**Present**: Toni Carter, Dartford and chair KHOG; Natalia Merritt, Maidstone; Manpreet Bhupal, Gravesham and vice chair KHOG; Rachel May, Sevenoaks; Robin Cahill, KCC; Maddie Goldrick, Beam; Stuart Clifton, Tunbridge Wells; Sylvia Roberts, Ashford; Duncan Berrington, Thanet; Rachel Westlake, Max Guest, Mel Anthony, and Luke Edwards, KCC commissioning; John Littlemore, Maidstone; Vicky Hodson, Homechoice; Mark Damiral, Folkestone and Hythe; Natalia Merritt and John Littlemore, Maidstone; Sue Brown, Medway; Elly Toye, Dover; Claire Keeling, TMBC; Kylie Gillham, Canterbury; Lin Guo and Nirosha Dissanayake, Kent Public Health; Alex Clarke, DLUHC; Helen Miller, KHG;

**Apologies:** Pam Millington, Dover; Bob Porter, Thanet; Daniel Killian, Gravesham; Hazel South, KCC; Vicky May, Gravesham; Sharon Donald, Sevenoaks; Amanda Gill, Ashford; Lisa Clarke, Clarion; Lora McCourt, Canterbury; Ray O’Shea, Ashford;

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| Reference | Notes/Outcome | Who | Action/Decision |
| Matters Arising | AC to check whether s208 guidance will be updated. AC asked, no planned changed to the code of guidance at the moment. The duty to inform that a LHA is placing a family out of the borough does apply for the Ukrainians. The placing LHA should support the family and also inform KCC if the family will be destitute. The LHA involved in this case has been rebuked by DLUHC. Please flag any other such cases of this not being reported to AC. TC Dartford have had a similar case and brought it to ACs attention.  Gay Larter said she was happy to attend team meetings – contact her if interested.  VH remove COMF question from Locata at end of June. Done  HM seek clarification from KCC on COMF timescales. DONE and confirmed to group that any case begun by 30th June has 56 day to spend any COMF funds and a final data return to be sent to HM by 14th Sept – if your organisation has not already sent a return showing all spent.  LC and TC to liaise on DA coordinators and the DA reciprocal agreement. TC has asked DAC to liaise with Lisa Clarke on coordinating the DA reciprocals. This will start with Jackie Hyland and she will take it to her DAC colleagues. They will monitor to ensure that all parties make similar requests and contributions. They will report into KHOG.  JL to liaise with KCC over IHFdocument and explain that KHOG members need to see operational document before sign off. DONE, JL spoke with Karen Coffey and HM sought volunteers for working group on this to formulate the practice document. Rachel May, Natalia volunteered and offered to host and provide snacks, Kylie volunteered. HM to send the names and email addressed to KC so a meeting can be coordinated.  VH seek costings for putting Kent Agency Assessment form online. Catch up in later item.  HM put Kent Agency Assessment form online. DONE  TC Arrange a meeting with NC, JL and MBh to decide how the reviews of the protocols written by KHOG will be done. The meeting will be arranged.  All Read presentation on K&M Housing [Strategy](https://www.kenthousinggroup.org.uk/protocols/kent-medway-housing-strategy-2020-2025-a-place-people-want-to-call-home/) and identify the objectives that KHOG should look at first. TC and MBh have discussed and feel procurement of Private Sector and TA accommodation. Please let TC know if there are other issues.  All consider projects that you may wish to do with other organisations. Discuss this with partners. Let the Board know of any help needed, particularly around data. Let TC know of any ideas.  KHG awards nominations are open to 26th August. |  |  |
| DLUHC update | Alex Clarke  The supported housing improvement programme has been announced, <https://www.gov.uk/government/publications/supported-housing-improvement-programme-prospectus/supported-housing-improvement-programme-prospectus#section-3-summary-of-funding-details-for-local-authorities>  The Homelessness Prevention Grant consultation has been opened. <https://www.gov.uk/government/consultations/homelessness-prevention-grant-202324-onwards-technical-consultation>  The grant formula is being reviewed, and they are consulting on idea that payments are made in tranches and later tranches of money are provided on the basis that 3 valid H-CLIC returns have been made. There are two proposed formulas and generally Kent LHAs do reasonably well, except F&H. Please feed into the consultation as an organisation and perhaps as Kent.  TC Dartford will put in an individual response. Would people want a Kent response?  JL need an individual organisation and joint response. It does not focus on the gap left if KHC ends.  HM Send out an email to ask if colleagues want a joint response. Toni is happy to draft the response. | **HM** | **Ask members whether they would welcome a KHOG response?** |
