**KHG Executive Board Meeting – 5th February 2018**

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| **Present**: Sarah Robson, Shepway DC & Chair; Jo Ellis, TCHG & Vice Chair; Brian Horton, SELEP; Sharon Williams, Ashford BC & Treasurer; Deborah White, WKHA; Sasha Harrison, SHG; Eileen Martin, Optivo & KHG Events Chair; Hayley Brooks, Sevenoaks DC; Suzanne Smith, MHS Homes & KHG Communications; Mel Anthony, Debra Exall and Christy Holden, KCC; Kevin Hetherington, TWBC & KHC Chair; Jill Pells & Rebecca Smith, KHG;**Apologies**: Nick Fenton, KDG; John Littlemore, Maidstone BC & Chair of JPPB;  |
| **15/11/11** | **Reference** | **Notes** | **Action/Decision** | **Lead Person** | **Timescale** |
| **Mins & Matters Arising** | Kent Homechoice Update – Tender completed and Locata to run the system for another 5 years, with a competitive price agreed. All LA’s except from KCC and all but 6 HA’s have signed the contract extension. Contract with Locata to be signed off completely within the month.London Councils meeting with KHOG now happening in February, with a smaller representation from KHG LA colleagues, to feedback to wider KHG colleagues. | **DW or KHOG colleagues to feedback when meeting completed** | **DW** | **As appropriate** |
| **KHG Budget** | Budget papers were circulated with the membership. SW and RS to re-evaluate the figures and share again with colleagues for agreement on when to pay JP salary.Agreed to retain membership of Housing Forum for 18/19 and evaluate membership for the following year.Agreed to amend figures for income regarding Events as required. | **RS to agree figures and share with colleagues****RS to note for future meeting/budget agenda****RS/SW to note for future reference** | **RS****RS****SW/RS** | **By 16th Feb****Noted****Noted** |
| **KHG EXB Forward Plan** | SR considering what the KHG EXB could achieve and what it needs in terms of operation and governance going forward. Draft Forward Plan circulated and should provide focus for the group.*KHG Dashboard* – what is the future of this? What do we want to collect and share back with Leaders/CEX. The team are now looking at the core responsibilities and the impact of a change of the team/structure. Colleagues have had a document that indicates what was collected within the Dashboard. Some of the data in the Dashboard can be used to provide context for the KMHS.*Review of the Sub groups* – to be completed once it is clear about outcomes from the KMHS development and then through the implementation plan task sub groups with outcomes. This may include representation and how the groups are supported.*Mental Health Scoping Paper* – this is now underway with the Housing Strategy and Enabling Group. SW to communicate with the group and DW to share background paper to help shape the work for HSEG.*Communications* – questions about membership – feedback that KHG is LA led, not all information shared is relevant to all members, opportunity to ask members what they want from the member. JE is happy to share and sell message with organisations who are outside of KHG.SS can provide news articles from meetings and events – share this on the website to drive traffic back to the website. Content is key.**Role of Partnership Manager post JP discussion:**Opportunities for a trainee or apprenticeship to support the PM and how to take this in the context of the Budget. Another option is to pause on recruitment for the JP post, to be sensible about the representation at meetings and how sub groups are supported. Mentors need to be at sub group meetings and take the lead and direct the meetings if RS isn’t in attendance.Differing levels of membership agreed at the meeting in November. Need to promote this change in membership. | **BH to liaise with Richard Fitzgerald about production of the KCC Bulletins when Graham Herbert leaves KCC****Colleagues to share feedback on the Dashboard as to what is useful and what maybe missing. To ensure that this is linked to the Housing Strategy outcomes.****To keep on Forward Plan****To remain on Forward Plan as on going****To make it clear about the identity of KHG and what KHG members are investing in.** **Need to celebrate the success of KHG, all elements (incl Sub Groups)****On each meeting agenda, promote KHG and what we are, photo opportunities and social media – photo opportunities. Communications plan to be drafted for 6 – 12 months.