**Draft KHG EXB Meeting Notes 8 February 2023, Microsoft Teams Call**

DRAFT

**Present**: Jeff Sims, Ashford communications service; John Littlemore, Maidstone; Sharon Williams, Ashford and treasurer; Brian Horton, SELEP; Clare Maynard, KCC commissioning (from 2pm); Shelagh Grant, Anna Clarke, Simona Gavrila, Housing Forum; Shona Johnstone, DLUHC; Mark Breathwick, Medway; Charlotte Hudson, Swale; Ellen Schwartz, Kent Public Health; Vic May, Gravesham and chair of Homechoice; Tim Woolmer KCC;

**Apologies:** Simon Thomas, chair of Kent Chief Planning Officers Group and Canterbury CC; Nick Fenton, KH&DG; Anjan Ghosh, Kent Public Health; Steph Goad, Golding Homes; Mary Gibbons, Moat;

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| **Reference** | Notes/Outcome | Who  | Action/Decision |
| **Housing Forum** | Shelagh Grant, CE of the Housing Forum, Anna Clarke director or policy and public affairs and Simona Gavrila membership officer. They offer best practice, knowledge sharing, conferences, forums and webinars. Their spotlight series and topic events are run online. They check in with members to pick up their sentiments and topics. Anna explained their council’s network focuses on the issues for LAs and on 20th March they have a half day conference for LAs. The planning working group looking at resourcing and Nick Fenton had engaged on that. They respond to policy consultations and seek members’ views to build those. They do not name which organisation made each point. We can let them know of areas they should look at. Simona Gavrila maintains key contacts and will email HM to check the KHG contact details. HM will share information on their events. Simona will send details are they come.  | HM | HM to invite Housing Forum to May meeting. |
| **Matters Arising from Nov 2022** | Seeking a volunteer to be chair of vice chair of HHSC. Alison Simmons is now the chair of the group. We still seek a vice chair at the next HHSC meeting. Seeking volunteers to join the events group. We did have a flurry of new joiners but have also had VH, ST, HD and MK-M leave in the last 6 months. As such we’re still keen to have new members. SW and JL to brief TK on the impacts of the refugee programmes on homelessness and resources. JL said this was raised at Kent ChiefsHM Email the chairs of the Engagement and Tenancy management groups on fire safety to ensure groups know of the agendas – done.Share presentation of housing and health with SW. Liaise with SW on attending the meeting on 8th Dec together. DoneJS Tell HM what is needed for links with communications teams from all members so contact details can be sought from members they do not have contacts with. Not fully complete.HM Send communications plan to Board. Done HM Invite JS to all Board meetings and put item on agenda for those he can attend. Done HM Send COMF report to KCC. Done | All JS | Please encourage your staff who enjoy organising events to join the KHG events groupContinue this task |
| **Update on membership of Board and chair and vice chair** | BH explained SW is stepping down as chair. BH thanked SW for her commitment and confirmed that she will continue as treasurer for the KHG so remain a member of the Board.John Littlemore was elected as vice chairWe have someone willing to become chair in time, and after a vice chair was elected. Brian and John will share the chair role in the meantime. Clare Maynard, interim strategic commissioner, from KCC has joined the Board as the KCC commissioning representative. |  |  |
| **EDI update** | Brian updated the group that a working group met. They decided to join the Housing Diversity Network and that was run passed the Board earlier this year. HDN will support the activity of the new EDI. A letter to all CE and heads of service for all members will introduce the HDN report and seeking a colleague to lead on EDI and then create a working group on EDI. Brian will chair until the group elects a chair.  | BH | Send letter to all members of KHG |
| **Support organisations for rural homes** | Brian explained that ACRK is under threat. Colleagues from HSEG, led by Liz Crockford, have stepped up to try to find a way to preserve the rural housing enabling role. A proposal has been worked up by some LAs. SW the proposal suggested that if this work could continue under governance of KHG and LAs and HAs may wish to contribute to providing this rural housing enabling role. This work helps us understand need across Kent with a focus in rural areas. SW KHG cannot cover the costs of a new rural enabler post. We need to be sure there is sufficient funding and so seek agreement from each contributing organisation that they will contribute for at least 12 months. We also need to consider redundancy and how that would be covered. Ashford would be willing to host the role. TW he found out about this idea from KALK and they are working with Stephanie Holt-Carter on this. ACRK does appear to have fallen. They are keen to preserve the rural enabling role. TW will link SH-C with the lead on this work. This work does need linking up. LC has shown the level of need and the level of funding members will contribute. We need to ensure it’s properly resourced for at least 12 months. We need to find a HR solution that can provide employment for 12 months. BH asked to ensure that the proposal is worked up and to work with Sharon as treasurer to create a recommendation that can be considered by email as we probably cannot wait to next KHG. The group were willing for the proposal to be shaped up to cover the issues for KHG and also Ashford who could provide the HR function.  | BH | Work the proposal up with LC, MJ, TW and SW as treasurer.  |
| **Skills& talent sharing across KHG** | Nick – NF is unable to attend so role to March meeting.  |  |  |
