policy and protocol in housing across Kent. WKHA senior management is highly involved in the sub groups and will continue to be involved. SW thanked for all her work and enthusiasm We will be going out to recruit to other roles on the Board. SW asked that when we recruit HA reps they could approach TAs views on being on the Board. TA agreed she would be willing to do that.  Either RM or SJ from Homes England will aim to attend this Board.  NF KHDG next meeting is at Tunbridge Wells and can reinforce working together messages there.  BHH, SW, NF, ST and TK are planning an event for KHG, KPOG and KHDG in early Sept and Homes England will be invited.  Kent Public Health is contributing £20,000 to the HHSC role.  The note for DHR was drafted by KHOG and Tenancy Management and circulated to the Board and is now on the KHG website.  SW is drafting a graduate post JD and will circulate for Board’s comments.  HM to ask KHOG to prioritise which protocols to review first – this is on the KHOG agenda for 27th May  SW, MJ, BH, ST and HM meet to discuss marketing KHG. Done on 4th April. SW has asked ABC communications team if they’d like to put in a proposal. SW sought the Boards support in taking that forward. BH said the Events Group will welcome that support. |  |  |
| **KHG Budget** | The papers were circulated in advance.  **Subscriptions;**  SW highlighted there was an error in subscriptions amount so we anticipate receiving £88k not £97K.  If we are planning to increase the fees for 2023-24 people would like to know by this summer. SW thinks we should not increase fees and should instead highlight the value we give partners this year. BH thinks we need a more tiered approach where larger RPs pay more than smaller RPs. We may need to include another tier in fees. NF, uncertainty in the market means we should keep fees stable. He thinks the tiered approach of charging some larger RPs more.  TA when we thought we may not get funding for the HHSC post we’d need a greater income. SW perhaps we can show our value to health and persuade them to fund longer term. BH don’t increase the fees but perhaps revise them further, with a more tiered approach, charging larger organisations more and helping overcome the loss for any organisations that merge.  VM Choicebased lettings also bases fees on number of homes.  The Board decided not to do a general increase of fees for 2023-24. It favoured a tiered approach with the largest organisations charged more.  **Reserves**  SW highlighted the £5050 left of the £10,000 left from work from infrastructure deal. TW there is very little chance of KCC asking for it back. Ongoing growth work has slowed and probably looking at county, not growth deal, now. TW suggested we hold it for a bespoke piece of work that is broadly related. We will rename it and put it in ring fenced reserve. TK happy with this response. If work happened around DLUHC or infrastructure if could be suited for that.  SW KPH has provided £20,000 for the HHSC post but the cost is closer to £33020, so there is a shortfall that KHG makes up each year, and perhaps this was previously made up from surplus from the PH reserve. This year we could use the JPPB reserve to cover the shortfall and we’d need to think about the future and how to fund it over time. TA the budget shows an annual surplus so why touch the reserves? SW the Board needs to decide where to take the funds from. We’re also looking at employing a graduate post so that will have a cost. BH if KHG shows it is using our reserve it helps make the case to ask Kent Public Health for a contribution closer to the cost of the HHSC post.  TW HHSC gives benefits to health but also housing and social care. The partner not contributing is the NHS so is there an opportunity to ask the NHS to contribute and see how it fits with their aim of greater partnership working. TW the conversation should be with Paul Bentley, chief of new NHS structure and we should begin by explaining what the HHSC group does to NHS. SW will ask TK to raise with Kent Chiefs Group and then make an approach to Paul Bentley.  In the meantime we will take the shortfall for the HHSC from the JPPB reserve. | HM, SW & BH  HM  SW  SW  HM | Discuss what is needed and HM to draft new fees.  Speak to WM, accountant, on this  Ask TK to raise asking NHS to contribute to HHSC with Kent Chiefs.  Approach PB on value of HHSC work  Liaise with WM to ensure shortfall is taken from JPPB reserve |