****Need to consider who will manage another post should an apprenticeship / and the hosting options for a post. Potential to explore resources via Kent Homechoice & JPPB.****SR, JE, SW, SS and RS to work on forward plan and resources.****Colleagues to share information about potential membership opportunities to RS/SW. Colleagues to endorse KHG Twitter account with in house Press Teams.** | **BH****ALL****RS/SR****RS/SR****RS/JP****SS/JP****SR/JE/****SW/SS/****RS****ALL** | **By 16th Feb****By 16h Feb****Noted****Noted****Noted****By 1st March****By next EXB****As appropriate** |
| **KMHS Update** | Covered in morning meeting, and picked up through the Forward Plan discussion. |  |  |  |
| **KHG Rep at External Meetings** | BH advised that he represents SELEP at KDG meetings, KHG are there in respect of the KHG Chair, Tracey Kerly and a number of RP’s who are full members of KDG and could report back.**KCSP** – Sevenoaks is the Lead for this group, there are community safety representatives at the meeting. **K&M Safeguarding Adults Board** – only want housing represented if an issue is appropriate on the agenda. **K & M DAG** – Housing have a seat, MA sits on the tactical board. SH will sit on the upper tier meeting, to request dates and more details from the chair of the group.**0-25 HWBB** – It was agreed to request to remain on distribution list and feedback on any relevant actions.**KPOG** – BH does attend on occasion, it was agreed to have a representative at the meeting and ask BP to be the KHG representative – as he is Head of Housing and Planning.**Kent and Medway Sustainable Energy Partnership Board**, BH represents KHG on this, meeting quarterly. | **SR will attend when possible and when unable to ask an RP to dual hat to report back.** **SR to continue representation and will ask JL to attend.****To monitor the website – and send appropriate representative when necessary****RS to chase updates and information and feedback to SH****RS to find out about remaining on the distribution list rather than representation at meetings.****RS to liaise with Chair of KPOG and BP about representation at future meetings****RS to add to the list****It was agreed that those attending meetings complete the briefing paper and share back. Change respondent details on template.** | **SR****SR****RS****RS / SH****RS****RS****RS / BH****RS / ALL** | **As appropriate****By end of Feb****As appropriate****By 9th Feb****By 9th Feb****By 9th Feb****By 9th Feb****As appropriate** |
| **KCC Accommodation Strategy update** | CH confirmed that aim is to sign off the refresh of the Accommodation Strategy by the end of February. CH requested that KHG review and refresh the content, to reflect changes and impact and to seek approval from KHG in the most appropriate way, ie Editorial Group etc.SW raised understanding the financial costing for delivery of ECH – is there an innovative way to approach this going forward? How to ensure affordable for those accessing the housing and care models. | **CH to share refresh document for content refresh and to the wider membership for sign off by deadline, all comments back to CH****SW to liaise with CH outside of meeting** | **CH/ALL** | **End of Feb** |
| **MH Paper** | Discussed under Forward Plan. | **SW to contact HSEG or attend next meeting, RS to share background paper from DW** | **SW/DW** | **By next HSEG meeting** |
| **KHG Events**  | Covered in discussion about KMHS refresh and Forward Plan discussion. |  |  |  |
| **KHG Communication Group** | Email address for the KHG Communications Group, to take into account GDPR and consent for any images shared.List of potential members for Communications Group established. Online/virtual group with small membership to grow as necessary. Golding and West Kent are interested in UC campaign and some work around Tenancy Frau Forum about a potential Key Amnesty. | **All to share any relevant images or news items or information of relevance to the Communications email. Website needs regular news items – in depth news.** | **ALL** | **As appropriate** |
| **AOB** | All to share ideas for future meeting agendas for both KHG EXB and wider group membership. |  |  |  |

***Thanks noted to Ashford BC for hosting***