

The Housing Board

Cambridgeshire | Peterborough | West Suffolk

Friday 7th December 2018

Monkfield Room, South Cambridgeshire Hall, Cambourne

Meeting Notes



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1. Present, apologies and previous notes

Present

- Suzanne Hemingway (SH), Cambridge City (chair)
- Sue Beecroft (SB), Housing Board
- Jon Collen (JC), HDC
- David Greening (DG), Cambridge City
- Mike Hill (MH), SCDC
- Stephen Hills (StH), CHS – RP rep
- Dan Horn (DH), Fenland
- Anne Keogh (AK), Peterborough
- Karen Mayhew (KM), Homes for Cambridgeshire & Peterborough (H4C&P)
- Helen Reed (HR), Cambridge City
- Heather Wood (HW), SCDC
- Elaine Field (EF), SCDC (notes)
- Adrian Cannard (AC), CPCA

Apologies

Julie Baird, West Suffolk; Sarah Ferguson, Cambs County / Peterborough; Julie Fletcher, SCDC; Alex Francis, CPCA; Iain Green, Cambs County / Peterborough; Nigel Howlett, CHS - RP rep; Simon Phelan, West Suffolk; Sean Evans, Peterborough; Roger Thompson, CPCA.

Previous Notes from November and outstanding actions:

Trailblazer funding: DH to write to MHCLG asking if we need to use funds into 2019/20, with support for FDC finance team. UPDATE – Have certainty of funding, DH confirmed to continue for 2019/20. In relation to recruitment, £10k has been requested for next year with 5 positive responses (from 8 District Councils/Police) and 3 yet to confirm.

Draft notes of November were then approved and are available at <https://cambridgeshireinsight.org.uk/housingBoard/>

A review of previous actions is at the end of these notes.

2. Update on Homelessness Actions

County Wide Group - Progress and Next Steps

SH updated on an initial meeting regards housing related support, and agreement to have more. Sarah Ferguson has transformation resource, and is looking at best practice elsewhere. Cambridge City has a number of hostels and we need to look at that - costs, use, etc.

Action: SB will look at last quarter of P1E's and how they compare to the new HCLIC system.

StH added that CHS (Cambridge Housing Society) are carrying out work with the County Council regards a Cost Benefit Analysis Tool, to work out where costs fall out (core model developed and being refined). JC mentioned that Manchester have a model already trialled. Sarah Ferguson's paper from the last Housing Board meeting is currently going through consultation stage. The Board discussed the Homelessness Transformation group. **Action: SH will confirm dates of future meetings with Sarah Ferguson.**

Feedback from Rough Sleepers Event in Cambridge

On 29th November a rough sleepers event was held in Cambridge, with group workshops (organised by a church group). Many organisations, along with current and previous rough sleepers, attended. The Board discussed what was new from the event and SH mentioned homelessness, different stages, number of agencies involved, and the idea of there being a key worker with each person, working with them all the way through. Also, the specific needs of women rough sleepers and their different issues was discussed, (10 – 14% of rough sleepers are women). There may be a potential to thread funding through. HW added that initiatives was discussed at the event (with much energy and interest) e.g. how best to support people, local Colleges could help. The Board discussed who might coordinate the actions (would it be the church?) and what can be done.

JC mentioned that Luminus Housing is leading on work for women. Could we join up some of the work? SH added that charitable and voluntary sectors are doing much (we need to coordinate and put this work together). The homeless sometimes have many people seeing them from various organisations; we need to encourage some of those people to work with Housing Board, e.g. digital technology, property investment, etc. Coordinate with event organisers and bring back through this Board. Hopefully another event will be held in six months' time, Housing Board could be involved in organising that. There are different issues such as rough sleeping and begging, but we also need to look at helping people sooner.

SH further discussed an information campaign to help groups work together on key messages. DG could link this to the Street Aid Campaign, and mentioned that Enforcement also needs to be considered. A single pathway approach, we need to reduce the number of organisations working with people. HW added that, we could look at this as a subset of the Homelessness Transformation Group.

MH highlighted the importance of avoiding duplication and to consider what we have in place already i.e. Think Family, Trailblazer work, etc. How can we translate all this into a longer term approach? Focus on linking work at the next event. SB mentioned a group who will coordinate results and feedback from that day. Chris Jenkins (event lead and organiser) to help what comes next.

SB could add a page to Cambridgeshire Insight regards homelessness and rough sleeping. KM added we need to have a proper communication strategy (information campaign mentioned by SH).

Update on Rough Sleepers and Health Survey

Cambridge and Peterborough compiled a survey, to which many responses have been received. **Action: SB will collate the results.** An example is a dental service particularly for rough sleepers, which is under used. There are misunderstandings about what some services provide. SB mentioned thanks, to Iain Green of Cambridgeshire & Peterborough public health, whose efforts on this project were brilliant.

