**Present:** Jo Ellis, Chair & TCHG; Brian Horton, SELEP; Deborah White, West Kent HA; Jane Lang, Tunbridge Wells BC; Rebecca Smith, Kent Housing Group; Tim Woolmer KCC; Sharon Williams, Ashford BC;

**Apologies:** Andrew Scott-Clark, Kent Public Health; Debra Exall, Clare Maynard & Melanie Anthony, KCC; Eileen Martin, Optivo; Mark Breathwick, Medway Council; Sasha Harrison, Southern Housing Group;Suzanne Smith, MHS Homes; Charlotte Hudson, Swale BC; Hayley Brooks, Sevenoaks DC

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| **Reference** | **Notes/Outcome** | **When** | **Lead** | **Action/Decision** |
| **Action log from Feb 2019** | Minutes agreed as accurate – matters arising:  JL to link with DE and Vicky Hodson re DA action point. JL fed back that VH has been exploring DA and Kent Homechoice, noted a few cases shut down without following up from a Housing Options, will raise at KHC Operational Group.  KHG representation at the Kent CEX and Leaders to present the KMHS document for endorsement. SW able to attend the Kent CEX’s on 4th June, then BH, DW and SW to attend Kent Leaders on 27th June. To put the KMHS on the agenda for both meetings ahead of Infrastructure Deal item.  RS to share stock and percentage information from across Kent Housing Membership.  Cathy Bellman to attend May KHG meeting and provide an update on the Kent STP work.  SW raised that point that the grading for new position/role to support the HHSG to ensure consistency across this new post and the existing KHP Partnership role. TW and RS to finalise JD for grading. JE to liaise with HB about the hosting of new role and feedback.  JL advised that VH is liaising with Hanover about the membership item raised in February, VH to update JL for May meeting.  RS advised that KHG has reached out to the old members of the Social Impact Group, only had two responses. Invite Heather to speak at main KHG meeting about role and purpose of Social Impact Group and to encourage membership. RS to share Social Impact Paper with the minutes from today. | **As Avail**  **ASAP**  **ASAP**  **May**  **By 22/3** | **JL**  **RS/**  **TW**  **RS**  **RS/TW / JE**  **JL**  **RS** | To raise at KHC Operational Group  TW to share dates electronically  To share at May EXB meeting  JE to liaise with HB, RS & TW to work on JD  Update for May EXB  RS to liaise with Heather & colleagues |
| **KHG Budget** | Budget Sheet and Paper shared in advance. KPH have confirmed funding for 2019/20, been advised that a sum of this has been ring - fenced to support Wellbeing People and The Mason Foundation.  TW advised that KPH are operating differently with regards to open funding and would need to have a business case to secure additional funding. The income and ring fencing  There was a discussion about the risk for a new post, no risk in year one. To keep the risk item as a standing action item on the budget paper that supports the sheet that is circulated to members. Key action point for the HHSG action plan and for HB that they need to attribute actions and budget.  Events – sponsorship for the KHG Excellence Awards, Kent Developers Group have agreed to financially support the event. NF to be approached to be part of the awards assessment. RS to engage Nick to reach out to Jenner, Swale Heating, Wates Living Space, Mears, Chartway. RS to liaise with NF on potential sponsorship at next meeting on the 27th March.  Agreed to develop Associate Membership for organisations with total stock in Kent of less than 500 homes, £500 per year inclusive of VAT. RS to go back to Radcliffe Housing Society and Pathways to Independence with confirmed rate. There is more work on the membership and income generally. When contacting organisations about financial support to advice that KHG run a number of events and interest to support one or some. | **On going**  **ASAP**  **By 25/3** | **RS/SW**  **RS/ Events**  **RS** | To note for Budget Sheet Report  To commence canvassing for support  RS to update membership info & feedback to colleagues |
| **Succession Planning & Vice Chair** | **Vice Chair** - Local Authorities have been voting for the role of VC – results to be notified by email.  **Succession Planning** – from membership point of view will need to consider a new HA to be on the EXB and how to recruit, having an event for HA’s and to encourage more engagement. Agreed to have this as an item on the May meeting for main membership, dispel the perception of the EXB, we do need people with commitment personally and by organisation. DW will be stepping down from the EXB and EM from Events Group. JE to a short presentation at the May meeting about KHG and EXB, clarity on the roles. | **ASAP**  **May** | **RS**  **JE** | Email membership  Presentation at full KHG meeting May 2019 |
| **KHG Forward Plan** | **KMHS Refresh** – RS met with Altair in early March to review the feedback on the action plans, updated plans to include short medium and long term timeframes to be shared along with draft main strategy text for further consultation. Aim is to have a final document for sharing with Kent Chiefs and Leaders for June meetings (4th CEX meeting and 27th Leaders meeting – need representation at these meetings). Consultation to go out to all groups and membership of KHG, RP’s to encourage sharing with Board members for endorsement.  **Infrastructure and Housing Deal** – monthly meetings continuing with core group working on the deal, including Homes England, MHCLG, KCC, Medway, KHG, SELEP, Tracey Kerly and David Godfrey. A presentation of a draft proposal to be shared with Leaders now in June, David Godfrey has been meeting with CEX’s and Leaders individually. A jointly badged Homes England/KHG RP engagement event to be set up for mid-May to consider who to encourage development across county, explore opportunities outside of grant, what is the role of place making, RP’s outside of KHG membership to be invited. Save the date to be shared asap, followed by agenda.  *Protocols* – RS continuing to work with KHOG and NMSG colleagues on the review of protocols. Pre Eviction and Reconnection Protocols now in final draft. KHG are now engaged with KCC and MHCLG on the review of the Young Persons Homelessness Protocol – meeting to be set for May 2019. | **ASAP**  **ASAP** | **RS**  **RS** | Share revised draft plans and strategy for consultation  Share Save the Date with RP’s & HoS for Districts and Boroughs |
