**Present**: Stuart Clifton, chair and Tunbridge Wells; Lora McCourt, vice chair and Canterbury CC; Vicky Hodson, Homechoice; John Littlemore, Maidstone; Pam Millington, Dover; Lynn Wilders, Gravesham; Ray Easdown, Medway; Alex Clarke, DLUHC; Marie Gerald, DLUHC; Mark Damiral, Folkestone & Hythe; Elly Toye, Dover; Rav Kensrey, Sevenoaks; Max Guest, KCC; Hazel South, KCC; Rachel Westlake, KCC; Anita Tysoe, Gravesham; Claire Keeling, TMBC; Zoe Callaway, Swale; Rachel May, Thanet; Natalia Merritt, Maidstone; Robin Cahill, KCC

**Apologies:** Sylvia Roberts, Ashford BC; Marie Royle, Canterbury CC; Kellie Pettet-Steele, KCC; Helen Miller, KHG;

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| Reference | Notes/Outcome | When | Who | Action/Decision |
| Matters Arising | Page 6 KHOG Sept 21 SC to state whether there was any feedback on his feedback on the MAPPA Housing Protocol. SC, the housing panels have begun but SC has not seen a final version yet. **No response as yet.**  Page 6 KHOG Sept 21 Review the joint housing protocol, group arranged to meet 4 Nov with Hazel South facilitating. **Progressing and ongoing – update later**  **Vice Chair to be discussed later**  Page 8 KHOG Sept 21 Regarding East Kent Protocol for Mental Health Services and the Marie Royle to take to KHG. **LMC will share the document when finalised.** **This has not yet been sent out.**  Page 8 KHOG Sept 21 LM & JL discuss West Kent model for outreach mental health services. **No update**  Page 3 KHOG Oct 21 Each LA to Consider how you could contribute to funds to allow Link Project provision to continue. – Ex offender scheme**. JL advised that no one has come back to MBC yet. Waiting to hear from MOJ in January whether the bid has been successful.**  Page 4 KHOG Oct 21 GA, RK, LMc, RK Contact each other to have the discussions needed on pathway from prison to accommodation.  Page 4 KHOG Oct 21 HM to email NH’s email address to member to enable referrals to CFO activity hub. **Done**  Page 5 KHOG Oct 21 NH and RE to Liaise to create working relationship between Hub and Medway Council. – **Contact Ray Easdown regarding this**.  Page 5 KHOG Oct 21 HM post details of perpetrator programme of KHG website. **Done.**  Page 5 KHOG Oct 21 JL and GA Discuss interventions around DA perpetrators. – **JL has had a conversation about this and is trying to progress via the Local Partnership Board.**  Page 5 KHOG Oct 21 FR To take ideas on DA back to RW at KCC -  Page 7 KHOG Oct 21 All, Consider joining the working group on the IH protocol to enable this work to be progressed. Two volunteers so far. – **picking up in main agenda**  Page 7 KHOG Oct 21 HM Post agreed ToR on website. **Done.**  Page 7 KHOG Oct 21 All, Contact SC to indicate whether you LA would wish to join a shared procurement for TA and whether you favour a system or tender led approach. **– To be pursued as a Mid Kent service.** |  | SC | Contact Lindsey Wafula, to request a final version of MAPPA Housing Protocol |
| Care Leavers Support | Anita Tysoe advised that a briefing note has been circulated around this topic.  Chief execs would like councils to publish a care leavers offer. KCC have the responsibility to put in mechanisms to support children leaving care. We have a corporate parenting responsibility which is a duty to feed in to ensure that these young people with challenging starts to their lives are supported as much as possible.  The Local District Offer which Kent Chief Officers would like us to develop would be a menu of options to compliment the main care leaver package i.e. leisure facilities or discounted council tax.  One of the discussions has been around housing and housing support and we would like to explore anything that we could do to support care leavers perhaps in a similar way to armed forces personnel.  It was asked whether we could review whether our local connection policies are preventing access to the housing register and if there anything that we could do to support this current package.  SC asked if the group could respond with what they are doing to support this group at the moment.  ET advised that DDC allocation policy had an increase in the banding for care leavers and suggests this would be reflected across Kent. JL advised that MBC would like to support care leavers as much as possible and felt that the joint protocol for young people was the housing offer and is the benchmark that young people can offer.  JL also advised that looking at numbers and location, there is a disparity in where care leavers are located in Kent. We would need to look at spreading the support across Kent.  AT says that joint protocol was mentioned during the meeting and would like to understand if that includes the local offer.  SC protocol reviewed last year and decision was made to combine care leavers and young person’s protocol. Previously care leavers was more around best practice and young person’s protocol has taken a few years to develop and an enormous amount of work has gone into that to bring it up to date. It has strengthened the work around supported care leavers and the duty to refer.  