**Present**: Sharon Williams, Ashford and KHG chair; Brian Horton, SELEP; Vicky May, Gravesham and Homechoice; Vicky Hodson, Homechoice; Julian Watts, Ashford, chair of PSH; Manpreet Bhupal, Gravesham vice chair of KHOG; Dean Spurrell and Jeff Sims, Ashford communications service; Emma Bartlett, Canterbury and HSEG Chair; Cathy McCarthy, WKHA and HHSC chair; Nick Fenton, KH&DG; Shona Johnstone, Homes England; Neil Diddams, WKHA and Asset Management chair; Toni Carter, Dartford and KHOG chair; Becs Wilcox, Medway and Events Group chair; Tim Woolmer, KCC; Robert Moore, Homes England; Mel Anthony, KCC Adult Commissioning; Mark Breathwick, Medway; Charlotte Hudson, Swale; Lin Perkins, Golding Homes and Engagement Group co-chair; Mushtaq Khan, Housing Diversity Network; Helen Miller, KHG;

**Apologies:** John Littlemore, Maidstone;Shona Johnstone, Homes England left after 30 minutes**;** Simon Thomas, Kent Chief Planning Officers**;** Tracey Kerly, Ashford and liaison between Kent Chiefs and KHG; Dr Anjan Ghosh, Kent Public Health; Julie Terry, WKHA and vice chair of Tenancy Management Group;

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| **Reference** | Notes/Outcome | Who | Action/Decision |
| **Update from Tracey Kerly** | TK gave apologies. She is the contact for KHG for Kent Chiefs and provides the conduit for two way communication. |  |  |
| **Sub group chair updates** | SW explained this was to help maintain good working relations between the sub groups and Board. Sub groups had submitted a written update on how they were delivering the strategy and these were circulated with the pre-meeting papers.  Cathy McCarthy, chair of Health, Housing and Social Care sub group  They provided a detailed written update for last 2 years which was circulated. In March they focused on mental health, sitting under the Health and Wellbeing theme of the K&M Housing Strategy. They used case studies to create a lively meeting that was used to show what had happened and what should happen and how to refer in future, with contact details. The customer journey was difficult for both the client and referrer. They are working with partners to resolve issued highlighted which flagged there are two systems; social care and health, and really you need to refer to both.  They are leading a working group on updating the Kent Fuel Poverty Strategy. Their June meeting focused on fuel poverty. They looked at the building and people sides. The timescales to bid for SHDF are very short.  Mental health OT highlighted a pilot that they hope will be spread across Kent. Overall, it seems services are overstretched and mental health services are not well joined up. There appears to be a mental health crisis. Service demand is higher but staff levels are not.  SW that is a huge amount of work that HHSC are doing and it will probably resonate with other sub groups and so it’s useful to hear what each other does. We need to think about what the Board can do to help with those topics.  CMc influencing would be useful for clients with dual diagnosis as clients who use substances generally will not get mental health support until the substance misuse is addressed. This does not give the support clients need.  SW we need to understand this from public health and NHS sides. The public health strategy is being reviewed and we’re making connections at Board level with NHS. SW requested that other sub groups that share these issues to speak with CMc.  Becs Wilcox, Events sub group  BW is now chair as previous chair stepped down and the group does not currently have a vice chair. The group is very small, the events calendar is getting bigger, so the group really need new members as it’s very over stretched. If anyone has a member of staff who are good at organising, or who like planning events, please ask them to come forward to RW, BH, or HM. The events group agreed its ToR.  This week we had the SHRA session on Monday and Rural Housing event yesterday. The Domestic Abuse event ran on 20th June with over 90 participants. There is an event with KFRS on 19th July for RPs. There will be a Delivering Levelling Up event on 30th Sept. Most events are joint events with other organisations and this supports partnership working and shows the relevance of KHG in Kent.  KHG Excellence Event is on 12th Oct so please nominate your projects now and don’t wait to the 26th August deadline. There are 12 categories so something for all.  BH we will raise communications and marketing support to KHG later in the meeting. This is critical to the Events Group so we need to keep this in mind when considering that agenda item.  SW knows how busy all the sub groups attendees are. The group has achieved a huge amount and the Board will back it. KHG would like a face to face conference in 2023 but is aware that the Events group do not have the capacity to plan this. This conference takes a great deal of organising and will need sponsorship.  BH when thinking of those to join the Events group consider this could be a development opportunity for a members of staff.  MA they will nominate for awards soon. VM they will nominate soon.  Emma Bartlett Housing Strategy and Enabling sub Group (HSEG)  EB has been chair since November 2021. The shortage of staff is a recurring theme. Many LAs have one or two officers for this area of work. The group is almost working as being colleagues as many don’t have team members now. Members also have larger roles and that can impact on what the group does. They are also working the Essex sub group and the chairs attend each other’s meetings so share issues and good practices. This sub group has more objectives from the K&M HS than most and can only give a light touch on most of them.  