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| **The Housing Board**  **Cambridgeshire | Peterborough | West Suffolk**  Friday 15 May 2020  **Held online via Microsoft Teams**  **Meeting Actions** | |
| **Present, apologies and previous notes** | |
| *Present*   * Suzanne Hemingway (SH), Cambridge City ***Chair*** * Azma Ahmad-Pearce (AAP), CPCA * Sue Beecroft (SB), Housing Board * Peter Campbell (PC), South Cambs DC * Jon Collen (JC), Huntingdonshire DC * Elaine Field (EF), South Cambs DC ***Notes*** * Emma Figures (EmF), GP registrar * Julie Fletcher (JF), South Cambs DC * Iain Green (IG), Cambs County/Peterborough * Dan Horn (DH), Fenland DC * Nigel Howlett (NH), CHS | * Mohammed Hussein (MH), Peterborough * Joe Keegan (JK), Cambs County * Diane Lane (DL), Cambs and Peterborough CCG * Ali Manji (AM), Cross Keys Homes * Karen Mayhew (KM), H4C&P * Lynne O’Brien (LO), Cambs County * Vicki Peacey (VP), Registrar in Public Health * Lee Price (LP), West Suffolk * Helen Reed (HR), Cambridge City * Lisa Sparks (LS), Cambs County * Val Thomas (VT), Cambs County/Peterborough * Heather Wood (HW), South Cambs DC * *For part of the meeting: Lynne O’Brien and Azma Ahmed-Pearce* |
| *Apologies*   * David Greening, Cambridge City | |
| *Previous Notes* Previous meeting notes are available at <https://cambridgeshireinsight.org.uk/housingboard/> | |
| **Point about meeting notes**  At our 1 May Housing Board meeting we agreed that, due to fortnightly meetings and time needed to produce full formal minutes, we would adjust our approach and for the duration of the pandemic, note simply:   * Quick note to give context 📋 * Actions 🗱 * Commitments 🞋 * Decisions 🗹   These will be noted in the table format we have used previously for actions (as below).  Meetings are held using MS Teams and will be recorded. These recordings will be kept in case any point of detail needs re-visiting whilst we are not producing full minutes.  **Let us know at the beginning of the meeting of any objections to recording.** | |
| **Next Microsoft Teams Meeting** | |
| * 29 May 2020: 10.30 am to 12.00 noon | |

| # | Agenda item | | Note 📋 | Numbered action s 🗱 | Commitment 🞋 | decision 🗹 | | Lead | To do | Doing | Done | |
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| 15 May 2020 | | | | | | | | | |
|  | Vice Chair | 📋DH confirmed as Vice Chair, with HW and JC as back up. | | DH | |  |  | ✔ |
|  | Changes to LHAs | 🗱Clarify with Valuation Office Agency how long the new LHA rate will be in place. | | SB | |  | ✔ |  |
|  | 🗱Confirm with housing enablers what each district’s policy is for new affordable rents | | SB | |  | ✔ |  |
|  | 🗱Send LHA note to Moh | | SB | |  |  | ✔ |
|  | 🗱Take soundings of how developers are viewing the new LHA increase on rents & share | | KM | |  | ✔ |  |
|  | Home-Link | 🗱Share direct lets information from Sharon Lock, Sub-Regional Home-Link Manager with Housing Board, with a list of the measures taken and how RPs have adapted | | HW | | ✔ |  |  |
|  | 📋If shielded and need to move, guidance tells need to contact Public Health. | |  | |  |  |  |
|  | 🗱Clarify advice on this and whether should to inform PH or Health Protection Team | | VT | | ✔ |  |  |
|  | 🗱Add update on these issues to next meeting agenda | | EF | | ✔ |  |  |
|  | Arc4 report | 📋Arc4 report on Homelessness system recommendations circulated | |  | |  |  |  |
|  | 🗱Comments requested by end of May by Homelessness Strategy Group | |  | |  | ✔ |  |
|  | 🗱Housing Board to discuss recommendations after that, in June. Add to future agenda | | EF | | ✔ |  |  |
|  | CLAs funding | 🗱Find out what status of funding is for Housing Board re CLAS (Cambs Local Assistance Scheme) – will run out by around October. | | SH | |  | ✔ |  |
|  | HMO booklet | 🗱SB to email HMO booklet to KM and NH to see if useful / adaptable for RPs | | SB | |  |  | ✔ |
|  | Invoices | 🗱SB still to prepare and send a note on amounts to be requested in 2020/21 | | SB | | ✔ |  |  |
|  | Recovery planning | 🗱JC to ask RPs what is their position and at what pace they are moving at to process voids, make lettings etc. Ask to identify any barriers. JC, HW and KM to discuss content offline as overlaps with Home-Link info gathering of a similar theme. Aim to get letter out w/c 18 May. | | JC, HW, KM | |  | ✔ |  |
