

The Housing Board

Cambridgeshire | Peterborough | West Suffolk

Friday 29 May 2020

Held online via Microsoft Teams



Meeting Actions

Present, apologies and previous notes

Present

- Dan Horn (DH), Fenland DC **Chair**
- Sue Beecroft (SB), Housing Board
- Elaine Field (EF), South Cambs DC **Notes**
- Julie Fletcher (JF), South Cambs DC
- Iain Green (IG), Cambs County/Peterborough
- Nigel Howlett (NH), CHS
- Ann Keogh (AK), Peterborough
- Ali Manji (AM), Cross Keys Homes
- Karen Mayhew (KM), H4C&P
- Specioza Nabiteeko (SP), Cambs & Peterb. CCG
- Val Thomas (VT), Cambs County/Peterborough
- Heather Wood (HW), South Cambs DC

Apologies

- Azma Ahmad-Pearce, CPCA
- Peter Campbell, South Cambs
- Jon Collen, Huntingdonshire DC
- David Greening, Cambridge City
- Suzanne Hemingway, Cambridge City
- Mohammed Hussein, Peterborough
- Joe Keegan, Drug and Alcohol Commissioning, Cambs County
- Lee Price, West Suffolk
- Helen Reed, Cambridge City
- Lisa Sparks, Cambs County

Previous Notes

Previous meeting notes are available at <https://cambridgeshireinsight.org.uk/housingboard/>

Point about meeting notes: a key




















- Quick note to give context 🗨️ (grey shading, no numbers)
- Actions 📌 (numbered)
- Commitments 🕒
- Decisions ☑️





















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

- 12 June 2020: 10.30 am to 12.00 noon
- 26 June 2020: 10.30 am to 12.00 noon

#	Agenda item	Note  Numbered action s  Commitment  decision 	Lead	To do	Doing	Done
29 May 2020						
	CLAS	 Update sent via email from County Council setting out further funding may be made available, forwarded to Nigel at CHS who run the CLAS scheme.				
1.	Guidance for temp accom.	 Val aiming to secure fast track testing for places with high risk populations, sent request to Public Health England.  Note has been finalised and can be put into use, on procedure for testing.	VT SB to circ.		✓ ✓	
	Test & Trace	 Local activity will be led by Liz Robin, Director of Public Health. Val leading on excluded groups and workplaces. Will work with EHO's, Combined Authority and HSE, regards work force.	VT			
2.		 SB to attend TT meetings. MEAM team also to be involved.	SB	✓		
3.		 Val to send flowchart to help understand Test and Trace process, though waiting for further clarification and guidance.	VT	✓		
4.		 Can "Ask Dr Liz" if you are a District hub. Dan H can pass questions from HB to Dr Liz.	DH	✓		
	Recovery	 Recovery meetings to be held every two weeks. Wendy Ogle-Welbourne is leading. As we now move into recovery phase, new "recovery" groups are being set up, to include test and trace issues. Housing Board rep = Sue B for the time being, and will help prepare reports. Close contact is defined as spending 15 minutes with someone at less than 2 metres. Test and trace could mean many care staff will be sent home. Testing is valid only at certain stages of symptoms. T&T system needs to be up and running by end of June.				
5.		 Housing Board seeking guidance, especially for staff providing care, as to whether they have to isolate for 14 days. If test negative, could they return to work? Would PPE affect the isolation period (similar to NHS staff on Covid wards?). Val will send us guidance, Sue to share.	VT SB	✓ ✓		
6.		 Val can take questions to the Test and Trace health protection board, all to send questions to Sue B to forward – <i>all partners, RPs, local authorities, everyone!</i>	VT SB	✓ ✓		
		 New bid round opening for rough sleepers move-on. Govt wants 6,000 new homes with support; 3,300 to be available in this financial year. Two week turn around for bids, co-production, guidance not issued yet. Be aware!				
	Update on allocation processes	 Heather discussed procedures which providers are putting in place. A questions/survey document was sent out to RP's, good return rate. Appear to be common issues around void works, access to materials, slowed down voids processing. Voids slowly coming through now.				
7.		 Sue to circulate the previous version which was shared in the prev meeting.	SB			✓
8.		 Karen will chase non-responders who are on H4C&P group, who work in Cambs and WS.	KM	✓		
9.		 Heather will share further responses once collated.	HW	✓		

