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| Present: Satnam Kaur, Chair & TMBC; Rebecca Smith & Jill Pells, KHG; BC; Sharon Williams, Treasurer & Ashford BC; Nick Fenton, KDG Chair; Deborah White, West Kent HA; Brian Horton, SELEP; Kevin Hetherington, Kent Homechoice & TWBC; Melanie Anthony & Christy Holden, KCC; Terry Spillard, Amicus Horizon Limited; Chris Giles, Medway Council; Sasha Harrison, Southern Housing Group; Jo Ellis, TCHG; Sarah Robson, Shepway DC; Tim Woolmer, KCCApologies: John Littlemore, JPPB & Maidstone; Debra Exall, KCC; Peter Stringer, Golding Homes; Mark Breathwick, Medway Council;  |
| **Meeting Date** | **Reference** | **Notes** | **Action/Decision** | **Lead Person** | **Timescale** |
| 17.05.17 | Introductions | Introductions and apologies noted. |  |  |  |
| 17.05.17 | Mins & Matters Arising | Minutes agreed as accurate, matters arising:Page 1 – UASC meeting will take place on Monday 22nd May. Ofsted report delayed until after the general election. KCC will share more information when available.Page 3 – East Kent Merger has not progressed.There is a meeting on 18th May regarding the Mental Health Workshop that took place in February.Page 4 – Thanks noted to Christy and Mel for presenting the update from KCC about Commissioning. | Colleagues to feedback outcomes for next meeting. | **JP** | **By 5th July** |
| 17.05.17 | Election of KHG Vice Chair | The role of KHG Vice Chair is vacant and a seat that is filled by a Housing Association representative, as the current chair is a local authority representative. DW advised she would not stand as the Vice Chair.JE agreed to take on the role of Vice Chair. Thanks noted to JE. | RS to update the KHG website. | **RS** | **By 26th May** |
| 17.05.17 | KHG & EXB ToR Review | There was a discussion about membership of the KHG EXB at the last meeting, with particular reference to KCC representation. KCC have two representatives on the Board and all members recognise the need to maintain two commissioner representatives on the board. It was suggested and agreed that TW or Debra Exall could attend in their capacity as partnership roles and liaison with Kent Leaders. TW attended this meeting as Debra was unavailable.CH has agreed to allocate her seat at the morning session of KHG to allow Children’s Services colleagues if they need to attend. | Update the Terms of Reference for KHG EXB. | **RS** | **By 26th May** |
| 17.05.17 | KHG Budget | Papers circulated with budget information. SW explained that the project work RS has been commissioned to carry out has enabled a healthy balance for this current year. Subscription income is down compared to the budget allocated. There are some anomalies with elements of the income on the budget sheet that SW and RS will explore further with Ashford BC Finance Department. The group need to explore how to manage and increase income and take decisions about spend going forward this year and into 2018/19.It was agreed that there should be time allocated to consider KHG finance in more detail, to look at opportunities for increasing income or altering spend.BH suggested the links with the other two groups, Kent HomeChoice and Kent JPPB, to consider the opportunities around funding arrangements for the three groups. This could allow resources to be used more effectively within the three groups and allow the group to enable opportunities for increased income. There was a discussion about future events, better use of technology and smaller events that are not as costly to run. It was agreed to revisit elements such as the protocols and briefings developed and whether there is potential to increase income.Is there an opportunity to allow advertising on the KHG website and through other media, advertising that is relevant to the group? Centralised training was another element that could potentially generate savings. Broader sponsorship for the group was muted.NF suggested joining KDG at the Kent Construction Expo later in the year to promote KHG.NF advised that they work with Maxim, who provide PR support to KDG and could potentially offer a similar service/support to KHG.BH suggested that KHG need a business plan which includes current income, ambitions and how to achieve those ambitions, over a three to five year outlook. Risks and other elements can be associated against this. | Small task and finish group to meet and discuss options regarding items in more detail, to include Budget (income & forecasting)/ forward planning-Business Planning/associate membership.To be discussed at the task group meeting.NF to share information with JP once available.It was agreed to have KHG Membership, Finance and Forward Plan as a main agenda item for KHG EXB July. It was agreed to explore all opportunities about transferring the Kent Event Centre booking on 19th July to another partner and reduce the potential cost to KHG. | **SW/BH/NF/MA & JE****NF / JP****RS / SK****JP** | **Mutual date to be agreed****As Available****For mid-June****ASAP** |
| 17.05.17 | KCC Commissioning Update | MA updated that the Sufficiency Strategy has been delayed due to Ofsted. The work is being undertaken, and MA to expect more news in the next two weeks. | MA to share information when available | **MA** | **When available** |
|  | KHG Events 2017 | SK updated that the Seminar is now postponed; EM is to come to the next KHG EXB to discuss KHG Events going forward, the format and how to bring all the work streams together planned and structured throughout the year. A number of the workshops planned for the seminar could potentially run as smaller events.There was a discussion about jointly running seminars/workshops with neighbouring Counties or national partners. | RS to liaise with EM about attending KHG EXB July. Forward plan for Events to be shared with whole membership after July 2017. | **RS** |  |
| 17.05.17 | AOB | SK advised the membership that she will be leaving TMBC for a new role in West Sussex, finishing in Mid-August. It was agreed that SK would liaise with the three LA representatives and Medway Council on the EXB board to establish who would take on the role of Chair. Congratulations noted to SK on her new role.NF – Road adoption issues have been raised by colleagues at another meeting, the roads are built to an acceptable adopted road standard and handed to a management company. DW explained that the issue is about the un-adopted road cost being included within a service charge and then the costs associated with the Management Company, which is unaffordable for residents. NF will raise this at a future Developer meeting.NF would like to explore in more detail the statements made in the press about the number of houses with planning permission but not developed, he would like support of KHG with this work. | SK to make contact with LA representativesNF to feedback It was agreed to ask HSEG Chair to look at this and meet with NF, Graham Herbert and the Chair of the Planning Policy Group. | **SK****NF****RS / NF** | **ASAP****5th July****ASAP** |
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