**Present**: Sharon Williams, chair and Ashford; Simon Thomas, KPOG and Canterbury; Mark Breathwick, Medway; Brian Horton, SELEP; Vicky May, Gravesham and Homechoice;

**Apologies:** Tracy Allison, vice chair and WKHA; Mel Anthony, KCC Commissioning; Anjan Ghosh, DPH KCC; Maria Jacobs, Moat; Charlotte Hudson, Swale; Tim Woolmer, KCC partnerships; Nick Fenton, KH&DG;

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| **Reference** | Notes/Outcome | Who | Action/Decision |
| **Matters arising From February Board Meeting** | HM has asked each sub group whether they wished to receive LDIS notifications. KHOG has had a presentation on this matter and the chair asked each organisation to identify a contact for LDIS and contact them to arrange that.  JL has met with the chairs of KHOG and Tenancy Management to draft a response for the DHR. The note on this is circulated with these notes seeking Board approval. SW said there is a big focus on DA at the moment. HM said the events group are working with KCC to arrange an event in June.  KHOG members have been asked to volunteer to join a working group on Kent Homeless Connects service with KCC. This is progressing with KCC coordinating the first meeting.  A meeting is set up with the new DPH and SW, BH and Helen Charles of the HHSC sub group on 4th April. HHSC have provided a note on their work.  SW observed that as attendance is lower today we may need to revisit some of the points at later meetings. | All | Review the note and email HM with any comments |
| **Delivering the K&M Housing Strategy** | A paper was circulated before the meeting. SW is keen that the Board keeps a focus on the [K&M Housing Strategy](https://www.kenthousinggroup.org.uk/protocols/kent-medway-housing-strategy-2020-2025-a-place-people-want-to-call-home/). It is important that the actions and objectives are delivered and that this becomes a standing item on the agenda.  HM was updating the structure chart for KHG and that found there had been an Implementation Group for previous K&M Housing strategies. SW proposes that this group is reintroduced. BH explained that that group had a representation from Homechoice, TW, the KHG chair, and partnership manager and BH, to bring together what was happening with sub group chairs attending as needed. KHG’s focus on the strategy has reduced due to the pandemic and it is time to revive it. The introduction to the KMHS will need an update to reflect the Levelling Up White Paper. This will be addressed by BH, SW and TA.  SW suggested we may need a launch but this could be done with a focus with delivering affordable housing and Levelling Up and used as a way to engage with Kent Planning Officers and Homes England. There may be an away to take the three agendas together. BH suggested this could be considered by KHG, KPOG and KH&DG.  BH highlighted that TA brings the chairs of the subgroups together every 6 months which helps monitor progress on the strategy and also support work that cuts across more than one sub group.  SW explained she is looking at a creating a graduate post to help support the delivery of the strategy, funded through KHG budget to do some research, pull together the meetings that need to happen and provide the secretariat for the implementation group. SW will write a job description, and will host the post at ABC. HM will manage the post. BH suggested a closer working relationship with Sarah T, Vicky H and HM.  Once SW has the position graded she will share the information by email and seek sign off. | SW | Circulate a graduate post JD for Board sign off. |
| **KHG Budget** | KHG is still seeking support from Kent Public Health to contribute to funding for the HHSC roles. SW, BH and HC have a meeting with KCC PH on 4th April. KHG is currently funding the HHSC role at risk from our reserves and cannot do that permanently.  KHG still has £5050 for the infrastructure work. It may be useful to discuss how this can be used with TK and KCC’s DG to ask how that can be used.  COMF project is going well. The project has been extended to June for all except Dover and Sevenoaks, who finish on 31st March and received additional funds. Medway did not get funds from this and they worked on this internally.  For KHG the Awards Ceremony will have £4500 in sponsorship.  ERHA met with SW and BH as they were considering whether to continue membership of KHG and the value it gives them. BH and SW propose that affiliate membership and EHRA accepted. Affiliate membership was offered for organisations with 1000 or fewer homes, but will change to 1500 homes.  BH highlighted that Optivo and SHG are considering merging and if they do that they would pay one fee.  Increasing fees was deferred to next year and it is time to look at how to structure the fees. CH advised at the February meeting that Swale would benefit from knowing the fees for 2023-24 in June 2022.  SW explained that Kent Chief Executives want TK to work closely with KHG. BH to set up a meeting with KPOG and KH&DG to look at how that groups can work together and to form joint messages and use all points of influence. | SW & BH  HM  BH | Discuss how the monies could be used with TK and DG  Update membership paper and put fees on agenda for June 2022  Set up a meeting with KPOG and KH&DG to explore how groups can cooperate. |
| **Reviewing KHG protocols** | HM circulated a protocol paper before the meeting indicating that many need updating. SW explained that we need to prioritise where to start. BH explained that KHG used to have JPells, RS and LC on supporting writing or revising protocols and now we have less support. JPurvis also helped drafting the K&MHS. Many key writers of these have left so now we’re relying on goodwill of very busy volunteers and HM. This may also need to be considered as part of the graduate role job description to address this as a resourcing issue. BH said there used to be more task and finish activity and the graduate role could help provide some secretariat on some of those activities.  SW need to be clear on what the benefits or each piece of work are and then ask each organisation to support staff being allowed to give time to this. | HM | Ask KHOG to prioritise which to do. |
