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| **The Housing Board****Cambridgeshire | Peterborough | West Suffolk**Friday 1 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
* Liz Bissett (LB), South Cambs DC
* Jon Collen (JC), Huntingdonshire DC
* Elaine Field (EF), South Cambs DC ***Notes***
* Julie Fletcher (JF), South Cambs DC
* Iain Green (IG), Cambs County/Peterborough
* David Greening (DG), Cambridge City
* 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
* Carol Pilson (CP), Fenland DC
* Lee Price (LP), West Suffolk
* Lisa Sparks (LS), Cambs County
* Val Thomas (VT), Cambs County/Peterborough
* Heather Wood (HW), South Cambs DC
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| *Apologies** Helen Reed
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| *Previous Notes*Previous meeting notes are available at <https://cambridgeshireinsight.org.uk/housingboard/>  |
| **Point abut meeting notes**At our 1 May housing board meeting we agreed, 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 just for actions.Meetings are held using MS Teams and will be recorded, so the recordings can be kept in case any point of detail needs re-visiting while we are not producing full minutes. |
| **Next Microsoft Teams Meeting** |
| * 15 May 2020: 10.30 am to 12.00
* 5 June 2020: 10.30 am to 12.00
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| # | Agenda item | Note 📋 | Action 🗱 | Commitment 🞋 | decision 🗹 | Lead  | To do | Doing | Done |
| --- | --- | --- | --- | --- | --- | --- |
| 1 May 2020 |
|  | Arc4 Report | 📋Cambridgeshire commissioned consultants Ark4 to review homelessness services 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. | LS / SH |  | ✔ |  |
|  | 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.  |  |  |  |  |
| 🗱SH would like comments on the guidance being used to assess the level of risk.  | All | ✔ |  |  |
| 🗱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 what public health protocols are in place. SB JK and DL have a look at the data and identify where concerns are on health care going into our hotels and pick up which sites need more action. | SB |  | ✔ |  |
| 🗱 Deadline for all LA’s to respond to the needs assessment is w/c 4th May.  | All: SB remind |  | ✔ |  |
|  | 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 could have that conversation with the 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. 🗱SB to publish temporary ToRs for the Covid-19 crisis.🗱 SB to provide charts using MAIC data to Board each fortnight (background paper?). 📋Add to next agenda: New LHA rates, Recovery and tracking, Election of Vice Chair. | EFSBSBEF |  | ✔✔✔✔ |  |
| 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 | ✔ |  |  |
| 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 | 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 | ✔ |  |  |
|  | 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 |  | ✔ |  |
|  | 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 |  | ✔ |  |