The protocol isn’t around allocations of social housing but it is about how we work jointly together to prevent homelessness in these client groups.  AT – Kent Chief Execs are keen that we have a consistent Kent wide approach so that the care leaver would have the same package of support where ever they leave care.  Robin Cahill – There is also a need to see if we can still adhere to the principles set out in the care leaver pathway and think about whether we can still achieve what the protocol has set out to do.  RC went on to say that we need to be mindful of challenges being faced by authorities in terms of what are and are not statutory responsibilities which will impact on how we work jointly.  JL – asked if there has been an intention to review the impact of the recommissioning to see if has improved or worsened the situation.  RC – due to be recommission again and this work has already started and are reflecting on the last 4 years of service.  SC requested that we are kept up to date with the position and the conversations that are taking place particularly with regard to non-statutory responsibilities.  Hazel South – protocol review actions to be taken around 16/17 homelessness and HS will update again later around this. |  | **All** | **Feed thoughts and comments through to Anita Tysoe** |
| Homelessness Data Project | Alice Palmer-Ross is unwell today but has sent the following notes:  **Brief about the Homelessness Data England Project**  The Homelessness Data England project may have landed on your desks previously, but here is a short summary; The Homelessness Data England project will link existing data about homelessness in England to help assess the implementation of the Homelessness Reduction Act 2017. Specifically, the Homelessness Data England project will involve linking Homelessness Case Level Information Collection (H-CLIC) – quarterly reporting from local authorities in England on their actions under the Homelessness Reduction Act.  This project represents the fulfilment of the original goals of HClic data and should yield benefits to Local Authorities in the long run, by more effectively combatting homelessness. The potential research outputs of this project represent innovation in the field of homelessness data. The potential benefits of engaging with this project for your Local Authority are nation-wide reports, regional-level findings, and Local Area level dashboards. These deliverables depend on caveats of data quality and number of sign-ups across England.  The methods of this research project involve Local Authorities submitting eight variables in HClic data, that you are not currently submitting. These eight variables are already collected by your Housing Team and are easily submitted from your IT systems to the Department.  The project needs input from all Local Authorities; we’re asking that you and your Housing Team colleagues facilitate engagement by considering the Data Sharing Agreement provided by DLUHC, and reaching out to [homelessnesspersonaldata@communities.gov.uk](mailto:homelessnesspersonaldata@communities.gov.uk) to work on setting yourselves up to submit the data that is vital to the success of this project.  10% of Local Authorities have already signed up and are submitting the data quarterly. The Department wants to thank those already involved in the project. We are currently looking at data quality, and consistency of submissions, with the aim of starting to use the data for a pilot research project.  Group Discussion:-  ET advised that DDC have signed up to this and they will be providing the data next year.  SC advised that MBC had signed up to the data sharing agreement but is not aware of whether this has been further progressed as yet. He also advised that the sharing of the data is very straight forward and is done in a similar way to HCLC once the data agreements are in place |  |  |  |
| DLUHC Update | Alex Clarke and Marie Gerald provided updates.  AC advised that the big news is the launch of RSI 2022-2025. This is going to be a multi-year programme with LAs being asked to consider their rough sleeping response across 4 key areas with a focus on prevention for rough sleepers. Webinars have been run and the key milestones are that co-production process has started.  Three documents will need to be completed  1. Self assessment - purpose of which to consider what current rough sleeping offer is.  2. Application form - set out what you would like to bid for.  3. Project plan - setting out deliverables over the 3 years.  Need to work with RSI advisor to bring this together. Deadline is 4th Feb 2022 which will be moderated after that and funding will be sent out by April 2022.  Reminder of HPG winter top up – additional funding provided to drive prevention, particularly to those in private rented accommodation. Kent in addition has the COMF funding so if we need to upstream prevention work as much as possible. Not to be used for TA overspend, the budget must be used for prevention.  AC advised that we should receive these funds in the very near future.  