The group is focusing on First Homes and the group members are learning fast and sharing good practice, again working as colleagues and team mates. The group feels they are struggling on First Homes and they could do with support.  They have updated the Rural Housing Guide around First Homes and participated in the Rural Housing event yesterday. Home Buy, Action with Communities in Rural Kent and SELEP all regularly attend and give updates and we can feedback to them.    Next the group is looking at becoming bid ready, as grant funding comes with short deadlines, so you need a project ready to be able to bid. They are looking at viability toolkits and that could become a joint way of working or procurement. Ambition and risk to borrow money can be a barrier to deliver. It would help if the Board could encourage LAs to be bold in funding house building programmes. Also, can we consider whether we’re getting the right people at meetings and do we need more senior buy in.  SW Ashford are looking at borrowing to provide housing. The Delivering Levelling Up event in September could address some of these issues and EB may want to speak with BH, mentor of the Events group, to ensure the event covers what they need. TK is the link to Kent Chiefs and TW is the link with KCC so we do have a full range of partners and BH is a good link within the group to other groups.  BH There will be a First Homes Roundtable on 22nd Sept and also a Viability Workshop on 21 July.  Vicky Hodson Homechoice  Locata, the current Homechoice system provider’s contract comes to an end in 2023. VH will be asking all partners to sign an extension to the Partnership agreement. She may need to ask for Board support in gaining sign up to this.  TW will put VH in touch with Matt Leggett to discuss. VH asked for a KCC legal department contact. TW will look at this and respond to VH.  SW recognised Homechoice is not a sub group of KHG. The Board will support the agenda. Could VH bring a briefing document to all members of Homechoice and KHG  Manpreet Bhupal vice-chair Kent Housing Options subGroup (KHOG)  They are currently working on DA reciprocal arrangement for social housing tenants; reviewing the IHF/ families with complex needs protocol with partners; updating the protocol with KMPT planned discharge from MH inpatients facility for a person who may be homeless and updating Duty to Refer protocol. KHOG gave feedback to KCC on the Kent Homeless Connects consultation.  Toni Carter, chair, explained that group members are extremely busy in their day job. They are aiming to update are protocols and know partnership working is the way forward. They are worried by the potential loss of KHC. They will focus on Temporary Accommodation provision and procurement as we all want to rely on it less. They want to become ready to make joint funding bids and to get better at doing this and being able to work at the very short deadlines. The group may need some assistance with this.  MBr TA issue is huge and our collective buying power could be great. We’d benefit from good procurement advice on this to keep quality right and costs manageable. Is the group doing a joint response to Flexible Support Grant consultation? TC this will be brought up at the KHOG tomorrow.  SW KHG aims to coordinate a KHG view on relevant matters, but can only be done when there is a general consensus and then it can reflect the main themes and thoughts. We need a structure to any responses and KHOG should identify the themes that need to be covered as KHOG are the experts on this.  VM well done as this is a huge task. The Flexible Support Grant [consultation](https://www.gov.uk/government/consultations/homelessness-prevention-grant-202324-onwards-technical-consultation/homelessness-prevention-grant-202324-onwards-technical-consultation) ends on 26th August. It’s an online form so not room for long answers. Her colleague will raise issues around Temporary Accommodation at the Chief Exec Group.  SW recognised the huge amount of work here.  MBh presented to KHOG in May on K&MHS and asked the Board how do we measure performance on the themes?  SW we are looking into this. Some of the themes and objectives are quite far reaching so we’ve refreshed a strategy monitoring group that BH will chair to look at how we deliver the strategy. We will add how we measure success to the agenda for this meeting.  Neil Diddams Asset Management  This group formed in 2021. There is a big interest in retrofit and how groups work together on this. KCC’s talk about the Kent and Medway Energy and Low Emissions [Strategy](https://www.kent.gov.uk/__data/assets/pdf_file/0004/121954/Kent-and-Medway-Energy-and-Low-Emissions-Strategy-Implementation-Plan-2020-2023.pdf), priority 5 Building Retrofit Programme, showed the need for a planned approach and there will be a new Strategic Domestic Retrofit group forming to look at this. Procurement is a big issue and the group may be better to working together on it. The group has had presentations on Ground Source Heat Pumps from Kensa. Members are trialling Endotherm to reduce fuel use and they will present next meeting. The group has discussed becoming bid ready and the new Strategic Domestic Retrofit group may help there. KFRS presented about cooking safety device, they will talk to RPs on the Fire Safety Bill and they will talk about the Primary Authority Partnerships in October. The conditions of voids and over grown gardens is an issue and the issue around the condition of homes being returned is probably a cross sub group issue that the group could benefit for support on this.  