**Present**: Jo Ellis, Chair & Town and Country Housing; Sharon Williams, Vice Chair & Ashford BC; Brian Horton, SELEP; Melanie Anthony, KCC; Rebecca Smith, KHG; Linda Smith, Kent Public Health; Tim Woolmer, KCC; Mark Breathwick, Medway Council; Kerry Newbury, Optivo;

**Apologies:** Sasha Harrison, Southern Housing Group; Jane Lang, Tunbridge Wells BC & Kent Homechoice; Clare Maynard, KCC; Debra Exall, KCC; Tracy Allison, West Kent HA; Andrew Scott-Clark, Kent Public Health; Nick Fenton, Kent Developers Group; Hayley Brooks, Sevenoaks DC;

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| **Reference** | **Notes/Outcome** | **When** | **Who** | **Action/Decision** |
| **Matters Arising KHG EXB Jan 2020** | Minutes agreed as accurate.  Page 1 – RS to check if ST shared One You outcomes.  RS advised that KPSHG have discussed the opportunities around Better Care funding, it was agreed to set up a meeting with Kerry Petts and Tracey Kerly as lead for Kent Chiefs to take as an item to a future meeting. It was agreed to use the KMHS Action Plan to help inform and support the group with taking actions forward.  SW to agree to be mentor for KPSHG but will keep colleagues posted about capacity moving forward.  To roll forward item about JE to explore graduate role for KHG.  MA and RS advised that contact made with Emma Hansen about the PBS action from the last KHG EXB meeting, to carry forward until the next meeting of EXB.  RS to contact JL about an update on the contract item with Kent Homechoice. | **ASAP**  **May**  **May**  **ASAP** | **RS**  **JE**  **RS**  **RS** | **To liaise with ST**  **To bring to May EXB**  **To chase Emma Hansen**  **To check with JL** |
| **KHG Budget Sheet** | RS has shared the budget sheet and supporting paper ahead of the meeting.  SW advised that Ashford BC have had change of accountant and have been met with to confirm who the dedicated contact now is. The spreadsheet has details of 18/19 and 19/20 with a draft budget for 2020/21, the draft budget has been developed based on previous spend and expected income.  One issue for KHG budget is the funding from Kent PH for 2020/21 and how much this is likely to be, this funding supports a post and project work. Also need to understand any commitments attributed to any funding allocated to KHG this coming year. There was also a discussion about the funding arrangements for additional projects that are linked to Kent PH outside of what is agreed in the HHSC SG action plan and to cover Sarah’s role. LS has complimentary projects for the HHSC SG that may require funding and has been advised to liaise with Hayley Brooks as Chair and ST as Project Manager for the HHSC SG. It was agreed that any request for funding from that allocated by KPH to KHG should be coming through the HHSC SG Action Plan or through a business case if it sits outside of this sub group but is linked to PH outcomes.  Radcliffe Housing Society have declined membership with KHG for 2020/21. RS to make contact with ASC about the funding for KHG, if he can confirm or set up a meeting.  RS and SW to make a note regarding a mid-year review with regards to costing out the implementation of the action plans linked to the Kent and Medway Housing Strategy. Agreed to have a budget forward plan based on the time frame of the strategy, developing a Business Plan.  Draft budget approved by KHG EXB. | **As Approp**  **ASAP**  **May 2020** | **ALL**  **RS**  **SW/RS** | **Colleagues to contact HB/ST about other projects**  **Contact ASC about funding confirmation**  **Note mid-year review date** |
| **KHG Foreword Plan** | RS shared the Foreword Plan.  HHSC SG – RS to ask HB to report progress back on the action plan for this group.  Infrastructure Deal – progressing and announcement due through budget for overall allocation for Infrastructure.  Intentionally Homelessness, other protocols in progress, RS to share details and endorsement opportunities as appropriate.  Rachel Westlake DA Commissioner – to be part of discussion about Kent and Medway Reciprocal Protocol around DV/DA, RS to advise colleagues as moves forward, plan to embed within existing Reciprocal Protocol. | **May**  **As Avail**  **ASAP** | **RS**  **RS**  **RS** | **To add to May Agenda**  **To share updated protocols**  **To invite colleagues when appropriate** |