3. SHMA and NPPF

Adrian Cannard (AC) of Cambridgeshire and Peterborough Combined Authority (CPCA) discussed spatial planning for CPCA, who have a devolution deal, and added that the Mayor has set out CPCA ambitions where housing is central. AC outlined those CPCA objectives for housing. Work commissioned to look at the economy. If the economy was supported, housing would grow more quickly.

CPCA will carry out a non-statutory Spatial Framework (the Mayor hopes that this can be a statutory document). Would need an evidence base i.e. housing needs (SHMA). We now have an opportunity to commission work to update (a SHMA type document). CPCA is currently working with Sara Saunders of the Greater Cambridge Planning Service, on how we scope this and take back to the Planning group.

SB mentioned that a County Council research group was previously working on a SHMA. This will be brought

together, in line with all the District SHMA's in the area, by March 2019. DH added that we are keen to ensure work in tandem with existing investment. We need to understand who is doing what, as part of the process.

JC asked if the CPCA would duplicate, or complement, existing work in the Districts. AC confirmed it is to compliment, that the CPCA are conscious of not duplicating, and intend to use existing information and update with a new Statement of Cooperation. StH added that there are different housing markets in the area; we need to know how these link. Also work coming out from Cambridge ahead, methodology. Need to understand government led models and academic models, need to do work to understand why they are far apart.

AC continued that he will scope a brief to commission the work (working with Sara Saunders to do this). SH asked that Housing Board see the brief before it is distributed, in order to keep involved.

Action: AC to share that brief.

DH added that we could look at how current funding can match the brief. AK continued that the CPCA can work with what Peterborough have and avoid duplication (which can be a problem when it is Local Plan Hearing time). SB mentioned back up support at Local Plan examinations in public, AC added that this piece of work can look at that and indicate the robustness.

4. West Suffolk Housing Strategy

West Suffolk sent their apologies for this meeting, and asked for this item to be deferred.

5. Housing Board Budget

SH discussed the Housing Board budget, to which Cambridge City will continue to contribute, and assumes Board members have looked at this in their budgets to also continue contributing. SH will ask Peterborough, County and the CPCA to provide their contributions (for ongoing research work). **Action SH to communicate this formally via email.**

6. AOB

Suzanne Hemingway

SH asked the Board to think about key/other items we need to put into the work programme:

- JC - joint bidding opportunities, overview and benefits of looking at what we can do as partnerships. **Action: Everyone to cascade this to those working on bids.** SH mentioned getting best value out of this new potential regards s106. KM added that H4P&C are looking at that, and are aware they have 'for profit' competitors. Need retrospective intelligence and information on what is happening in that market place. KM may be able to provide a feeling of what H4P&C are doing; there is a group in Yorkshire working on what the requirements are for s106 bidding. SH added, interested to see what H4P&A ideas are. **Can we add to a future agenda?**
- DH - PSB and other organisations, which homelessness work would fit into. Each area looking at specific things. **DH to share Adrian Chapman's presentation on demand management.**
- DG - Need to look at Universal Credit, perhaps six months on from its launch in October. KM added that West Suffolk could provide information now, as they have been trialling since before October. **Add to future Housing Board agenda.**
- Anita Howard, Strengthening Communities Team (Housing, Communities and Youth Service, Cambs County) will discuss her surveys on new developments in January or February.

Sue Beecroft

SB mentioned good news, that the DAHA project has been successful in their bid for funding for a further 16 months. There is a housing operation group next week, SB will email out the information. Has speakers focusing on Perpetrator Management, and would like to offer further workshops.

SB also mentioned criminal justice pathway work (via the Trailblazers Project) which has been launched; JC added that some of the first referrals have come through from other professionals. **SB to add protocol document on Cambs Insight for reference.**

Heather Wood

HW discussed the Trailblazer Project, who have been training staff members to deliver motivational change. HW found this interesting and was impressed by the quantity of work and effort of those involved. It was about empowering front line staff, and is a good way to be using funding.

Helen Reed

South Cambs DC/Cambridge City Housing Strategy will be out to Consultation before Christmas. The link to the consultation will be shared with the Board, the document is draft therefore **please provide feedback**. SH added that Helen Reed (Cambridge City) and Julie Fletcher (South Cambs) had done a good job on writing this. H4C&P will look at the document too.

DFG has been agreed, which is now with different Districts to look at (hope to be implemented from April). SH advised that the government have announced some additional allocations. KM mentioned it is worth linking up with RP's and larger land owners, who carry out their own DFG's.

