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| **Housing Board****Cambridgeshire | Peterborough | West Suffolk**Friday 17th April 2020**Held online via Microsoft Teams****Meeting Notes** |
| **Present, apologies and previous notes** |
| *Present** Suzanne Hemingway (SH), Cambridge City ***Chair***
* Sue Beecroft (SB), Housing Board
* Jon Collen (JC), Hunts DC
* Elaine Field (EF), South Cambs DC ***Notes***
* Iain Green (IG), Cambs County/Peterborough
* David Greening (DG), Cambridge City
* Nigel Howlett (NH), CHS
 | * Mohammed Hussein (MH), Peterborough
* Ali Manji (AM), Cross Keys Homes
* Karen Mayhew (KM), H4C&P
* Lisa Sparks (LS), Cambs County
* Val Thomas (VT), Cambs County/Peterborough
* Heather Wood (HW), South Cambs DC
* Dr Dorothy Gregson, Chief Executive,Office of the Police and Crime Commissioner
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| *Apologies** Azma Ahmad-Pearce, Julie Baird, Liz Bisset, Sally Bonnett, Sean Evans, Julie Fletcher, Dan Horn, Anne Keogh, Carol Pilson, and Julie Fletcher, Lee Price and Helen Reed.
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| *Previous Notes*Draft notes of 3rd April 2020 are available at <https://cambridgeshireinsight.org.uk/housingboard/> A review of previous actions is at the end of this document. |
| **Actions from main Housing Board on 3rd April, and further discussion** |
| The Board continued the Covid-19 discussion, including Homelessness/rough sleeping. Prison discharge. Transformation work, Housing Providers and general housing market updates. KM is seeking information on treatment of rent arrears, voids, access to stores, workers to assist with voids, and **KM will send to SH when received.**SH is in conversation with the LGA, need for clearer guidance, **SH will circulate when received**. Providers will be expected to go on helping LAs and those in urgent need.MH and AM discussed issues with accommodation at Peterborough. SH suggested discussing the issues outside of this meeting and that Housing Board are here to help. EF had requested that Sharon Lock, Sub-Regional Home-Link Manager forward to MH, a copy of the email which was issued to Home-Link partners on the 13th March, with the purpose of requesting their co-operation in maximising direct lets to assist Local Authorities with Homelessness cases, and moving people on from temporary accommodation during the current Covid-19 pandemic. EF confirmed that this email was forwarded to MH the afternoon of 3rd April.NH to contact SH regards any problems with contractors, Cambridge City still have a team and may be able to help. Getting homes ready for letting is priority. Small numbers of new builds are working safely onsite with government guidance.The Board discussed what happens once lockdown eases and what RPs will be putting in place that we can help manage via allocations. **HW will come back with more information** regards the Sub Regional Homeless Group looking at this.SB has shared who has been placed into Peterborough; **MH will look at this and respond**, 20 households have been placed in Peterborough from other Districts. SH and MO to discuss staffing arrangements in Travelodge at Peterborough, in order that same can be applied in Cambridge.  JC is also discussing this with Sean Evans, and mentioned a weekly update showing a full picture across Cambs and Peterborough, who is where in terms of Covid people. Testing is now being made available for care homes’ staff, although not offered for residents in care setting yet. CHS not had this yet. **IG and VT to take back to Liz Robin** that Housing Board have raised concerns, that in order to support people coming out of hospital into care homes, extra care settings, sheltered and discharges of people who may be symptomatic, is a problem.  Need clearer guidance and availability of testing.  Driving to Stansted (current situation) is not helpful; need more local testing if possible.  VT will get answer back or put in touch with someone who can help.  Also need clarification of who gets the results of tests, just staff or employers too?  Need clarity of definition of social care, what type of support providing in order to qualify for testing.  Ask to include those who are any care givers within 2 metres of people. In Peterborough staff at rest centres are a priority.Current early prison release numbers are lower than was anticipated; however there are still issues with ‘regular’ releases, as much accommodation is used for rough sleepers getting off the street. SH is sending information to probation on accommodation available. Probation is sharing the pipeline figures for prison releases over next 6 months (all releases, not necessarily housing need. Pre-release assessments will then feed into the housing pathway). |
| **Vulnerable People who may be excluded** |
