Kent Housing Group Executive Board

DRAFT MINUTES – Wednesday 23rd March 2016

Amicus Horizon Limited, Roman Square, Sittingbourne Kent

**Attending**: Eileen Martin, Amicus Horizon Limited & Chair; Satnam Kaur, TMBC and Vice Chair; Deborah White, WKHA; Kevin Hetherington, TWBC and Kent Homechoice; Christy Holden, KCC; Bob Porter, Thanet DC; Brian Horton, SELEP; Sharon Williams, Ashford BC and KHG Treasurer; Jill Pells and Rebecca Smith, KHG

**Apologies**: Melanie Anthony, KCC; Pat Smith, Sevenoaks DC; John Littlemore, Maidstone BC;

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| **ITEM** | **Notes** | **Action** |
| **Introductions** | Introductions and apologies noted. |  |
| **Minutes & Matters Arising** | Page 1 - RS to follow up with SI about continued attendance at the Kent Customer Service Group is he still attending and is there anything to share.  Page 1 – RS advised that the DVD being produced in association with KEG is now in the final editing stage and should be ready to share at the KHG Seminar in April if there is room on the agenda.  Page 2 – it was agreed that we need to keep in mind the need for a future KHG KDG and KPOG event, to also feed into the outcomes from the Future of Housing Briefing event held in February. BH to attend a KDG coming up and will set up a teleconference to confirm what and when is required. | **RS to action**  **RS to share with EM ahead of first show at seminar**  **JP to note for Events agenda** |
| **KHG Budget** | RS shared a copy of the KHG Budget with colleagues. This is a summary report for colleagues produced by Ashford BC colleagues and can be produced on request.  There was a discussion about the Kent Saver account; this was about showing support to Kent Savers and to gain some nominal interest on the amount deposited in the account. It was agreed to reduce the risk reserve amount to £18,000 as the £10,000 in the Kent Savers will offset this amount set aside for risk.  It was agreed that we need to include the costing and future payments for the design of the website and the hosting for this, the total cost for the website design is £4,100 and the hosting per month is approximately £40, which will be shared between KHG and JPPB as it has been agreed that going forward the website will be joint between the two groups.  The conference income will also need to be adjusted to reflect the actual income that is likely to come, JP advised that this is around £15,000 at the moment; the budget currently states £20,000.  RS and SW advised that Ashford are looking into the costing of providing financial assistance for the group and then will agree a cost per year to recharge KHG, as all members are now paying a membership fee. RS and SW will feedback the proposed costing with KHG EXB members when available.  It was agreed that we should look into additional options for what to do with regards to current balances and if it can be saved and earn interest in another account to Kent Savers. | **RS to share the budget paper with the minutes**  **SW and RS to note and feedback to Ashford BC**  **SW and RS to note**  **SW and RS to note**  **SW and RS to note** |
| **Accommodation Strategy Update** | CH advised that the ambitions for supported housing and Extra Care housing hasn’t stopped but these ambitions are stalled by the changes in government policy and legislation and the wait for more information about the impacts of these proposals.  Currently CH and colleagues are working through the mental health forecasts for supported accommodation and care homes, there is now an agreed number projection going forward, these are not huge numbers. CCG’s are developing their Estate Plans currently, and this is positive as they are considering additional plots of lands or buildings close to their existing assets for development opportunities.  There is a slowdown in remodelling sheltered housing discussions with local authorities currently. CH and colleagues are still looking for breakthrough with signing nomination agreements and are developing a framework for this. There are still investors looking to develop in Kent.  There are some issues in the county with regards to rents above LHA levels, with PFI2 there is about a 4 to 5 month delay with the build programme. |  |
| **KMHS Update and SELEP Update** | BH advised that this work is still stalled due to the changing landscape for housing and other related sectors. EM suggested having an interim position or action plan for the strategy, as a way to refresh the work on the strategy refresh. BH suggested a meeting with himself, RS and Ross Gill at KCC as there are links between the KMHS refresh update and the work on going at KCC. The Environment Strategy at KCC has been refreshed and is in the implementation stage.  EM advised that the feedback from the Chief Executives meeting was positive; there was some lack of knowledge about the unintended consequences of welfare reform and the housing agenda going forward. They have requested a further update from KHG at their away day in June.  DW questioned whether devolution should be an agenda item for KHG going forward, should KHG have a view or try to influence the agenda on this piece of work going forward. The devolution agenda could have fundamental changes on relationships that RP’s will have and the role of the HCA.  KH updated that the three West Kent areas (TMBC, TMBC & Sevenoaks), have agreed to try and forge a way to make two tier working effective going forward. SK advised that there are 8 projects identified, three include Public Health, and one is early intervention and also housing related support. There was a meeting of Leaders and Chief Executives from West Kent last week and they are keen to move forward on these projects. From a housing perspective we need to be clear about the various implications of the devolution models proposed and the impact on KHG in terms of membership and subscription.  There were six themes/actions that came out of the KHG Future of Housing Briefing in February, which RS circulated ahead of the meeting today:  ***HCA Pilots*** – need to establish dialogue with Chris Moore on this, to ask Chris Moore to set up a meeting to take this forward, Moat, Amicus Horizon and possible West Kent HA would be keen to discuss this in more detail. Ask Steve Nunn and/or Neil Tickle to take this forward and have an initial round table discussion, to bring forward potential pilots. The agreed time frame was the end of May for the initial meeting.  ***Supported Housing Development (Young People & Extra Care and Support)*** – to set up a task and finish group, with links to JPPB and to ask JL and Lesley Clay to lead with support from CH. There are still many unknowns; EM advised that there is a paper due out in April 2016. The time frame for the first meeting is end of May. This should include what data may be required to assist the group.  ***Institutional Investment & the role of the PRS*** – BH advised that some of this is opportunity led, EM advised it is also about understanding the models available. DW advised that there needs to be a conversation between developing and local authorities, to consider a consortium approach to investment, considering feasibility, considering sites and delivery. BH happy to support with a declaration of interest. It was agreed that this point and point one (the HCA pilots) should be linked and BP will be the lead from the EXB.  ***Affordability v’s Statutory Duty*** – it was agreed that this is operational. EM, DW, Marie Gerald and Helen Sudbury (Chairs of NMSG and KHOG) to meet initially to scope out the affordability assessment issue and what it looks like. EM to ask Loretta to organise a meeting by the end of May.  ***Development Capacity*** – The view across Kent currently and what was likely to be developed out and now what is. It was agreed to add this to the joint group looking at HCA pilots and Institutional Investment. BH suggested inviting Nick Fenton to the meeting. BP suggested asking HSEG to establish core data on delivery numbers.  ***Welfare Reform*** – Affordability is a critical cross over point between this issue and the other affordability group. It is unclear what the role of the Welfare Reform wider Kent group is, and this needs to be established. EM to contact Debra and Tim about a date for the next meeting of the Welfare Reform meeting. | **RS and BH to arrange a meeting with Ross Gill at KCC and feedback to KHG EXB colleagues**  **EM and RS to note**  **RS to contact SN & NT to approach CM and set up the meeting, to keep RS briefed about progress, BH & BP to be involved**  **RS to approach JL & CH to note and liaise with LC**  **BP to note**  **EM and DW to note and take forward**  **BP note for joint group actions**  **EM to contact DE and TW** |
| **Housing Related Support Update** | MA was unable to attend the meeting but shared an updated via CH. There are delays to the DA services, the new services were due to commence in July 2016 however it is now due to commence in April 2017. The team are looking to extend the contractual arrangements and get the additional funding from the Police and Crime Commissioner.  The team are grateful for the attendance at the early engagement events for Homelessness and are awaiting details on the additional £115m announcement for homelessness and rough sleepers and want to be talking to partners soon  The outcome of the Housing related support review is due in late April. The team are currently working through the processes to plan the actions to make savings which includes Equality Impact Assessments etc. CH to go back to MA about the issues regarding alarms and what happens with contract notice periods etc.  CH advised that the letter from KHG regarding the reviews being undertaken by KCC has been received; a response is being drafted currently and will be shared when available. It is likely that this will suggest a meeting with Mark Lobban and Thom Wilson. The group reported that there are ongoing issues with Children’s services which have been addressed in the letter to Mark so would welcome a quick outcome. |  |
| **KHG Website Review** | RS updated the group about the progress of the website. Following a review of the three proposals obtained it was agreed to go with Realising Design who are based in Whitstable. Having had a meeting recently it was agreed that KHG and JPPB would develop a joint website, with a shared client base and potential users of the site it seemed sensible and value for money to develop a shared site. The two groups will share the development cost and the hosting costs. KHG will pay for the work and hosting and then recharge JPPB accordingly.  The website will be the main point of contact for both groups, with an events calendar, categorised job vacancy page and a place where documents and images can be stored and shared. RS and Lesley will be looking at content with James at the developer company to ensure that the users are able to find what they are looking for on the website and that the site is easy to navigate. Lesley and RS will be administrators for the site with some secondary administrators if required.  The proposed timescale from the deposit payment is between 6 -8 weeks. |  |
| **KHG EXB Membership** | RS advised that there was only one nomination for the LA seat that will be available once Pat Smith, this was Sarah Robson from Shepway DC. RS to advise Sarah Robson and to provide her with details for the future meetings of KHG EXB. EM and SK to meet with Sarah ahead of the next meeting of the KHG EXB. | **RS to contact Sarah Robson** |
| **KHG Events** | The seminar is on track, all speakers are booked, and the workshops are sorted out. The KHG awards date is set and further details about both events to be discussed at the Events Meeting that follows the KHG EXB meeting. There are around 152 delegates booked to date.  BH asked to have the Planning Policy launch on the radar; this is with KCC design team currently. Possible time frame is early summer. |  |
| **Any Other Business** | RS circulated the DFG paper that has been shared with the Joint Kent Chiefs. SK advised that this issue came from a previous JCEX meeting in 2015 and the purpose agreed was to look at the enablement of disabled people to remain at home, to look at the process from end to end with a number of drivers for change. The recommendation in the report is that each LA funds for a Project Officer, to go through this transformation agenda, each with a contribution of £5,000 approximately. The reception from JCEX was mixed. Since the meeting with the JCEX a circular has been shared via the Department of Health about the future of allocated Social Capital Care Grant and the commitments that KCC have currently. A meeting has been convened to discuss the implications of this change; this is taking place on Tuesday 29th March. Tracey Kerly is now going to correspond with her JCEX colleagues to establish who is going to be part of the project and then take a decision about how to progress. There was a discussion about the paper and how to get across the right messages to those authorities who are perhaps nervous about the implications of the outcomes from a review or from the initial paper circulated. | **SK to share the DoH Circular via RS** |

***Thank you to Amicus Horizon Limited for hosting and providing refreshments***