| **KMHS Feedback/**  **Update** | Updated draft KMHS shared with KHG EXB, main KHG representatives, KHG Sub Group Leads and then others who responded through the consultation in September. Only feedback to date has been about the role of housing around climate change agenda and community led housing. Carolyn McKenzie at KCC is going to provide some additional text for the document to enhance the climate change context, RS has responded with regards to the community led housing to advice that KHG through the strategy and subgroups do support all mechanisms to enable delivery of homes across the county.  JE and RS attending Kent Chiefs on 12th March, will take stock of any feedback from them and then due to attend Leaders on 24th March. RS and JE have a call with Medway Leader and new Chair of Kent Leaders on 18th March 2020. RS continuing to work on formatting with TCH colleague and enquiries about utilising page turning software to publish the strategy on line.  BH suggested once endorsed the strategy could have a joint forward from Leader of KCC and Medway? Any introduction would need to be drafted to include the partnership required across the broad membership to meet the objectives within the strategy, confidence in delivery. Reflect that respective Board members of the registered providers are endorsing the document.  RS to look at Glossary again for duplication and relevance of inclusion.  BH noted thanks to JE and RS for their work on the strategy. | **11/3**  **April**  **ASAP** | **RS**  **RS/**  **JE**  **RS** | **RS to share update brief with MB ahead of call with Medway Leader**  **To draft following endorsement**  **RS to review glossary** |
| **KHG EXB HA Seat** | Sasha Harris has resigned from the KHG Executive Board. It was agreed to go back out to the wider group and ask for a nomination for the HA seat. Colleagues urged to encourage HA colleagues to put themselves forward for this opportunity. | **ASAP** | **RS** | **To make contact with all HA colleagues** |
| **KHG & Coronavirus** | Round table discussion about the impact currently and moving forward. Colleagues are currently in the information sharing stage, managing expectation around activity, planning business continuity. Colleagues are following PHE advice. At Medway Council their contractor are managing the issue about access and residents who may be self-isolating. Ashford BC are also looking at business continuity, home working arrangements, managing staff who have health conditions or are caring for someone who has. There has been some resilience around testing for home working and access, there is weekly updates, the main contractor at Ashford is collocated in Ashford and they are risk assessing the impact currently.  MA updated on social care – staffing perspective in a good position due to Brexit planning and have issued specific guidance for care providers, through ADAS pressure on Government regarding sick pay, concerns still continues for those on zero hours contracts. KCC have purchased an additional number of laptops to assist with homeworking, this would assist with contact centre staff. Considering supply chain implications and sourcing equipment or resources which are traditionally sourced from China. Continual circulation of messages and calm down panic based decision making across providers or commissioned services.  Skills and resources are an issue should a service be impacted by a confirmed case of the virus. RS has shared a checklist for housing options to consider, will share with KHG EXB. | **As Avail**  **ASAP** | **ALL**  **RS** | **Colleagues agreed to share any best practice or approach**  **RS to contact main membership about sharing or a position outside of the PHE advice** |
| **Kent Homechoice** | JL unable to attend the meeting. Discussion regarding Gypsy and Traveller housing register discussion. KCC are reviewing their G&T allocation policy with proposals about where to place the allocation of sites. Agreed for TW to share back to relevant staff at KCC from KHG EXB to set up a small working group of appropriate colleagues to explore the implications of recommendations from the current review. | **ASAP** | **TW/ JL** | **To set up T&FG** |
| **Medway Update** | MB advised challenges with S106 sites and offers from RP’s on the sites, viability issues and requests to remove the affordable homes element on sites. Is there opportunity to have dialogue with Homes England about the challenge on smaller S106 sites and the emerging challenges with larger S106 sites? Suggested to set up an event with Homes England, local authorities and developing RP’s to discuss these local level issues, post the Budget announcement today.  Changes to structure to deliver the HIF Bid and delivery against funding allocated, there will be a new Assistant Director for Regeneration to manage these projects, and this new post will work alongside the existing AD post. | **March** | **RS/ BH** | **RS/BH to raise at future Deal meeting with Homes England** |