SW could have a workshop or event on managing voids. It would be worth working with the events group and perhaps the engagement and tenancy management group on this. SW very pleased to hear the asset management group is thriving.  Julian Watts Private Sector Housing (PSH)  The group meets twice a year and met in July. They include LA, landlord associations, and the Home Improvement Agency. The agenda does reflect the issues in the K&M HS. PSH discussed the various hospital discharge schemes that help people needing to leave hospital and go home. PSH are working on the Kent Fuel Poverty Strategy with the HHSC. The cost of living crisis will exacerbate fuel poverty and the group recently heard about the Kent Support and Assistance Scheme which helps people in crisis.  SW the private rented sector is very busy. Many of the attendees also go to the CIEH Technical Working group. There is linkage between the sub groups on fuel poverty. There can also be safety issues when tenants feel their heating system is too expensive and they choose other heating, perhaps from portable or LPG systems.  Lin Perkins Engagement Group  LP explained that they have 3 new co-chairs who stepped up this year. None of them have chaired the meeting as yet. They are focusing on how to survey tenants, in different formats, and use the feedback to shape services. They would like to look at working with TPAS and considering accreditations. The cost of living crisis is a big issue and the group is concerned about how to signpost vulnerable people to support.  SW is engagement a topic that is wider than the engagement group and would it be useful to touch base with all sub groups as all have a part to play in engagement. It is possible that LAs may have a longer journey on this than some HAs. This could flag whether an event may be needed.  LP this area may not be taken as seriously as some others but has a very important part of play.  SW thanked the sub group reps for coming and speaking. BH found the updates from sub group very useful  Julie Terry, vice chair of Tenancy Management sub group gave apologies this morning and said she has a major emergency to manage now. There is currently no chair for this sub group. | KHG Ex Board Members  KHG Ex Board Members  KHG Ex Board Members  EB and BW  EB  TW  VH  HM | Consider issues raised inc. supporting clients with dual diagnosis and how to raise with Public Health and NHS  Identify any staff members who would enjoy joining the Events group  Send your nominations for Excellence Awards in now papers are [here](https://www.kenthousinggroup.org.uk/kent-housing-group-excellence-award/)  Liaise to understand the need for LAs to fund affordable housing plans and get into the Levelling Up event  Speak with BH of the events group to request borrowing to provide housing is raised  Put VH in contact with ML and legal contact  Provide briefing note on changes to KHG  Add measuring performance to K&MHS implementation group meeting agenda |
| **Communications service for KHG** | Dean Spurrell and Jeff Sims from ABC communications service attended the meeting. SW asked ABC to consider whether they could provide communications support to KHG. A paper was circulated with the meeting papers on what they could provide. This showed they have the skills, knowledge and experience to be able to provide these services. They’ve benchmarked their costs against over providers and are competitive. They’ve recently provided a template for a KHG PowerPoint presentations and the newsletter. They feel they are in a good place to provide the services and address the priorities of KHG. ABC can provide a whole range of marketing services and would like to hear about what KHG does, on the needs, and create a proposal. They posed three questions;   * What do you need from ABC communications service * What are your key priorities and * How would success be measured   BH is sure that KHG needs assistance to run the conference, events and awards as well as other marketing. He suggested that we identify the resources we have and identify a budget. We need to turn the volume up on the Voice of Kent. He recommended putting a 6 month and 12 month review on the service.  TW echoes BH’s thought and supports it being in-house at ABC. It is very important to increase KHG’s visibility in the sector and within our own internal stakeholders, with our directors and chief executives.  SW KHG wants to be a ‘go to’ group for Kent Leaders and Chiefs and the media. We need the connections and a recognition that housing is wider than physical buildings into the health and wellbeing agenda. When HM worked with the COMF marketing provider they reported that some organisations did not know what KHG is. Greater media awareness will lead to more invitations to comment on issues. We must be careful when commenting on political issues and keep in the KHG ethos. We need to be clear what the ethos is.  BH having HA Board members may help give those able to speak without the political restraints LAs experience.  SW will liaise with DS and JS and would like to see a proposal. The Board agreed to delegate to SW to make a decision on this. | SW | Liaise with ABC communications service on their forthcoming proposal and made a decision on it. |