| Beam | Maddy Goldrick, partnerships lead of Beam shared a presentation about Beam, which will be circulated. It is a social enterprise that helps those who are homeless, or at risk of homelessness, into employment and private sector accommodation. They will help those with no recourse to public funds. The process can be summarised as;   * Councils and charities can make referrals to Beam * Beam support the client and create a strength based action plan that is agreed with the client * Communities donate, via large pool of monthly donations, to help the client get ready * Companies hire the client, with average salary of £26K and 9.5/10 average job satisfaction * They find homes using network of landlord partners and providing tenancy sustainment for 6 months   They have good success with both tenancy and employment sustainment. Beam outlined how they can support other local employment programmes by covering any gaps.  RC asked if she has linked in with apprenticeship programmes that they have for care leavers? Maddie is interested in discussing that further. RC will make the link with the 18+ team at KCC.  NM are in person workshops or 121 support available. MG most work is done remotely. They can do an in person workshop if participants are based in Kent.  Maddie welcomed people making contact with her.  JL Maidstone hope to begin working with Beam.  SC Tunbridge Wells are also seeking to get approval to work with Beam. | **RC** | **Help Maddy connect with the 18+ team at KCC** |
| Health Needs Assessment and draft Kent Substance Misuse Strategy | Lin Guo & Nirosha Dissanayake of Kent Public Health shared a presentation which will be circulated. They outlined a new Kent Drug and Alcohol Strategy. They have the Kent Alliance for Substance Misuse and the new strategy will be overseen by them. During the pandemic alcohol and cannabis intake increased.  Nirosha Dissanayake presented the slides on the findings of the Rough Sleepers Needs Assessment. RS experience poorer health outcomes with almost all having a treatable mental health issues. Substance misuse is common in rough sleepers. We need to address substance misuse and mental health issues together. They also experience poorer physical health and are less likely to have treatment for them. Rough sleepers need a wraparound service to address all their needs together.  The presentation posed the questions;  How could we work together to strengthen the in-treatment pathways to support vulnerable people/target groups/ rough sleepers in relations to;  Data  Service  Others  JL Regarding data, are your numbers of rough sleepers fluctuate as taken from rough sleeper count? MBC also has an RSI service which accommodates vulnerable former rough sleepers. Government policy of ‘everyone in’ reduced the number of rough sleepers on the street and it has probably increased since. LG the data sets are fragmented yet a picture is emerging from bringing data together from many sources. Data can be shared in appropriate ways to help vulnerable clients receive the services they need. | **HM** | **Circulate presentation and Health Needs Assessment** |
| Commissioning Updates | MA showed a presentation giving an overview adult social care services. She highlighted their Adult Social Care Strategy and their Kent Adult Carers Strategy. There will be a new commissioning strategy. They will present to main KHG on 15 September to set out the direction they will take. KHOG could invite a presentation in desired.  Kent Homeless Connect thanks to all who responded to the consultation. They had a high volume of responses. Three responses suggested that KCC ending KHC may be deviating from obligations in the Homelessness Code of Guidance. Legal advice showed that was not the case but they will continue to check that they do deliver against all requirements. The EqIA has been finalised. There are links within the presentation to where papers will be posted.  Live Well Kent and Medway LE the service is being retendered. The news service will go live on 1 April 2023.  Integrated Community Equipment Service – contract ends in March 2024 and the new service will be redesigned within the new strategic direction of KCC. Sharon Wilcock will be in touch to discuss this.  Domestic Abuse RW facilitated the Domestic Abuse event and the slides and recording has been made available by HM via SharePoint. The first DLUHC return has been submitted. They will set up a learning event to help make the process smoother next year. The needs assessment for DA is being refreshed to be completed around October. They have funding from the CCG for a hospital IDVA for the Maidstone and Tunbridge Wells trust.  