7. Future Meeting Dates

- All at Swansley Room, South Cambridgeshire Hall, Cambourne.
- 11 January 2019, 1 February 2019, 1 March 2019

Action & when added	Lead	Still to do	Doing	Done
December 2018				
SB to look at last quarter of P1E's and how they compare to the new HCLIC system	SB	✓		
SH will confirm dates of future meetings of Homelessness Transformation group with Sarah Ferguson	SH	✓		
SB will collate the results of the Rough Sleepers and Public Health Survey	SB	✓		
Adrian Cannard of CPCA to share CPCA brief on housing needs assessment	CPCA	✓		
SH to communicate Housing Board budget contribution request, to Board members via email	SH		✓	
Everyone to cascade joint bidding opportunities (to add to the HB work programme) to those working on bids	All	✓		
Add H4C&P item on s106 and other funding sources / opportunities to future Housing Board agenda (date TBC)	KM	✓		
DH to share Adrian Chapman's presentation on demand management	DH	✓		
Need to look at Universal Credit, perhaps six months from its launch in October 2018. West Suffolk could provide information now, as they have been trialling since before October. Add to future Housing Board agenda: dates TBC but first quite soon and second in April 2019	DG SP?	✓ ✓		
SB to add Homelessness and Criminal Justice protocol document on Cambs Insight for reference	SB	✓		
November 2018				
Think Family referrals: SF to ask Jenny Goods to do a briefing note for partners on how Think Family referrals work	SF	✓		
Affordable Rent: AF to circulate CPCA letter sent to housing providers about affordable rents	AF	✓		
Trailblazer funding: All to consider funding to meet a gap for the coming year's salary bill for the Trailblazer team if there is a shortfall				
Annual report on housing delivery: SB to add West Suffolk figures, Peterborough and also enablers detail on tenure and re-circulate via email once report is more complete. KM offered to check with H4C&P	SB / KM	✓		
Housing Board funding: report to come to December housing Board meeting	SB/SH	✓		
Adaptations Pathway to come back to housing Board in Jan/Feb 2019	HR	✓		
Add Home-Link report to Housing Board agenda, trial as a quarterly update starting Jan 2019	HW	✓		
October 2018				
Adaptations pathway				
Housing Board to support work to make better sense of the nationally allocated DFG funding, and help each District benefit from the funds proportionately, achieving a more coordinated system. SB to help put together a report for Housing Board, with help. To include comparison of Registered Provider approaches to DFGs in their helps is needed	HR, HRh, SB		✓	
Messages getting back from professionals that referrals issues go along with protocols already in existence, need to ensure things have changed where needed. Training needs to be in place. Need one message and a review of the policies and timescales	HW, AS	✓		

Action & when added	Lead	Still to do	Doing	Done
NH to ask all frontline staff to look at these issues, and will take the points back to Housing Associations to discuss. Also could provide links to Alison	NH		✓	
Alison Smith will find this out who is best to talk about integrated front door at The Housing Board meetings	AS	✓		
Trailblazer Subject to amendmenets made as suggested at this meeting (and a short discussion after the meeting between officers involved) , the Housing Board is happy for DH to take the Trailblazer report and Year 1 review to PSB. Nigel to share final PSB rpeort and bring outcomes to November Board	DH	✓		
CPCA and affordable rents Caroline Hannon agreed to take forward work on legal advice about re-wording s106 agreements regarding Affordable Rent. Alex Frances asks for text re clarification of the difference in intermediate and affordable. CH to define intermediate rent to Alex. Ask Alex touupdate Jan 2019 Housing Board meeting	AF		✓	
Invite Homes England to future meetings, for specific agenda items. Nick Enge and Everisto Kamera from Homes England are our current contacts (Everisto focussing on supported and specialist housing, SB to arrange invite to development and enabling meetings)	EF / SB		✓	
September 2018				
Dementia Friendly Housing Charter Nigel to talk to other housing organisations to discuss options for joint training on the charter	NH	✓		
Sarah to discuss the Charter with Lynn O'Brien and Peterborough housing needs staff, and involve in joint training	SF	✓		
SC to share who goes to MAPPA meetings and information links to NH, to send onto HAs to encourage attendance	SC & NH	✓		
June 2018				
Staying Close: project asks that CRHB consider them and have them involved in conversations on this subject. Bring back to CRHB once the project is more advanced; SB to identify when to return to the Board	SB / JV	✓		
ToRs: SH to ask Antoinette Jackson, Chief Exec at Cambridge City, to take a paper to PSB Board and Need to write to East Cambs asking them formally to attend meetings, after terms of reference finalised. If no longer wish to attend, move to CC list	SHm		✓	
May 2018				
Disability housing: need to talk to the Planners regards Local Plan requirements, to inform the Local Plan. Gather evidence to support individual planning application requirements. New project with RP forum. Also forms part of new approach to housing needs assessment under NPPF	SB / NH		✓	

Note: Actions completed are "ticked" and reported to the following Housing Board meeting. Once the "done" tick has been seen by Housing Board members, the action is then removed from the table but can be found in the previous meeting notes if members want to look back on the actions completed in the year. At the end of year review meeting all the actions will be brought together in one table to see what has been completed in the year.