JL queried if there has been discussion around getting everyone in or around accommodation for those that don’t pass the habitual residence test. AC responded that it is too early to say at this stage.  MG advised that they have not yet received any guidance to pass on.  MG also requested that once we are aware of the impact of recent changes in terms of working from home on our front line teams could we pass that back up to DHULC  Accommodation for Ex offender funding – there has been a slow start with lots of evaluation and they would like to receive realistic targets of what could be achieved. This is for any offenders leaving prison in the last 12 months needed access to PRS.  RSAP – another round likely in early new year, process still being worked on but likely to be available to everyone outside London. It is possible that SE will be prioritised.  Some self-contained units with support accommodation may fit into RSAP definition – would we want to move forward with this?  Still awaiting confirmation around whether HMO type accommodation would fit the definition but  DHLUC would like to see more units of accommodation used in Kent.  SC – when KCC recommission their units we would like to be able to keep that accommodation available and if we have an opportunity for funding we would like to keep that going.  JL – issue for Maidstone has always been the revenue funding. MG - Proposal could be for revenue only.  MG – hopefully next KHOG meeting will be able to discuss and think about what we could benefit from in terms of capital and revenue.  AC – please contact AC if anyone has any ideas about RSAP schemes that they would like to fund and additional units they would like to fund.  SC – should we be looking at single, non priority adults?  JL – looking at what services we can use to prevent rough sleeping and can RSAP funding be used for preventative services. MG advised that it is move on that is the priority and once this has happened and rough sleeping prevented |  | **All**  **All** | **Inform DHULC of any impact on front line teams from new guidance to work from home.**  **Inform AC if anyone has ideas about RSAP schemes or additional units they would like to fund.** |
| Commissioning Updates | Max Guest from Adult commissioning – procurement activity is still ongoing and meeting with Local Authorities.  Tender go live date of 31st January and next week there will be a steering group meeting.  Look ahead– self referrals after being told that they provide bed spaces however this is not strictly true and there is a waiting list atm. Max is going to send out an update around this.  Rachel Westlake – DA, county wide needs assessment has now been published and Kent and Medway strategy has gone out for consultation. Safe accommodation projects have now got support for children and adults in refuge. All projects built in and are being delivered.  Capturing the voice of the survivor project is underway.  National Domestic Abuse commission are mapping services across all of England and Wales.  SC – is the provision of safe accommodation being extended as we know that lots of survivors don’t want to go into refuge accommodation and are accommodation options being expanded.  RW – looking to include sanctuary into the safe accommodation and those families able to access support, we do need to widen the accommodation offer to fall under the Act.  Pam Millington raised a question around the new burdens funding and asked if other Councils are using their funding to appoint IDVAS  RE advised that Medway have recruited an IDVA into the housing options team. JL advised MBC have appointed a DA Co-ordinator.  RW – KCC are looking at the option of commissioning DAHA to carry out health checks on each Local Authority. Accreditation can then be looked at.  Rav Kensrey – has a DA Co-ordinator at Sevenoaks.  RW was asked when LAs can make the next bid but she is not yet aware of this but will let us know as soon as she knows.  Hazel South from Young Persons – unregulated provision is unlawful for under 16s so some wording has now been published to make 16 and 17 unlawful which should be released before the tender for supported accommodation. They are currently considering how they will respond if that happens and she will come back to us once they know the impact this will have.  They are looking to make recommissioning and engagement more of a pathway.  Contact HS if you would like to meet with her. |  |  |  |
| COMF project update | Maxim who are marketing COMF on behalf of KHG provided a statement which was read out by Stuart Clifton   * Kent PR and marketing agency Maxim was appointed in mid-October 2021 to promote the availability of COMF funding. The contract will terminate at the end of March 2022 when the funding comes to an end. * Maxim has set up new [Facebook](https://www.facebook.com/VoiceofHousinginKent) and [LinkedIn](https://www.linkedin.com/company/kent-housing-group) channels for Kent Housing Group and is using those and KHG’s [Twitter](https://twitter.com/KentHsgGroup) channel to promote the campaign. Partners have also been encouraged to post using #SupportForKentLandlords **but we would appreciate all comms departments at Local Authorities following the