| **Marketing the KHG – direction for the Events Group** | BH highlighted that KHG does a lot but doesn’t publicise it, so doesn’t get credit for it and suggested we need to shine a light on what we do. COMF showed that the media are willing to cover what we do when given an interesting story in a ready to use form. The PR firm for COMF had found that the media were not aware of KHG. Options for marketing are; Ask the events group to do it; seek a communications resource within the members that could be used for this, or invest in communications or PR support.  MJ at Ashford did start looking at marketing KHG and the COMF marketing provider was asked to indicate what they could do to market KHG internally and externally. KHG probably need to decide how much it can spend and see what providers could do for that. We need to promote events, how we’re implementing our strategy and successes, perhaps a couple of releases a month, backed up with messages on our social media accounts on Twitter, Facebook and LinkedIn and posting the article on the news page of our website. SW suggested we do need to pay for marketing KHG externally to be seen as the voice of Kent to key organisations and government, to potential members and internally to our current members so they know what value they are getting from KHG. SW, MJ, HM and BH will look at what our marketing proposal should be, identifying what we need from the marketing strategy. SW suggested a budget of £5,000 may be a starting figure.  SW asked each organisation to consider what their organisation could do to support marketing. SW has founds it can be challenging to get our own organisations communications service to help and spread any messages that have been created by a marketing provider.  ST it would be useful to understand how this would work and whether this could work with KPOG and perhaps market both together. | SW, MJ & HM  ALL | HM Invite BH to meeting  Consider how your organisation could help promote messages from KHG |
| **Levelling Up White Paper – what does it mean for housing** | BH hosted a breakfast meeting on Levelling Up and affordable housing, mainly focused on Kent but also on the wider SELEP area. This covered infrastructure, viability, home ownership and cross boundary working. K&M have been successful at getting money because when we get it we spend it. We need to exploit the governments emerging strategies to position ourselves well to bid for funding from DLUHC, Homes England, etc. CC of HE expressed a willingness to work with us on this. Shona Johnstone or Rob Moore will come to KHG meetings in future.  We need to work well with KPOG to understand changes to planning and facilitate working together.  BH explained that HM drafted an initial paper to help identify areas of the Levelling Up White Paper that sub groups could address. SW said that we also need to consider how to help our members unpick the Levelling Up document and how to deliver it. We may need an event or training to support members.  MB Medway is looking at getting projects ready so when the government has funding available they are more ready to apply. He suggested we need to discuss where we want to work collaboratively to help organisations be ready with projects ready to apply for funding when it comes. SW suggested KHG create a cross subgroup T&F group to work out where the collaborations on this to help organisations be ready to bid in short deadlines.  BH reminded the group that money often comes at short deadlines. Asset Management group may need to work on how to be ready to apply for the social housing decarbonisation fund. We need to know what we want to achieve so we’re ready to bid when it comes out.  SW suggested we have initial meeting outside the Board, perhaps with the sub group chairs, to find out how to progress this. SW explained that some sub groups appear detached from KHG and this could help bring them in. This meeting will be an additional meeting. MB agreed to chair with support from BH. | HM  MB | invite HE representatives to Board meetings  Chair the initial meeting with support from BH |
| **Regular Updates** | **Medway Council**  Medway is working on preparing response for Homes for Ukraine and addressing any risks and challenges. They have seen a 20% increase in homeless households presenting. They have a 40% reduction in DHP allocation. They have two First Home Pilot scheme and may get an apprentice to help with this. LW has generously shared her learning on this with HSEG. Medway will create their local policy on First Homes. They are working with NHS to attract GPs to north Kent. MB is working with CH of Swale on this shared interest. They are considering whether they can offer a First Home to help bring GPs into the areas. They continue to work on their High Streets, shortening them to give more homes and concentrating the retail offer.  **Homechoice**  VM explained they are implementing Entitled2 for 2022-23. They are going through the tendering process for CBL. CBL operational group will be discussing gender identity. This may impact on housing allocations policies.  **SELEP**  BH explained that the LEP is still running. The funding is to be confirmed from government. He supporting the work with planning and understanding Levelling Up.  **Commissioning update**.  MA was unable to attend and will send a written update for HM to circulate  **COMF progress report**  This was circulated and no questions were raised. | MA | Send HM a written update for circulation |
| **AOB** | Date of next meetings are**;**  25th May 1.30 to 2.30  6th July 9.30 to 11.00  21st September 1.15 to 2.15  16th November 9.30 to 11.00 |  |  |