| **KMHS Refresh** | Discussed under the Forward Plan item. Launch to be planned once strategy finalised and agreed. Agreed who will be attending CEX and Leaders for the KMHS agenda item.  TW advised that there is a Select Committee for Affordable Housing developing within KCC, there is a draft TOR with no reference to KHG, to have the KMHS referenced and may approach for other witnesses. No decision of the Members of the committee, TW will advise more as known. | **As Avail** | **TW** | To keep KHG EXB up to date about progress |
| **SE LEP Update** | To remain on agenda for May 2019 |  |  |  |
| **Kent Commissioning Update/ Accommodation Strategy Update** | MA and CM able to attend and update for KCC. Debrief discussion regarding the decommissioning of the offender beds from 1st April 2019. There was a meeting on Monday 18th March with a discussion regarding the timeline/process around the new commissioning. Lesson learnt about who should be communicated with in regards to future commissioning, who are the right people who should be made aware of decisions, considering likely impacts. NPS and CRC attended the meeting on Monday. The outcome from the meeting was how KHG can support the local authorities to move forward. Housing options colleagues are already working on how to assist offenders with the implications from the decision made.  SW raised on the engagement of the tender process, not just about offenders, although there are discussions moving forward about other client groups. The impact from the commissioning decisions is across the spectrum of supported housing. TW advised that this item was on the CEX agenda yesterday, and going to Leaders next week. Cabinet Member at KCC Graham Gibbens is going to present on the offenders item and the impact of other commissioning decisions regarding supported housing schemes. MA and Anne Tidmarsh will be attending the Kent Leaders meeting with Graham. Agreed that there should be a discussion at a future KHG EXB meeting about how to ensure that decisions coming forward from any partner within the membership are brought to the attention of the EXB. The learning from this is in the failure to communicate fundamental key decisions that will impact a range of partners.  TW to feedback on the outcome from the Kent Leaders meeting. JE to reflect upon the situation as it is at the May KHG membership meeting as it was discussed at the February meeting of KHG.  RS provided an update on progress with the KCC Social Care Accommodation Strategy, Simon Mitchell (KCC) has hosted a number of round table engagement sessions, including KHG membership organisations. Simon will be attending both HSEG and KHG in May to update colleagues on progress. Steve Lusk at KCC is also attending HSEG to update on the OP Business Case being developed alongside the Accommodation Strategy. | **May**  **By 28/3** | **RS / JE**  **TW** | To note for May agenda  Share feedback from Kent Leaders with EXB |
| **Medway Update** | MB unable to attend today. |  |  |  |
| **Kent Homechoice** | JL advised that Vicky Hodson is working on the partnership agreement currently. There is also review on the KHC app for mobile devices. There is work on other elements regarding the use and availability of google maps and the quality of photographs used. There is a change with the online form, this is being tested. The change of circumstances form is being considered currently as part of form reviews, considering an automatic renew of applications each year. VH emailed yesterday to members about whether local housing companies should pay for membership if they wish to advertise through KHC. Also, work on the website concerning access for all. |  |  |  |
| **KHG Events** | KHG Events Group met on 12th March, the group have reviewed the Excellence Awards application form and categories, and once agreed for sign off (25/3) will start marketing. Submissions to be accepted from June and to close at the end of August, event to take place on 30th October, Hilton Hotel Maidstone. RS will start to canvas for support for the event through partners and other organisations.  Workshops and training remain on the agenda and in development, agreed a number of events around themes, such as homelessness, hoarding, progression in careers, women in housing.  You said we did – feedback from the membership survey to members at the May meeting – how to encourage people to feel welcome and confident to interact and suggest agenda items?  RISE for Disability Event date now moved from June to September, with the community day planned for August. KPSHG will continue to work on programme and representation for the new date and will market the community day in August once RISE organisers share more details.  To consider the launch of the KMHS at the next KHG Events Group meeting. | **By 30/3**  **May** | **RS**  **RS** | **RS to share awards categories when agreed**  **To note for Events May agenda** |
| **AOB** | No AOB noted. |  |  |  |

**Thanks noted to Tunbridge Wells BC for hosting KHG EXB today**