Kent Housing Group Executive Board

DRAFT MINUTES – Thursday 14th July2016

West Kent Housing Association, 101 London Road, Sevenoaks, Kent

**Attending**: Eileen Martin, Amicus Horizon Limited & Chair; Kevin Hetherington, TWBC and Kent Homechoice; Christy Holden & Melanie Anthony, KCC; John Littlemore, JPPB and Maidstone BC; Brian Horton, SELEP; Jill Pells and Rebecca Smith, KHG

**Apologies**: Peter Stringer, Golding Homes; Bob Porter, Thanet DC; Sharon Williams, Ashford BC; Sarah Robson, Shepway DC; Deborah White, WKHA; Satnam Kaur, TMBC and Vice Chair

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| **ITEM** | **Notes** | **Action** |
| **Introductions** | Introductions and apologies noted. |  |
| **Minutes & Matters Arising** | Minutes agreed as accurate. The following matters arising were noted:  Page 1 – RS hasn’t heard from Stuart at TCHG, assuming there are no issues from this group as not heard back.  EM to liaise with William Benson at TWBC about the Welfare Reform Sub Group about the future of the group.  Page 2 – the cost of the treasury role for Ashford BC has been agreed at £3500, reduced from original figure of £5000.  Page 3 – RS confirmed that the HACT information was shared with LC but it wasn’t considered relevant at this time.  Page 4 – EM updated that there was a session on the Community Impact Tool and this could potentially be used across Kent for data collation. BH and RS to make an appointment to visit Beth at AHL to view the tool.  Page 5 – RS to firm up with SK, JS and LC about the OP work suggested by EM under AOB from May. | **EM to action**  **RS and BH to note**  **RS** |
| **KHG Budget** | RS updated the group on the KHG Budget. A budget paper was shared with those in attendance. RS to check with Ashford BC Finance about the outstanding payments on subscriptions for KHG, and to also check if the 28 members include Ashford and Shepway (who are hosting). JP provided the group with an overview of the subscriptions collected by another housing group in Essex as an example of differing subscriptions amounts.  EM raised that as a group we need to be conscious of is the potential membership income decline should KHG member organisations merge. There was also a discussion about generating income by asking for a big developer/house builder to sponsor a KHG Event in the future, this would be decided when an event is agreed.  RS to share the updated spreadsheet received from Ashford BC Finance this morning, as this has updated income details. BH suggested and it was agreed to set out a simple SLA for what KHG expect to get for the agreed charge of £3500, so that it is clear what is expected of Sharon, RS and the Finance team.  RS advised that she has requested from Ashford a particular cost code for Events (the KHG Awards). Bouygues are going to sponsor the cost of the awards which is £500, RS to ensure that all sponsorship income details are included in the updated budget sheet. | **RS to action**  **RS to action**  **RS to action** |
| **KMHS Update and SELEP Update** | BH advised that the LEP board met a few weeks ago, there was a joint paper with the HIFI and the LEP board has committed to continue with this relationship and agree that Housing is a top priority for the SELEP. There are new criteria that Government will be challenging LEPS on with regards to the Local Growth Framework.  Housing Business Ready reviews are now being rolled out in Thanet in Kent and coastal in other areas, the LEP will be co-sponsoring with HBF and NHBC on two areas of work, one is Utilities, understanding the blockages on sites that stall delivery. BH advised that Kent is feeding into this work directly via KDG and with Katie Stewart at KCC. Utility companies are also involved in this process. This work is linked to a paper developed by Natalie Elphicke recently, this work will commence in the early Autumn.  Refresh of the KMHS – RS and BH met with RG and it’s been agreed that there remains a place for the KMHS in the suite of documents from KCC. There is now an agreed commitment to identify the key big issues for KHG and housing across Kent and Medway, to develop a document that is contemporary and relevant to the current environment. The commitment is also about the time frame for the document and it is envisaged that a document to 2018. Kerry Parr will be asked to review the original evidence base completed when the refresh was originally being considered.  BH suggested that there will need to a small steering group to manage the development of the new strategy and to review the outcomes from the Joint Kent Chiefs Away Day in June. The monitoring sub group for the strategy will also reconvene (TW, JP, VH, LC and RS) to task the various sub groups with work streams. |  |
| **Joint Kent Chiefs Away Day** | EM fed back about the Joint Kent Chiefs Away Day, EM explained that we opted for a Question and Answer approach which broke the ice. There were questions about average rent levels, temporary accommodation issues and how this can be unpredictable and difficult to manage with regards to budget setting and expenditure, supported housing, the temporary accommodation issue was a big discussion point for them all. Abdul from Swale BC suggested a Kent approach to provision for TA and this has been put back to KHG to consider further.  EM thanked JL for providing good practice examples from MBC for some of the issues. All the Joint Chief Executives were happy to endorse the work of the KMHS refresh. |  |