pages and regularly sharing updates**. * Following user testing, the website [www.supportforkentlandlords.co.uk](http://www.supportforkentlandlords.co.uk) went live on 18 November. This is now being monitored via Google Analytics and other measurement tools. * The website contains a short explainer animation which has also been uploaded to a new KHG YouTube channel (this was created to host the animation). Maxim worked with colleagues at Tunbridge Wells Borough Council and Dover District Council on the website and animation respectively. * A press release announcing the funding was issued to the local press on 1 December. A version of the press release was shared with LAs so it could be uploaded to their websites and it was also shared with the Kent Resilience Forum communications group. * As a result of the press release, KHG Chair Sharon Williams conducted a live interview on BBC Radio Kent’s breakfast show on 6 December. KMTV has also made requests for interviews. * Three blogs have been drafted and added to the Support for Kent Landlords website offering generic advice to landlords. This content will be shared on KHG’s social channels and will benefit the website in terms of Search Engine Optimisation. * Future activities include an advertising campaign with the KM Media Group (primarily online and radio), Facebook advertising and additional content for the website. * Maxim has been liaising with the Local Authorities involved but is keen to further develop relationships. In particular, it would be useful to know of any landlords who have received funding who would be prepared to share their story, as well as milestones such as spending the first £50k etc.   Reminder to complete data return by 15th each Month to HM who will send it to KCC.  Rows 5 and 8 and rows 6 and 9 differentiates between spend on rent arrears or mortgage arrears, they should not be repeated in the second count. We need to clarify that on the data return spreadsheet.  ET – was there to be a review meeting this month to see what had been spent. SC believes that there is a meeting in the calendar. ET to email HM as DDC have already spent their current allocation of funds. |  |  |  |
| KHG/KHOG Protocols Update | Review of YP protocol  This is to be extended to include children covered by other services.  HS advised that a meeting was held and discussion around joining the groups together has concluded that this hasn’t benefited care leavers as their needs become diluted.    Looking at replicating protocols from other 2 tier authorities where there is good practice.  HS also raised concern over lack of understanding of the protocol from some front line officers and stated that we need something in the protocol that is more of a checklist for officers to use ahead of meeting with other agencies.  Intentionally Homeless Families Protocol  A draft has been written led by RS and WD at Tunbridge Wells. Additional volunteers required to continue the work and NM and RK had volunteered and are hoping to meet in January.  Domestic Abuse Management Reciprocal Protocol  A questionnaire has recently been sent out by Lisa and we will invite her back to provide an update.  ET queried how this would sit within current reciprocal arrangements. SC confirmed that it is a separate protocol and would sit alongside the current reciprocal arrangements.  JL mentioned recent Housing Ombudsman case and how a HA had not followed the arrangements so anyone working on the development of the protocol should be aware of this. |  | **ALL** | Consider volunteering to complete this review |
| Volunteers for vice chair role | This is Stuart’s last meeting as Chair and LM is now moving into a different role in Canterbury so will no longer be able to take onto the role of Chair. Kylie Gilham will now be attending KHOG on behalf of CCC.  Manpreet Bhupal has volunteered to take on the role of Vice Chair and would like some time in this vice role before he takes on the role of Chair.  JL is happy to chair on an interim basis until we have a volunteer. |  | All | Contact Helen Miller if you would like to take on the role of Chair. |
| AOB | ET asked whether people were still using the 2012 PRSO policy which was introduced after Localism Act came in.  Consensus was that it isn’t widely used and would need to be reviewed. Although it may not be necessary to have this policy in light of HRA JL advised that it is probably good practice to have a policy in place.  PM advised that there has been a request to set up a Seniors meeting which will be held end of Jan/beginning of Feb  PM also asked if colleagues are carrying out a separate ‘Assessment of circ and support needs’ or whether this is completed via the PHP.  LC responded that they have a separate assessment and will share link.  RK will also share the one used at Sevenoaks.  NM advised that MBC’s is part of PHP but would also be interested to see the documents used by other teams.  SC advised that it is the LA requirement to get the information required.  JL and KHOG thanked SC for acting as Chair for the last two years. |  |  | **LC and RK to share assessment documents with PM and NM** |