| Dorothy Gregson, Chief Executive of the Office of Police and Crime Commissioner discussed how Housing Board can help, the key message being the public health issue and infection control. Housing Board proposed to act as a coordinating point for rough sleeper task groups in each district. Would act as a coordination point for workstreams already in place, including what can we learn from each other, what can we share, where do we need to co-operate? (If Board identifies any needs to fulfil this role, **DG can take these away)**.Other agencies in the system need to understand the housing response on rough sleepers. Incident response is good, but not understanding strategic learning and planning for future.Role includes summary of rough sleeper related issues, but also the crossover with other issues e.g. domestic abuse, child criminal exploitation, gypsy and travellers, migrant workers and people with no recourse to public funds. Housing Board needs to ensure risks are managed.Needs assessment for rough sleepers being prepared by DG and VT.SH confirmed joined up thinking can be done. **SB to collate information, working** with Sub-Regional Homelessness Group (fortnightly) to join up our reporting, pull together across Cambridgeshire and Peterborough and provide regularly to groups ‘above’. And to highlight and escalate problems/ barriers.**All districts to supply the weekly MAIC data return to SB**, who can then collate and add issues, to feed up regards what is happening. Post meeting note: not needed as Sue is getting these from the MAIC direct.**DG to share with SB** the snapshot needs assessment that VT has developed. SB to compare to the existing weekly return being submitted by districts, to Multi Agency Incident Cell (MAIC) at Cambridgeshire Constabulary.The Sub-Regional Homelessness Group is currently meeting fortnightly on a Wednesday; make sure we are linking in with any key issues coming out of that group. Sue to be invited. |
| **Ark4 report** |
| LS updated that we would have the report by end of the month, not expected to change drastically from last presentation at Housing Board. Sub-Regional Homelessness Group needs to have input / awareness. HW to look at capacity to schedule a time for a session with them and the consultants, to ask questions and give an opportunity to discuss the document, **HW will confirm to SH.** What we need to do for the next 18 months is important, especially regards when the rough sleeper rest centres are closed. **EF to add this to next Housing Board agenda for full discussion**. **SB to collate a set of questions** (with the Housing Board) for discussion at that meeting.  |
| **Brief update on new SHMA** |
| SB advised SHMA report will be received by the end of April, still in progress. |
| **Sub-regional budget and raising of invoices for 2020/21** |
| **SB to circulate a note** regards sub regional invoices for the current financial year. |
| **AOB** |
| SB to collate where any issues with LA’s and RP’s are, any no contact issues, or position on voids, and to hear where it is working and to understand the position in terms of contractors. e.g. Norfolk and Suffolk are getting together and pooling all voids and organising a single repair team. |
| **Next Microsoft Teams Meeting Update** |
| 1st May which is a regular Housing Board meeting and will start at 10.30am. EF to ensure Join Microsoft Teams in meeting invite. |

| # | Agenda item | Action & when added | Lead | To do | Doing | Done |
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| 17 April 2020 |
|  | Covid-19 and housing board | Housing Board proposed to act as coordinating point for rough sleeper cells / task groups in each district. Would act as a coordination point, including what can we learn from each other, what can we share, where do we need to co-operate? *Update to 1 May HB* | SH / SB |  | ✔ |  |
|  | Covid-19 and housing board | HB needs to summarise rough sleeper issues, and the crossover with other issues e.g. domestic abuse, child criminal exploitation, gypsy and travellers, migrant workers and people with no recourse to public funds. Make sure these risks are managed. *Update to 1 May HB* | SH / SB |  | ✔ |  |
|  | Covid-19 and housing board | Needs assessment for rough sleepers being prepared by DG and VT to be piloted in one district. DG to share with SB the needs assessment VT has developed. SB to collate. | VT, SB |  | ✔ |  |
|  | Covid-19 and housing board | SB to work with Sub-Regional Homelessness Group (fortnightly) to join up our reporting, pull together across Cambridgeshire and Peterborough and provide regularly to groups ‘above’. And to highlight and escalate problems/ barriers. SB to get meeting invite | SB |  |  | ✔ |
|  | Covid-19 and housing board | SB to collate data on use of hotels etc via MAIC process, add issues from Homelessness Strategy Group and issues from RPs, to feed up about what is happening. | SB |  |  | ✔ |
|  | Covid-19 and housing board | SB to compare to the existing weekly MAIC return being submitted by districts to Multi Agency Incident Cell (MAIC) at Cambridgeshire Constabulary. | SB |  |  | ✔ |
|  | Arc4 report | Sub-Regional Homelessness Group needs to have input / at least awareness HW to confirm to SH when the group will have some time to have a session with the consultantsSB to collate some questions from the sub-regional meeting to bring to Housing Board / report project team | HW, SHSB |  | ✔ |  |
|  | Budget | Will circulate a note regards sub regional invoices for 2020/21. | SB | ✔ |  |  |
| 3 April 2020 |
|  | Covid & housing mgt / maint  | Seek information from RPs on rent arrears, voids, access to stores and workers, and to send to SH and SB.  | KM |  |  | ✔ |
|  | Covid & housing mgt / maint | Conversation with LGA on need for clearer guidance on voids and repairs: will circulate. Post meeting: new guidance issued 28th April and circulated | SH |  |  | ✔ |
|  | Covid & housing mgt / maint | Contact SH if issues about contractors and if Cambridge City can share approach. | NH | ✔ |  |  |
|  | Covid & lettings | Agrees to discuss issues regards Peterborough accommodation.  | MH, AM, SH | ✔ |  |  |
|  | Covid & lettings | Provide information to Housing Board on Home-Link: what we anticipate happening about allocations once lockdown ends. | HW | ✔ |  |  |