KSAS applications are still high. The Household Support Fund provides help for food and energy and the fund is very short lived.  JL the Committee report and there is nothing about the transitional payments. Will that be in the report that goes to Cabinet? MA they are securing an agreement on the plans and funds for each districts transitional plan so this is not detailed yet. They do not have a timetable for this yet. It is made harder by not knowing the RSI allocations yet. They are discussing the issues with health colleagues to seek funding. The funding conversations are based on the 80, 60, 40 6 monthly tranches discussions. JL providers need to know as soon as possible to help providers retain their staff.  JL Is the Integrated Community Equipment that same service we fund from a top slice on from disabled facilities grant. MA no, MA doesn’t think it’s the same thing but she will come back to JL on that.  NM were any changes made to the EqIA? It seemed quite general and not specific to particular groups of people. MA yes, some updates were made though do relate to the transitional planning. The updated EqIA is available on the website.  RC The Young People floating support commissioning and shared accommodation contracts were due to end in September 2022. KCC had gathered data and consulted to form the business plan for the service going forward. In December 2021 OFSTED announced there would be new regulation around supported accommodation for 16-17 year olds, but this has been delayed. The plan was to award a 6 month extension (to end March 2023) as a direct award whilst awaiting OFSTED guidance on what they will required. It now appears they will not have the OFSTED guidance until around December 2022 so they wouldn’t have the guidance in time to know what to procure form April 2023. They will ask the management team how to procure in these circumstances. RC would like 20 minutes on KHOG Sept agenda to cover in more detail. He will have the management decision on how to proceed for procurement by then.  The drug and alcohol update from SB was circulated with the meeting papers. | **HM** | **Give commissioning updates enough time on Sept agenda to allow 20 min update from RC** |
| COMF | TC explained that KCC have said that cases started before 30th June, but not yet completed, can continue with any funds spent by 25th August. As such LHAs are asked to send a data return in for June by 14th July. If this shows remaining funds they will be asked to do a final return, by 14th September. Any unspent funds will be returned to KHG who will return them to KCC.  Every LA is asked to send in at least one case study so we’d urge those who haven’t done this yet to do it now.  **Question**  HM will need to use H-CLIC data for the final report to KCC. She is seeking someone to have a short meeting with to check her understanding of HCLIC – would someone volunteer? NM volunteered with TC and MBh as a back-up.  **Marketing update.**  Marketing was initially run equally across the county. More recently it has been targeted at areas where spend was lower and it ends on 30th June. The supportforkentlandlords website has been made into part of the Kent Housing Group website [Support for Kent Landlords - Kent Housing Group](https://www.kenthousinggroup.org.uk/support-for-kent-landlords/) and the animation has been updated to remove references to Covid and continue to encourage landlords to seek advice from their local housing authority. | **HM** | **Contact NM to seek guidance** |
| Protocols | DA reciprocal agreement in social housing – written update from Lisa Clarke   * We are in the final stages of agreeing the content/format of the supporting documents and then we will move to the next stage in the project which is essentially the communication/promotion of the scheme. We are still on track to hopefully launch late summer. * Lisa Clarke has met with Toni Carter who has agreed that KHOG will act as the governance body for the scheme and that the performance monitoring will feed into this group. We are awaiting confirmation from Toni that the DA Coordinators will take the role of Local Coordinator.   TC the North Kent Domestic Abuse Coordinator, Jackie Hyland, has agreed to take this on & to take it back to the DAC group for discussion. We are going to set up a meeting with Lisa Clarke to discuss the process of facilitating the coordination of the reciprocals.  IH/Families with complex needs – seeking volunteers for joint working group with KCC  Covered in Matters Arising. Rachel May, Natalia Merritt and Kylie volunteered.    [Kent Agency Assessment Form](https://www.kenthousinggroup.org.uk/protocols/kent-agency-assessment-form/) – Vicky Hodson  She was asked to look at whether the KAA could be made into a digital form and how much it would cost. DDC could do the conversion. We’d need a data processing agreement. VH will get a price. This new system would arrive directly in correct councils email box. When VH has costs agreed the way it should be paid for would have to be agreed.  JL is this linked to the Homechoice provider? No, this is not connected to that.  KMPT and the old Joint Protocol for planned discharge for homeless people from mental health in-patient facilities - Manpreet Bhupal  This is almost finalised except the timescale for a housing department would need to respond to a referral from KMPT. Would people be able to go for 3 working days or 5 working days? People suggested 5 working days.  SC is that to respond to a referral or to find a final decision? MBh it’s for the initial referral and begin making contact.  Once this version is agreed with KMPT the document will be circulated to KHOG for sign off.  MBh to go back to KMPT with a 5 days response.  Young Persons Protocol – Robin Cahill & Natalia Merritt  RC had meeting with Ministry of Levelling Up. They encouraged a review of the protocol in two main topics, homeless 16-17 year olds and care leavers. They seek agreement from KHOG to the review and to set up working groups for care leavers and one for homelessness 16-17.  NM We need to strengthen early interventions, not rely on duty to refer, and need tenancy sustainment work.  TC who do we need in each working group? RC Need frontline practitioners in both the 16-17 group and the care leavers groups. RC could identify relevant people from KCC. TC and NM volunteered to be part of the group. Email to be sent asking which working group they want to be part of.  Duty to Refer Helen Miller  This was circulated to KHOG from 15-29th June. It has been agreed and has been sent to KHG Board for approval. Once signed off by the Board it will be posted on the KHG website. | **HM**  **MBh**  **HM**  **HM** | **Enable volunteers to make contact with KCC rep.**  **Liaise with KMPT and confirm the 5 working days timeframe.**  **Once KMPT satisfied circulate draft to KHOG for comments**  **Email group seeking volunteers for homeless 16-17 and also care leavers working groups** |
| being bid ready | MBh the idea is about planning the projects you’d like to run, should funding become available. We’d like to know what areas people would like to work with others on. Once a topic(s) is agreed members can gather the right data to be ready to bid. Please identify topics your organisation would want to bid together on.  TC the Board is willing to support the sub group if it would want to plan ready to be able to submit a bid.  TC Dartford may benefit from joint bids for RSAP. If we’d known what we needed as c county this could help.  CK they often don’t have enough need to bid. With others organisations the level of bid would be higher and so perhaps they could then be able to bid.  MBh lets identify shared concerns so we know what we may want to bid on. | **All** | **Email HM with the topics that you’d want to plan a joint bid on** |
| Delivering TA | TC would we benefit from jointly procuring TA? Could we take a county wide approach? Perhaps we could look at how to reduce placing people out of area? Would it be useful to have a sub group to discuss this?  ET to TA situation is dire and staff are stressed by trying to address it.  KG they are also keen to finding solutions. It would be easier to provide support to a client if in your area.  SR Ashford are also keen to work on this  MBh Great to get people closer to where they want to be to maintain education, employment, etc.  RM, Sevenoaks are interested too  JL, we need to be very honest on who is placing where and share good practice. He’d also like to look at why the number of applications have come up now. MBC is seeing this partly due to DA. Would be good to see if we can address the flow too.  TC rent arrears and DA cause their peak in cases.  MBh DA, rent arrears have led to their high numbers. The landlords’ forum flagged some thinking of moving to TA but TA is not the aim, settled accommodation is.  NM is concerned on disparity in charges across Kent for the same homes. Do we need Kent wide SLAs on charging?  RM would like to do a bench marking exercise to look at consistency on prices, landlord incentives and then agree prices. Could this be done across Kent? We’d need to be aware of London prices and incentives.  SC Maidstone, Tunbridge Wells and Swale have a shared procurement service. They are happy to share the learning from their exercise.  TC will send dates out for a meeting on this TA topic. | **TC** | **Email group with list of dates for a meeting on addressing TA** |