|  | DFGs | 📋FDC HIA is starting to re-mobilize but many assessments need OT input. Contractors need monitoring, especially if resident is shielded. | |  | |  |  |  |
|  | 🗱SH to ask Frances to ascertain OT work going into homes for Cambs HIA. Will share any info and issues offline. Compare whether all HIAs are reading the guidance the same way. | | SH | | ✔ |  |  |
|  | 📋Need to bear in mind contractors will work slower while there is social distancing in place, and will probably be tackling shorter jobs first. But we do all depend on them. Will need to prioritize repairs and other works differently for the time being (NH) | |  | |  |  |  |
|  | Test, Track & Trace | 📋Group headed by Sue Grace and Linda Sheridan for Cambs & Peterborough on TTT. | |  | |  |  |  |
|  | 🗱SH to discuss with Yvonne O’Donnell, Env Health at Cambridge City, who’s working with Public Health, what is needed from a Housing Board rep at the Test, Track and Trace (TTT) group | | SH | | ✔ |  |  |
|  | 🞋Housing Board to talk to their leads regards any nominations into the TTT group. | |  | |  |  |  |
|  | 🞋Would like the Street Outreach team / chronically excluded adults / MEAM included for their input and experience. LAs to go back and think over it. Want to maintain link to Housing Board | |  | |  |  |  |
|  | 🗱SB could be a link to the homelessness strategy group. | | SB | | ✔ |  |  |
|  | 🗱SH will decide who will cover this. | | SH | | ✔ |  |  |
|  | Covid guidance | 📋Vicki Peacey talked us through the various iterations of guidance on covid care – covid protect – covid command. Not officially published guidance as yet, may well change, but introduces a hierarchy of covid settings to deal with symptomatic people. | |  | |  |  |  |
|  | 📋Homeless Hostels in use – want to pick up people who are not registered with a GP. | |  | |  |  |  |
|  | 🗱JK and SB to work with partners to get more people in the hotels registered with a GP. | | JK / SB | | ✔ |  |  |
|  | 🗱DL to share information on good practice regarding health in Wisbech especially. | | DL | | ✔ |  |  |
|  | 🗱SB to collate the needs assessments to see how might fit in with the new guidance. | | SB | | ✔ |  |  |
|  | 🗱SB to extend the needs assessment to other accommodation being used across the area – not for ex-rough sleepers but others – where covid may be spread / residents more vulnerable to it. Will circulate a simple form or spreadsheet once created. May need RP help on this too as they will own / manage much of this housing. | | SB | | ✔ |  |  |
|  | Guidance for Emergency Accommodation | 🗱VT to make amendments to the document ‘Guidance for Those in Emergency Accommodation’ and re-send to Housing Board. Clarify where it applies (hostels? HMOs?) | | VT | | ✔ |  |  |
|  | 🗱SB share on Cambs Insight page once done. | | SB | | ✔ |  |  |
|  | Housing related support update | 🗱DL will invite mental health commissioners to next housing board meeting as this is a growing concern across the board, specifically highlighted in Lisa S’s summary of HRS issues | | DL | | ✔ |  |  |
| 1 May 2020 | | | | | | | | | |
|  | Arc4 Report | 📋Cambridgeshire commissioned consultants Ark4 to review homelessness services and how the system might work better together. Report has just come out as draft. | |  | |  |  |  |
|  | 🗱 LS to arrange a shorter version detailing recommendations to share with Housing Board and the Sub-Regional Homelessness Group. Will invite feedback from both groups to ensure content is still relevant, after that will share more widely and with Members. | | LS | |  |  | ✔ |
|  | 🞋Need to work out how to go about this within the timeframe. | |  | |  |  |  |
|  | Housing Board and covid-19 | 📋Housing Board now feeds into the Community Reference Group (CRG) leading on rough sleeping and homelessness as an excluded group. Dan Horn also sits on CRG. | |  | |  |  | ✔ |
|  | RP members hip on Board | 🗱 NH and KM to discuss whether 2 additional RPs would like to attend Housing Board as there are 2 places for RPs to fill if desired. *Post meeting note: Cross Keys is already on the HB circulation list, so might only need 1 additional chair filled.* | | NH / KM | |  | ✔ |  |
|  | Risk management | 📋The draft ToRs include risks identified for rough sleepers under covid-19 via the CRG. | |  | |  |  |  |