| **Future from Future of Funding Housing Event** | The workshop on 5th July regarding the Future Funding of Housing was well attended and there was a good debate. Devonshire’s and Integer set out example structures and Cheyne also presented on the New Communities Fund. Overall the event was well received and an opportunity to share good practice examples. EM has received positive feedback about the event. BH thanked BP for chairing this event.  The next event for KHG is the Build to Rent Event on 19th September, which Ashford BC are hosting. Paul Beardmore from Manchester City Council to speak at this event. It was suggested to ask the KHG sub groups about what potential workshop sessions going forward, these have to be of interest to a cross section of members.  EM fed back regarding the first Affordability task and finish group, there was representation from Golding, West Kent, Amicus Horizon Limited and TCHG, and Marie Gerald attended for Dartford BC and to represent KHOG as their chair. This original meeting was a scoping meeting, there is a second meeting taking place in September, with the intention to agree a set of principles around the affordability calculators and their use.  There was a discussion and it was agreed that it may be useful to have a half day briefing/session about this issue, to get all the points on the table and find the key issues to lobby Government with. The meeting on 12th September will be used to scope out the half-day session and then aim to have this in early October.  Kent Homechoice, Vicky Hodson, has confirmed that they can run targeted campaigns for certain client groups, for example advice for applicants under 35 years and what is going to impact them going forward. DW was tasked form the first Affordability meeting to look at the scope and potential for Shared Accommodation. DW has obtained some information from a scheme in Manchester ‘Snug Bug’ and there is potential for a speaker to attend the half-day session planned, as an example of good practice. | **RS to share link on website with presentations from the event**  **EM to note for September meeting** |
| **DFG Project** | RS updated colleagues that she had been appointed the Project Manager for the Integration Housing Health and Social Care Project, with the specific remit to look at the DFG process and funding and recommend a potential model for 2017/18.  RS updated that a teleconference with Anne Tidmarsh, Jane Miller-Everest, SK and RS was due to take place on 13th July but this was now happening after the EXB meeting, RS agreed to update EXB about the outcome of that teleconference as not much has really moved forward since the endorsement of the JCEX’s to undertake this work.  JL queried the KCC element of funding linked to adaptations, RS committed to ascertain about this element of funding. This will be covered in the email from RS to EXB members.  RS advised that with regards to costing of the project all but one LA has agreed to participate and fund the project, a day rate will be agreed for the project. All the details will be agreed by the Project Board, who will be a cross representation and will be asked to guide and support the project. | **RS to action** |
| **Accommodation Strategy Update** | CH advised that they have a Vision for Adult Social Care now, focused around three areas. This is centred on the individual, looking at where people live. Looking at transition on all age pathways, the accommodation strategy is focusing on short term and long term accommodation solutions.  The focus now is to now understand through the Accommodation Strategy the spend and use of residential care, trends across the client groups, work force issues, availability of land and planning submissions.  CH has had to refresh the mapping data to get the CCG colleagues on board with the process. Recent developments are coming forward and making contact with KCC for support.  The presentation slides indicate where district and borough data should be considered as one area, the figures in blue are what we need more of and figures in red are over provision of a type of accommodation on the slides. The figures in the slide are tenure neutral; there is some work that the Housing LIN has undertaken about the shortfalls across the tenures, to provide a more detailed breakdown. CH will take this back.  Recent Development Pipeline slide – this demonstrates the use of land and who is developing on what.  Care Home Movement in Kent – the right Care Homes are closing, those that were expected, new developments for care homes will be working in line with recommendations from the accommodation strategy.  There are two slides about Extra Care Development across the County and also the particular areas for work from the strategy which need addressing.  LD Care Homes/Supported Accommodation information has been around for 12 months, KCC are still being approached by investors to develop schemes and using empty properties. Paula Watson continues with the Your Life Your Home Project, this will assist with identifying investors to work with. There will also be work about how to bring all of the relevant services together to support vulnerable people in the communities.  Mental Health – this information has not been shared more widely yet. The MH accommodation required is now high level supported accommodation/care home provision. CH will be liaising with colleagues and providers about the MH provision going forward.  PD, Autism and Care Leavers are yet to be completed; Care Leavers work is currently being undertaken by Children’s Commissioning.  CH also raised that she recently attended the Corporate Board and was asked to write to all Kent Chief Executives of local authorities individually about the need for extra care housing, this will come from Andrew Ireland, will set out the areas by district and the need for each of the client groups. This will be sent out in due course. CH has referenced the significant challenges about the Housing and Planning Act 2016 within the correspondence and working with the KHG on these issues. JL raised the point again that it needs to be clear about the type of provision required, is it social and affordable or market provision for example. | **RS to share the CH presentation with the minutes when available** |