#	Agenda item	Note  Numbered actions  Commitment  decision 	Lead	To do	Doing	Done
10.		 Concerned Test and Trace 14 day isolation could impact void work. Await public health guidance from Val, then publicise this information out to the network.	VT	✓		
11.	Allocations policy review	 Restarting the review. Was due to be signed off in October but work lost due to Covid-19. Sharon Lock, Sub Regional Home-Link Manager, is setting up meetings to restart this work. Will need to extend the time line and bring back to Housing Board. 10 week delay.	HW		✓	
12.	Update from RP's	 Housing Associations want to be part of the move-on process, therefore please for full disclosure for people in the temp accom, if to create meaningful and sustainable plans.	All	✓		
	Update from housing related support partners (note)	 All to review notes distributed; please send queries to Lisa Sparks (plus suspect she may be at our next meeting).				
	RS stats and needs assessment	 SB has sent around the graphs and people placed in emergency hotel use information, c.300 overall. Also Needs Assessment information collated.				
13.		 Sue to discuss with Lisa whether good idea to apply needs assessment to HRS accommodation and to link with the 'covid-care / covid-protect' system, for other vulnerable groups. Also consult Vicki Peacey at CCG on this.	SB / LS	✓		
14.	AOB	 Offer from Mental Health Commissioner Marek Zamborsky, to come to Housing Board in June; appeal for all to send thoughts for his agenda item to Sue so he can prepare for his "slot"	All	✓		
15 May 2020						
15.	Changes to LHAs	 Clarify with Valuation Office Agency how long the new LHA rate will be in place. AK updated, isn't temporary, is a permanent measure at 30 th percentile Intention is for the rate not to go down.	SB / AK			✓
16.		 Karen will ask developers/RP's on H4C&P and the risk in the social sector in terms of what is possible to deliver. Adds uncertainty. Increases competition esp with profit making providers.	KM	✓		
17.		 Would help to see what is being advertised on Home-Link in terms of rents.	H-L?	✓		
18.		 Might want to look at S106 agreements, adding a cost restriction, esp where high price pressure. SB doing a note on current stance for enablers.	Enablers		✓	
19.		 SHMA will provide new affordability assessment imminently.				
20.	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 states, need to contact Public Health.				
21.		 Clarify advice on this and whether should inform PH or Health Protection Team.	VT		✓	
	Arc4 report	 Arc4 report on Homelessness system recommendations circulated.				

#	Agenda item	Note  Numbered action s  Commitment  decision 	Lead	To do	Doing	Done
22.		 Comments requested by end of May by Homelessness Strategy Group.			✓	
23.		 Housing Board to discuss recommendations after that, in June. Add to future agenda.	EF		✓	
24.	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			✓
25.	HMO booklet	 SB to email HMO booklet to KM and NH to see if useful / adaptable for RPs	SB			✓
26.	Invoices not done	 SB still to prepare and send a note on amounts to be requested in 2020/21	SB	✓		
27.	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.				
28.		 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.				
29.		 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				
30.		 SB could be a link to the housing board & homelessness strategy group.	SB		✓	
	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.				
31.		 JK and SB to work with partners to get more people in the hotels registered with a GP.	JK / SB		✓	
32.		 DL to share information on good practice regarding health in Wisbech especially. On June 12 agenda	DL		✓	

#	Agenda item	Note  Numbered action s  Commitment  decision 	Lead	To do	Doing	Done
33.		 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		✓	
34.	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		✓	
35.		 SB share on Cambs Insight page once done.	SB	✓		
36.	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. ON a June HB agenda	DL			✓
1 May 2020						
37.	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. <i>Post meeting note: Cross Keys is already on the HB circulation list, so might only need 1 additional chair filled.</i>	NH / KM		✓	
38.		 SB to find out if other groups are happening which look at HMO issues, and could link via HB or straight into the excluded groups team.	SB		✓	
3 April 2020						
39.	Covid & homelessness	 Discuss staffing and support at Travelodge at Peterborough, to see if learning can be applied in Cambridge.	SH, MO		✓	
40.	Covid & extra care	 Take back to Liz Robin and seek guidance, local or national, on our concerns about extra care settings including: <ul style="list-style-type: none"> • 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

Feb 2020						
41.	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	✓		
42.		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	✓		
43.		Just had RSI funding agreed - could reflect TB issues. Actions for City & Peterborough to action asap, not forgetting others	SF	✓		
44.		Housing Board to help with recommendations / actions in the JSNA	All		✓	
45.	Homeless System Transformation	IG offered to bring a Think Communities presentation alongside primary care networks to the Housing Board	IG	✓		
46.	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	✓		
47.	AOB	Update on allocation policy review for April agenda.	HW		✓	
November 2019						
48.	Trailblazer	Investigate how much time we could extend the remaining team for. Keep on agenda: DH to report back.	DH		✓	
49.	Homelessness review	Housing First representative to be invited to Housing Board SB to identify what, who and when.	LS and SB		✓	
50.		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	✓		
51.	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	✓		
52.	TB JSNA	Put Tuberculosis clinics and screening on StreetSupport app. SB investigating with support from Public Health.	SB		✓	
September 2019						
53.	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	✓		
54.		Alice and Kate of Cambs Constabulary offered to come back to update on progress.	All		✓	
August 2019						
55.	JSNA rough sleeping	Vicki Peacey (CCG) to circulate a draft of the JSNA when ready, and bring back to Housing Board.	VP		✓	
July 2019						
56.	Military covenant	Vikki to contact us when we can help with the app incl housing info & refer team to the training.	VB		✓	