| Topics for KHG events | Events group has asked which topics each sub group would like an event on. It would be useful to identify the topic, any issues it should cover, organisations to work with and preferred speakers.  Also the events group would welcome new members.  Topics; cost of living and supporting households to cope. Organisations to work with include Citizen Advice, KSAS, and Food bank organisation. Must not focus on how bad it is – but solution focused. How to reduce food waste and get more meals from less. Jack Monroe eating for a £, Clothes banks, etc.  NM Debt advice and Step Change  DLUHC and grant support coming. | **All**  **HM** | **Email HM with any further ideas for topics**  **Email group seeking volunteers to join events group** |
| Any Urgent National Policy, Case Law Updates | SC use of AHAS figures. AHAS has been agreed as an objective source of affordability. SC pasted the details below into the chat function;  ***Kingston Upon Thames RLBC v Baptie***  ​ [2022] EWCA Civ 888  Peter Jackson, Asplin, Warby LJJ  The Association of Housing Advice Services (“AHAS”) is a non-statutory body which conducts and publishes research on housing policy. It has published – and updated from time to time - a document entitled *Evidence base for cost of living and guidance for caseworkers* which offers suggestions for what amounts to a reasonable living cost for individuals and families (*e.g*. in 2019, it suggests allowing £21 per week per person for food, explained by reference to worked examples and actual food costs at major supermarkets).  Ms Baptie was evicted owing to rent arrears. She applied to the local authority as homeless under Part 7, Housing Act 1996. The authority concluded that she was intentionally homeless; it relied on the 2019 AHAS guidance and decided that she had sufficient funds to pay her rent and meet her necessary living costs. The county court judge quashed that decision on appeal and held that the AHAS guidance was a legally irrelevant factor which the authority was wrong to take into account. The Court of Appeal allowed an appeal. The guidance was a reliable source of information about the prices of goods and items which an authority was entitled to take into account. The authority had been entitled to reach the decision that Ms Baptie was intentionally homeless.  RM they had a recommendation from Minos to add 15% to AHAS figures to September and then 30% after September to cover affordability and the cost of living increases.  TC asked that when your organisation is planning training to please let each other know so can share the costs.  RC KCC has received the outcome of Court case that was taken against our provider of shared accommodation about the occupational agreement they use and whether it was actually an assured short term tenancy if the young people do not pay anything towards their accommodation costs. The Court found that was that when the YP doesn’t contribute anything towards the accommodation they do not have an AST, that there wasn’t the same protection under the Housing Act, for those who hadn’t contributed anything towards their accommodation within that service. They have more than 70 over 21s in that service who haven’t paid anything towards their accommodation costs. The 18+ teams will be working with the service provider looking at issuing notice to vacate to those people so they need to move on from the service. RC the 18+ team will send the duty to refer over the LHAs as soon as possible. They will be a planned approach on how KCC serve those notices. |  |  |
| AOB | TC is this hybrid meeting model wanted? There are very low numbers of people taking the option of in person meetings. There is some effort needed at the Maidstone end so we need to be mindful of whether we should be asking Maidstone to do this. Maidstone have offered to provide the venue if wanted. The smaller room works better as has better acoustics to allow us to hear those in the room in Maidstone. RM meeting in person would be great but they lack time to travel. ET people may not event allow the time around meetings to travel. We’ll keep this under hybrid meetings review.  ET please let ET know the number of officers and number of cases they deal with. ET will share that data.  Topics for next meeting;  RC will give a longer update on Childrens services  Date of next meetings;  Full 15th Sept 10-12.30  LA only 10th November 10-12.30 | **All** | **Email ET how many housing officers that manage cases and the number of case you deal with** |