| **KHG membership and fees** | HM circulated a paper a week before the meeting. This drew the Boards attention to the levels of membership and the changes around large affiliate membership and small affiliate membership. These came about as ERHA could not justify the full HA fee spend and BH and SW persuaded them to pay the affiliate fee, as a very small stock holder in Kent, and remain members.  **Structure for the KHG Board**  SW explained that the Terms of Reference for the Board suggests there should be 16 people on the Board. We’ve allowed people to double up on roles and so have fewer members. How do we want to run this?  MBr asked whether Medway needs a special seat? Could that place be moved across as a LA rep. SW yes integrate Medway into membership  TW Concern about amalgamating reps – depends on who they are. Having more LAs reps gives KHG more ability to raise value of KHG in their LAs.  BH suggested we could consider TK as an LA rep. Must avoid becoming LA heavy. Unitary authorities should count towards LA  HM to clarify ToR to remove Medway Rep. LA (Medway) so 3 LA to include Medway.  As such need 1 LA (but Medway is part of that so down to 15) and need 3 HA.  BH asked should we make direct approaches to people at HAs, perhaps Mary Gibbons, Moat, and Steph Goading Goldings as well as a general call out? MBr suggested an approach to MHS too.  TA suggested the Board consider those who volunteered to be HA reps when seeking new HA reps  All agreed to recruit 1 LA rep, with BH and SW to do targeted recruitment. The group agreed that direct approaches would be made to key personnel in HAs  HM suggested changing ToR to include Chair of Kent Chief Planning Officers. This was agreed by Board. | HM  SW & BH  HM | Update ToR so Medway’s seat is one of the 3 LA seats.  Recruit 1 LA and 3 HA reps using targeted recruitment and general recruitment as needed.  Add Chair of Kent Chief Planning Officers as member of Board on ToR |
| **Regular Updates** | These can be submitted in writing in advance. Unfortunately the meeting did not have sufficient time to cover all the regular updates.  Medway Council; not covered  SELEP; not covered  Commissioning Update; not covered and MA’s presentation will be circulated.  COMF report; HM circulated with agenda.  Homechoice, VM;  VM asked to raise the gender identity and low BAME representation in sheltered housing by email.  Mbr wondered whether we be monitoring/controlling risk as the Board.  Events Update; HM circulated with agenda. | VM | Email an update on gender identity and low representation on BAME households in Kent compared to other areas to SW |
| **Becoming bid ready** | MBr led a meeting with sub group chairs and vice chairs on 22 April. There was a general agreement that we could be more organised in how we bid. SHDF bids could be done by consortia. PSH may wish to look at MEES.  Now we need each sub group chair to discuss becoming bid ready at their sub group meeting and identify priority areas for bidding and any help that they want to request from the Board.  Mbr suggested the Board will need to reconsider this bidding and how this helps us deliver the K&M Housing Strategy.  BH we have special projects funds and perhaps that could be used to help gather the info needed to become bid ready. TM believes that data is already available as an example [Economy and employment data - Kent County Council](https://www.kent.gov.uk/about-the-council/information-and-data/facts-and-figures-about-Kent/economy-and-employment). TW suggested that we look at what is already available and identify what else is needed. It may be that the work is more around compiling it the right way to support a bid. Richard Fitzgerald did similar work previously and he is at the SELEP and he may be able to do this. TW Growth and development data set may not have been done for a while but that could be useful. TW will ask for a refresh of the GIF. NF suggested this should include electricity supply. | All  TW | Consider the data available and identify gaps that should be addressed  Request a refreshed version of GIF |
| **Topics for future meetings** | VM can we ask KCC what supported housing would be available if KHC ends. MA will bring an update to the next Board Meeting.  ST Levelling up Bill – ST has a table on the planning issues for Canterbury CC which he could share. SW we should look at the ‘so what’ for Levelling up to understand it and what we need to do. This may become another Task and Finish group. RM yes we need to make the case for places outside midlands and north – so we need to make the case for deprived places in Kent. RM thinks there will be money for the next tier down. We’ll need the projects and the data behind it to bid fast. SW suggested we need a T&F for levelling up, perhaps informed by the work ST has done for planning. This will be good prep for the KHG, KPOG KHDG meeting in September.  ST How housing can help address the health inequalities agenda.  SW How will care models work going forward?  HDIs EDI survey on KHG for the Board to shape how that would be presented to main KHG later that month. | MA | Bring an update on supported accommodation to July Board meeting |
| **AOB** | SW will email members of the Board to raise salary increments for the PM post.  Date of next meetings are**;**  6th July 9.30 to 11.00  21st September 1.15 to 2.15  16th November 9.30 to 11.00 |  |  |