| **Budget** | Sharon, the treasurer, explained that the budget for 2023-24 shows some deficit. She highlighted the drop in income as two members have merged. Kent Public Health has confirmed funding of £20,000 for the housing health and social care sub group.Events costs have been added as some events will be face to face – though we will seek sponsorship.HHSC post, hosted at Sevenoaks, has very high oncosts. Sevenoaks is willing to continue hosting the post.The one day conference cost has been estimated this would cost £15,000 if out sourced. The events group does not have the capacity to run this event.We have agreed to appoint a partnership assistant post for 1 year. The costs for this are shown in the budget paper. We do have an applicant to interview but need to check the Board supports appointing to the post before we interview. The Board can accept the budget has it is and take the shortfall from reserved. We can aim to gain sponsorship for events and the conference to reduce the shortfall.BH HM needs help, particularly to implement the strategy. £15,000 for a conference can probably be offset by sponsorship. The cost for Sevenoaks for employing the HHSC is significantly higher than if Ashford hosted it. It appears to be an immediate saving to bring that post to Ashford if the issue cannot be normalised with Sevenoaks. The assistant role is only for one year so the risks in employing are low and risk for not delivering are high.The reserves are shown in the budget paper and can easily cover the deficit.MB can we forecast the sponsorship for one Day Conference? If we don’t get enough could we reduce costs by running it online. JS did not feel confident predicting whether we can get enough sponsorship for the conference. JS explained that Ashford communications did not have the resource to run the event and would be better to use a company that has a good track record in running good events. Tim let’s do the recruitment as without it we cannot achieve our aims. If we cannot deliver what members need then we’re less value. On the topic of HHSC oncosts, KCC could look to host role if needed. TW thought £15,000 could be on a the high side for running a one day conference and agreed we should seek sponsorship this year and review on how to do it next year. Partners may be able to offer a venue at cost prices. JL We need additional staffing so he supports having a years partnership assistant. May also need to look at whether we increase fees in time. If we need to lose one thing let’s make if the conference. Let’s try the conference this year and see if we can get the sponsors to reduce the cost. Sharon it is an important year for housing. We should create a conference and seek sponsorship for this. The theme should be safety and compliance. BH an emphasis on growth may encourage developers to sponsor. Decisions;* Recruit to the partnership assistant role
* Explore how to put on one day conference and get sponsorship.
* BH to liaise with Sevenoaks on hosting HHSC post
* We will take shortfall from reserves if needed
* HM sent budget sheet to accountant
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| **Regular Updates** | **Homechoice – Vicky May**The Pre Assessment is being developed to include up to date eligibility legislation. Vicky has worked with Sue Lukes on this to ensure that the questions are correct and fit the way that the system works.The design of the Kent Homechoice website has been developed with the design and digital teams at Dover. The web content is being moved over and is almost complete.Single Sign On for the majority of Councils is now working – there have been some minor challenges with getting this working which we are working through. (This is how staff will login to the Huume system via Microsoft Azure AD (Google for Canterbury Okta for Thanet)Officers from all Councils will be attending the system configuration days during February and March where they will upload letters, develop the action definitions, dashboards and reports/lists.Vicky has built both the back office and customer version of the housing register form, this is not yet complete as Vicky needs to carry out further work to make the forms specific to each Council.Questions from each Councils housing options forms will be used to build back office versions of the forms which will enable improved data capture and fields that we can report against.Project progress meetings are being held with Huume on a fortnightly basis along with ad hoc additional meetings to progress specific work areas, i.e. Referrals, Income & Expenditure, Reregistration process for some CouncilsAll in all, Vicky Hodson is super busy project managing to changes with the partners. The Board wanted to feedback that we recognise all the work that Vicky is doing. **Commissioning – Clare Maynard**Adult Social Care intentions, moving towards care in the home. HM to forward slides from Clare. Clare is very keen to work with partners. **SELEP Brian Horton - to be done in March.****Medway Council – Mark Breathwick – to be done in March.****KHG Marketing – Jeff Sims**In December 2022 to February 2023 they have * HOME FRONT edition 2 – strong focus on achievements in the past year; plus news, events, reports from sub groups and more – currently in production.
* Media release “safe and decent homes” in wake of Awaab Ishak case. Distributed on 20 Dec.
* Media release – Excellence Awards 2023 nominations open. Release drafted and awaiting sign off.
* Attend selected KHG events – Fuel Poverty & Journey to Net Zero (19 Jan); Autism event with Mitch Mitchell (24 Jan).
* Provide Google Analytics refresher tutorial to Helen Miller
* Proof and edit 2023 Membership Renewals letter. Completed 7 Feb.
* KHG Partnership Assistant advert – help draft copy and promote vacancy across ABC social media channels.
* Account management to include all client liaison, administration, email and phone, attendance at quarterly Board meeting (8 Feb) and reporting.

In addition to the above activity, ABC Communications has been commissioned by KHG to deliver separate marketing support around the Cost of Living Crisis and a Spring Fire Safety campaign, provided at additional cost.HM invite JF to next events group meeting**Kent Public Health Strategic Board – Charlotte Hudson**CH had not attended a meeting on this yet. CH will liaise with Ellen to ask what is happening on the Kent Public Health strategy and feedback to HM as she cannot attend the next KHG Board meeting. Kent Public Health have secured funding around drug and alcohol misuse. TW happy to help link with Public Health connections so please liaise with him if need help making connections. | HMHMCH | Forward CM’s slidesInvite JS to next events group meetingPlease liaise with TW if need help making connections |
| **AOB** | Next meeting is 9.30-11.30 15th March. It is the extended meeting to allow to for updates from the 9 sub-groups.  |  |  |