| **EDI survey and next steps** | Mushtaq Khan from the Housing Diversity Network explained how they carried out a survey on Equality Diversity and Inclusion (EDI) in KHG members over the winter months. MK shared a presentation which will be circulated by email. HDN are not for profit organisation that helps organisations become more inclusive. They were asked to do a baseline study of members of KHG. 15 members responded. Most organisations in Kent are taking some actions. Most have a forum, group or champion for EDI. Less than half used an accreditation framework. Some organisations lacked data on the topic and some could not give data for Kent only. Diversity was considered at each broad level. Customer profiling was done but some organisations seemed unsure what to do with the data.  BH thanked HDI for their work on this issue. HDI are being invited to present to main KHG and then KHG needs to ask each member executive team to reflect on the issue and how they will use it to improve the area.  SW the report is very useful and will give good food for thought. KHG needs to reflect on the findings. It would be useful to hear the presentation at main KHG. MK would like 30 minutes to present and then 10 minutes for questions and answers.  SW asked Board members to read the report and join the discussion at the main KHG meeting on 20th July. | HM  KHG Ex Board Members | Circulate the presentation from HDN  Read the report and join the discussions at main KHG meeting on 20th July |
| **Matters arising From May Board Meeting** | We are working with partners on health. This includes;  Following the presentation from the Director of Kent Public Health to main KHG in May we’ve had a request for a housing rep from KHG for the strategic public health group via Mike Gogarty. Mike has made contact with each LAs directly for the operational group too. SW asked if any Board members could join this strategic PH group to represent KHG. CH volunteered and HM to send her details. CB to report back to the Board.  Integrated Care Board – Cedi Frederick has made contact and arrangements have been made for Sharon W, Brian H, Tim W and Cathy Mc to be invited to a meeting on 29th July.  Turning the Tide focuses on inequalities for ethnic minorities. Are there ways to join the agendas?  SW, CMc and Dan Wright from Kent Community Health NHS Foundation Trust will meet to discuss fuel poverty and health disparities on 5 August 2022  Sharon asked the Board how we can coordinate these health agendas. All to come back on this issue. CH Swale has met the public health strategy contact and it’s clear they want to work with LAs. SW will contact the people organising these aspects of work to see if it can be brought together to work together.  SW to contact the various partners to see if they can work with each other  These items were not covered during the meeting due to time constraints but are provided to help monitor progress;  HM to determine how to review KHG fees. HM is currently gaining data on number of homes from HAs and will use this to inform review.  SW Ask TK to raise asking NHS to contribute to HHSC with Kent Chiefs.  SW Approach Paul Bentley on value of HHSC work  HM Revise ToR to Medway’s seat is one of the LA seats and Kent Chief Planning Officer rep is included. Done and circulated for sign off. No negative comments so accepted as new ToR from Jul 2022.  SW&BH Recruit 1 LA and 3 HA reps using targeted recruitment and general recruitment as needed. Sharon will email an update on this.  VM Email an update on gender identity and low representation on BAME households in Kent compared to other areas to SW  TW Request a refreshed version of GIF  SW email the Board to raise salary increments for KHG PM post. | CB  KHG Ex Board Members  SW | Become the KHG rep on the Kent Public Health Strategic Group  Respond to SW on how to address the health agendas.  Ask these partners how we can all work together |
| **KHG Budget** | We now have Purchase Orders from all members for their fees. SW all matters are in hand.  We are looking at a graduate post to support the volume of work and we need to make provision for the costs of that. A JD is drafted and SW will send this to the HR for grading.  We need to decide what level of funding to put to communications work to make the work meaningful. SW suggested beginning with £15k to see what can be provide for that and to be reviewed in a year. | SW | Finalise the JD and send to HR for grading and Board for approval |
| **Regular Updates** | These can be submitted in writing in advance.  Medway Council; MBr had to leave the meeting before this item  SELEP; BH the situation for developers continues to be a challenge.  Commissioning Update; MA has sent a written report to be circulated that includes; Children’s commissioning; Adult social care commissioning; the Adult Social Care Strategy and Carer’s Strategies; Domestic Abuse; Live Well Kent; Integrated Equipment Service and Kent Homeless Connect. KCC gave an update on KHC to Kent Chiefs yesterday. The consultation ended on 6th June and the decision will be made by Cabinet on 21st July. 220+ people responded to the consultation. There is a broad consensus with LA colleagues on a phased approach to transistioning. KCC has launched the adult social care [strategy](https://democracy.kent.gov.uk/documents/s110583/Appendix%20A.pdf) It is a different approach and very client and placed based approach. There is also a Carers [Strategy](https://democracy.kent.gov.uk/documents/s110588/Appendix%20A.pdf) and these documents will influence everything they do. SW asked if there could be a presentation on the KHG meeting on Adult Social Care Strategy at the main KHG in September. KCC will mention at KHG in July and then give more details in Sept.  COMF report; HM circulated with agenda.  Homechoice, VM; unfortunately insufficient time for this item  Events Update; HM circulated with agenda. | HM | Circulate MA’s update that gives more details. |
| **AOB** | Date of next meetings are**;**  21st September 1.15 to 2.15  16th November 9.30 to 11.00 – an extended meeting to allow time for the sub group chairs to present. |  |  |