| **Commissioning Body Update** | The shift towards Integration within KCC and externally has been undertaken and there have been many reviews carried out. The reviews undertaken have been about looking at the ‘total resource’ and designing a strategy for each cohort or relevant element/service delivery, making best use of the accommodation for everybody and at every age and stage.  MA has also been to Corporate Board and this approach to integration has been endorsed. The next stage is about how to bring all this work together. The current DA commissioning is a good example of this thinking and practice; this is about holistic approaches to service delivery, this consultation closed on Friday 8th July.  Challenges for consideration in all this work is what are the ambitions overall, how can you create the best journey for the customer, how can this be paid for, what impact does the current financial environment have on the whole process? The Accommodation Strategy is a fundamental part of all the work by the Commissioning Body going forward.  There is mapping and bringing together information to develop programmes for each of the client groups, there is now some clarity at KCC about the messages to colleagues so going forward there will be more dialogue with colleagues about how to achieve the desired outcomes. There is a briefing that MA has written for the KHG EXB, which covers what was taken to the Corporate Board recently. | **MA to share with RS for minutes** |
| **Safeguarding Adults Awareness Week** | This is about encouraging organisations to share and raise awareness of within their organisation and where they have interaction with the public about this. RS has shared some details with KHG colleagues about this. RS to develop a campaign for this to go on the website. | **RS to action** |
| **KHG Events** | JP and EM shared details about the KHG Excellence Awards taking place on 20th July. It has been agreed that a small amount of detail about all of those who are finalists will be shared by EM on the day, so that others attending know more about why they have been nominated and to make more of the moment for each person invited to attend and receive a certificate or award. There are likely to be between 85 and 90 people attending the day.  Build to Rent Event – 19th September in Ashford, email circulated by RS with details about deadlines for EOI for attendance and also about what they want Paul to cover at the event.  Asset Management Half Day – this is with Peter Stringer and Sharon, Peter is going to liaise with his colleague at Golding about a presentation and Sharon has another speaker who can attend. This is likely to take place in September/October. RS will share more details when available. It is likely to be hosted in Ashford.  KHG Event 2017 – do KHG want to have another seminar next year? BH stressed how well received the seminar always is, it’s a platform for national speakers and topics and is a great addition for the members alongside the half day briefings that we currently provide as a group.  With regards to timings it was agreed to consider what the potential clash of events is likely to be, to contact the venue (Kent Event Centre) about what commitments they have. EM, JP and RS will liaise with SK and agree a date and secure this with the venue.  BH advised that the last local authority has consented to the Kent Planning Protocol and KHG need to consider how to launch this, potentially through an event between KHG. KDG and KPOG. This is likely to be hosted in Ashford. | **RS to share details when available**  **EM, RS, JP and SK to note**  **BH to liaise via the Events Group** |
| **Any Other Business** | RS showed the group the new website and the details about the potential go live date (25th July). LC and RS working to get all the final content added and any final questions to the provider, then both to share an email about the new website, sharing the link and how to use.  MA thanked colleagues for their support about the Tax Credits awareness raising via social media.  EM raised on behalf of Tracey Kerly a current CLG Inquiry about Housebuilding Capacity and whether KHG should develop a collated response. It was agreed to ask Districts/Boroughs to share their responses, for RS to collate common responses/elements and RS to also contact NF about their input. BH to also be kept in the loop about this work.  EM also raised that KHG have been passed an invitation to attend and view the YES Project, this was a project submitted to KHG via the KHG Excellence Awards. EM has committed to attend and others to confirm via RS if you wish to attend.  The final point raised by EM was about the income received from the work on the DFG Project. JL explained that TMBC will gather the money from each of the districts to cover the cost of the project work; Ashford will then on behalf of KHG invoice TMBC for the work when completed. | **RS to action**  **ALL to note**  **\*please note that the financial arrangements for the Project will be agreed by the Project Board at their first meeting.** |

***Thank you to West Kent HA for hosting and providing refreshments***