|  | Covid & homelessness | Discuss staffing and support at Travelodge at Peterborough, to see if learning can be applied in Cambridge.  | SH. MO | ✔ |  |  |
|  | Covid & extra care | Take back to Liz Robin and seek guidance, local or national, on our concerns about extra care settings including:• Accepting people coming out of hospital into extra care settings and sheltered• Discharge of people who may be symptomatic or asymptomatic without testing is a problem• Need clearer guidance and availability of testing• Staff have to drive to Stansted - not very helpful – to get a test. More local testing would be far better• Who can get results of Covid-19 tests; currently the individual, causes problems for employment planning by employers• Need clarity on definition of social care for the testing. Our concern is for anyone who is giving care and needs to get within 2 metres of client. | IG, VT | ✔ |  |  |
|  | Covid & prison release | Current early prison release numbers lower than was anticipated, however still issues with ‘regular’ releases as much accommodation used for rough sleepers getting off the street. SH sending info to probation on accommodation available. Probation is sharing the pipeline figures for prison releases over next 6 months. SH to share. | SH | ✔ |  |  |
| March 2020 |
|  | H’less Review | LAs to provide half year data to Arc4 as they request | Arc4 |  | ✔ |  |
|  | H’less Review | Need to share this with homelessness teams, reps not all at Board meeting so we need to understand next steps and take to teams. Then collaborate work around teams | SH / SB |  | ✔ |  |
|  | £100K homes | HB requested to see business plan going to CPCA board in March 2020 to help us brief others | EG (CPCA) |  |  | ✔ |
|  | Trailblazer team | SB to look at where reports are coming from (i.e. which partners are referring, has that changed?). | SB |  | ✔ |  |
| Feb 2020 |
|  | T.B. and housing | Workforce development opportunity. TB and hospital discharge. Could use champions in Housing Options Teams to raise awareness, all Housing Authorities identify a person.  | DH lead | ✔ |  |  |
|  | T.B. and housing | Pick up link with arc4 work  | LS |  | ✔ |  |
|  | T.B. and housing | Specific work Cambridge city and Peterborough. Conversations with Housing leads and CCG to get details of issues regards what we may need to accelerate. To do this, VK to feed back to Laurence Gibson, contact Sean Evans and David Greening about this, and CCG lead. | SF lead | ✔ |  |  |
|  | T.B. and housing | Just had RSI funding agreed - could reflect TB issues. Actions for City & Peterborough to action asap, not forgetting others | SF | ✔ |  |  |
|  | T.B. and housing | Housing Board to help with recommendations / actions in the JSNA | All | ✔ |  |  |
|  | Homeless System Transformation | IG offered to bring a Think Communities presentation alongside primary care networks to the Housing Board | IG | ✔ |  |  |
|  | Homeless System Transformation | Need a discussion around think communities and homelessness. SF and SH facilitating a session, asking question of what think communities can contribute to this community. SF will ask Adrian Chapman in April or May. | SF |  |  | ✔ |
|  | Health and wellbeing strategy | All to check first section of HWBS (planners leading but we may want to contribute) and specifically look at second section we will be responsible to. Add to agenda item for April. | IG | ✔ |  |  |
|  | AOB | Update on allocation policy review for April agenda. | HW |  | ✔ |  |
| December 2019 |
|  | System Transformation | All Districts to help by sending Affordable Housing SPDs or link to them to SB. | All / SB |  |  | ✔ |
| November 2019 |
|  | Trailblazer | Investigate how much time we could extend the remaining team for. Keep on agenda: DH to report back. | DH |  | ✔ |  |
|  | Street Support  | Other Districts keen to consider being included, Chris to set up meeting with HDC, FDC and SCDC. | Chis Jenkin |  |  | ✔ |
|  | Homelessness review | Housing First representative to be invited to Housing Board SB to identify what, who and when. | LS and SB |  | ✔ |  |
|  | Homelessness review | Housing Benefit Plus model is the finance to secure the types of tenure etc; can we share evaluation coming out of that. SB to identify what, who and when. | SB to explore | ✔ |  |  |
|  | Winter pressures funding | Do we need to identify a lead for the Districts? IG for health. JC will find out who can make the bids. Then approach those who can make them, SF to find out who can lead on social care. | JC, SF | ✔ |  |  |
|  | TB JSNA | Put Tuberculosis clinics and screening on StreetSupport app. SB investigating with support from Public Health. | SB |  | ✔ |  |
| September 2019 |
|  | Victims of sexual exploitation | IG mentioned the ‘Improving Pathways’ trailblazer work issues may be the same. Could take the issue to Health and Wellbeing Board, with Helen and ensuring Cambs Constabulary are invited. Action for DH. | DH | ✔ |  |  |
|  | Victims of sexual exploitation | Bring progress on all back to Housing Board. Alice and Kate of Cambs Constabulary offered to come back if required. | All |  | ✔ |  |
| August 2019 |
|  | JSNA rough sleeping | Vicki Peacey (CCG) to circulate a draft of the JSNA when ready, and bring back to Housing Board. | VP |  | ✔ |  |
| July 2019 |
|  | Military covenant | Vikki to contact Board as and when we can help with the app including housing info, and refer people to the training.  | VB |  | ✔ |  |