|  | 🗱SB to circulate simple risk assessment grid so we can demonstrate how our actions across partnerships are reducing the risks. | | SB | |  |  | ✔ |
|  | Rough sleepers and GP services | 🗱DL and JK to discuss barriers to rough sleepers registering with GPs and consistency across the County, and bring actions back to Housing Board, identify actions and areas of concern. | | DL, JK | |  |  | ✔ |
|  | 🗱 SB to collate stats on where people are accommodated across the area using MAIC, alongside the needs assessment which identifies public health protocols. SB JK and DL to identify concerns on health care going into our hotels and pick up if some need more action. | | SB, DL, JK | |  |  | ✔ |
|  | 🗱 Deadline for all LA’s to respond to the needs assessment is w/c 4th May. | | All | |  |  | ✔ |
|  | CLAS | 📋Discussion about the finite nature of CLAS funding. Could Cambridgeshire Community Foundation funding be used to supplement? It’s not ringfenced but it is a ‘named line’ in settlement grant to County so needs to be passed to CLAS in budget setting process. If still a named line we ask County, possible there is more allocation to be used? | |  | |  |  |  |
|  |  | 🗱 SH to follow this up for Housing Board. | | SH | |  | ✔ |  |
|  | HMOs | 📋SB is producing a briefing note on HMO or housing with shared areas; mainly for Fenland and East Cambs linking into HMO and migrant streams of work. Public Health proof reading. | |  | |  |  |  |
|  | 🗱 SB will circulate to district and private sector teams. | | SB | |  |  | ✔ |
|  | 📋Community Reference Group (CRG) suggesting a task group is needed for HMOs and covid issues and have asked if Housing Board would take leadership of this group. Fenland is the only district with a rep who covers this issue. So Board agreed to investigate whether there is a group already meeting about this, e.g. Environmental Health Teams. | |  | |  |  |  |
|  | 🗱 SB to find out if other groups are happening and could link via HB or straight into the excluded groups team. | | SB | |  | ✔ |  |
|  | Recovery plans | 📋Housing Board to discuss recovery, and pressures once people start moving on. What are the wider strategic issues, how to take this forward. Add to next agenda. | | EF | |  |  | ✔ |
|  | Housing Board meeting arrangements | 📋Meetings to be held fortnightly. Main “to” list, “cc” list and temporary attendees to be added to circ list and sent all papers to ensure wider inclusion. | | EF | |  |  | ✔ |
|  |  | 🗱SB to publish temporary ToRs for the Covid-19 crisis. | | SB | |  |  | ✔ |
|  |  | 🗱 SB to provide charts using MAIC data to Board each fortnight (background paper?). | | SB | |  |  | ✔ |
|  |  | 🗱Add to next agenda: New LHA rates, Recovery and tracking, Election of Vice Chair. | | EF | |  |  | ✔ |
| 17 April 2020 | | | | | | | | | |
|  | 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 | |  |  | ✔ |
|  | Budget | 🗱 Will circulate a note regards sub regional invoices for 2020/21. | | SB | | ✔ |  |  |
| 3 April 2020 | | | | | | | | | |
|  | 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 | |  | ✔ |  |

**Pre Covid**

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| 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 | | ✔ |  |  |
|  | 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 | | ✔ |  |  |
|  | Just had RSI funding agreed - could reflect TB issues. Actions for City & Peterborough to action asap, not forgetting others | | SF | | ✔ |  |  |
|  | 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 | | ✔ |  |  |
|  | 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 | |  | ✔ |  |
| November 2019 | | | | | | | | |
|  | Trailblazer | Investigate how much time we could extend the remaining team for. Keep on agenda:  DH to report back. | | DH | |  | ✔ |  |
|  | Homelessness review | Housing First representative to be invited to Housing Board SB to identify what, who and when. | | LS and SB | |  | ✔ |  |
|  | 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 | | ✔ |  |  |
|  | Alice and Kate of Cambs Constabulary offered to come back to update on progrress. | | 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 us when we can help with the app incl housing info & refer team to the training. | | VB |  | ✔ |  |