| **Commissioning Update** | Commissioning around MH, LD and PD residential completed and working through governance currently. Further work on the Care and Support in the Home Phase 2, previously known as Home Care and does include what Adult Social Care refer to as Supported Living.  The Accommodation Strategy is finalised but not yet published, there will be Market Position Statements for each area that will support the overall strategy. The bids for the Wellbeing Offer are due in shortly, through a phased process, awards expected in May 2020, with mobilisation in July to September. HIA funding will sit outside this offer.  Invite for partners to share KCC Strategic outcomes via RS, these have now been agreed, there are now seven and a clear link across all seven, which enables one outcome. |  |  |  |
| **SELEP Update** | BH advised that no update since January, colleagues to refer to the January KHG main meeting notes. | **As approp** | **ALL** | **To refer to KHG January notes for SELEP update** |
| **KHG Events** | KHG Events group have met and are planning over the next 12 months. It was agreed to continue as planned in view of the Coronavirus, to take the lead from national guidance.  Following the Events Survey MH was a strong area of feedback and KHG Events team have approached a number of providers and how the cost is covered, whether by members or through the Events budget. There was a discussion about whether this is about managing clients with MH or about engagement with MH providers. KMPT have offered to host a listening event for the membership, including how to navigate KMPT.  Launch for KMHS – a webinar to introduce the themes or also to launch as part of a round table with CIH and NHF. JE agreed to do a webinar and a video introduction for the KMHS. Agreed to consider for other protocols that are being developed.  How can colleagues be encouraged to share feedback when they attend external events via a VLOG or BLOG to be shared on the website?  Focus on the Awards with a focus on the venue and suggested a move to Canterbury Cathedral Lodge, central location with access to transport links. KHG Events have explored how to manage the timing of the event to assist with costing. It was agreed to move ahead with the plan suggested by Events.  RS updated that KHG and KPOG hosting a joint event in October 2020, question about whether to use an external facilitator and who this should be? Suggestions from RS include Lord Matthew Taylor or Jonathon Carr West, Katrina Radell was another suggestion from BH. It was agreed that there would need to be engagement with Kent Developers Group, there is work currently around the Planning Protocol and potentially a Viability Protocol. |  |  |  |
| **May KHG and EXB Agenda Planning** | RS suggested outcomes from the recent KCC Affordable Homes Select Committee, and for the Kent Resources Partnership to update for 15 minutes on their county wide Bin Store model of working.  JE may not be attending the May KHG and EXB meeting in Maidstone, SW will cover the Chair.  Compliance was suggested as an agenda item for May meeting, guidance note shared in January 2020. Issues wider than existing buildings but also about new build, there is a gulf about sharing experience and learning from across Kent. Who to invite to lead/facilitate the discussion and issues? Pennington Choices who worked with East Kent Housing suggested for provision for an overview, JE suggested Savills who recently provided an overview on how to achieve a compliancy culture? Could this be the theme for the May meeting? JE suggested Head of Compliance at TCH may be able to speak on resident’s voice. Climate change is another agenda for KHG to consider. Infrastructure proposition for the May meeting may also be necessary depending on the outcome of the Kent Leaders and Chiefs meetings in March. | **ASAP** | **RS/ JE & SW** | **RS, JE and SW to set up call to agree outline agenda for May 2020** |
| **AOB** | RS shared some feedback from TMBC colleague about the use of term social housing when referring to the group and its role. There was no strong feedback either way so agreed to remove the wording.  There used to be a Veterans group within KHG, housing remains on the agenda for the Armed Forces, TW requested a one off meeting of colleagues to explore housing for vulnerable veterans, with volunteers from the group, TW to share email request. | **When approp**  **ASAP** | **RS**  **TW** | **Remove from future referencing of KHG**  **TW to set up group and to invite colleagues as appropriate** |

**Thanks noted to Ashford Borough Council for hosting KHG EXB today.**