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| **The Housing Board****Cambridgeshire | Peterborough | West Suffolk**Friday 12 June 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
* Molly Alexander (MA), Fenland DC
* Sue Beecroft (SB), Housing Board
* Peter Campbell (PC), South Cambs DC
* Jon Collen (JC), Huntingdonshire DC
* Elaine Field (EF), South Cambs DC ***Notes***
* David Greening (DG), Cambridge City
* Dan Horn (DH), Fenland DC
 | * Nigel Howlett (NH), CHS
* Mohammed Hussein (MH), Peterborough
* Joe Keegan (JK), Drug and Alcohol Commissioning, Cambs County
* Ann Keogh (AK), Peterborough
* Ali Manji (AM), Cross Keys Homes
* Lee Price (LP), West Suffolk
* Lisa Sparks (LS), Cambs County
* Val Thomas (VT), Cambs County/Peterborough
* Heather Wood (HW), South Cambs DC
 |
| **Apologies*** Julie Fletcher, South Cambs DC
* Iain Green, Cambs County/Peterborough
* Karen Mayhew, H4C&P
* Helen Reed, Cambridge City
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| **Previous Notes**Previous meeting notes are available at <https://cambridgeshireinsight.org.uk/housingboard/> Some covid-19 resources have been added to a new page here: <https://cambridgeshireinsight.org.uk/housing/covid-19-and-housing/>  |
| **About the 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** |
| * 26 June 2020: 10.30 am to 12.00 noonWill email separately round about future dates
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| # | Agenda item | Note 📋 | Numbered action s 🗱 | Commitment 🞋 | decision 🗹 | Lead  | To do | Doing | Done |
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| 12 June 2020 |
|  | arc4 report  | 📋 Draft report with tracked change has been emailed to Board. Request not to share widely. |  |  |  |  |
|  |  | 🗱 Laura (from arc4) will make changes and discuss others with Lisa and Sue.  | LS, SB | ✔ |  |  |
|  |  | 🗱 Lisa to add Joe Keegan’s input on rough sleeper section and send to arc4. Would like more specific recommendations about mental health, drugs and alcohol, physical health. | LS | ✔ |  |  |
|  |  | 🗱 Report suggests using Value For Money assessments but we are more keen on the methodology being developed by CHS to look at savings delivered though specific interventions. CHS confirmed happy to continue working with LS and others on this, has been used already to assess CLAS, young people and domestic abuse projects. Would like to add that in.  | LS | ✔ |  |  |
|  |  | 🗱Report very housing focussed, less about other agencies / partners. Maybe we have to accept that at this stage, but could work to the interagency working via MEAM approach (action 14) | LS, SB, all | ✔ |  |  |
|  |  | 🗱 Agreed on a further meeting (possibly 26 June or 3 July) to work through and categorize / prioritize the recommendations and take to CPSB in August.  | SH, EF | ✔ |  |  |
|  | Mental Health  | 📋 Dan Horn and Marek Zamborsky to discuss next week with district homelessness leads, the support which might be possible for rough sleepers with mental health issues. Idea is to start with the immediate issues and build on that in future to tackle longer term engagement with MH services. Face to face support is much missed, though understandable due to covid-19. |  |  |  |  |
|  |  | 🗱 Lisa putting together issues from housing related support providers.  | LS |  | ✔ |  |
|  |  | 🗱 All encouraged to bring issues to Marek meeting, whether crisis issues or lower level, and whether for rough sleepers or any other residents we are encountering. | All | ✔ |  |  |
|  | Fenland’s good practice on health | 📋 Molly Alexander described Fenland’s work with homeless, GP’s, night shelter and hostel clients. RSI funded team can register at GP on client behalf and attend appointments with them, collect and pay for prescriptions, support, translation. Joint working with CGL.  |  |  |  |  |
|  |  | 🗱 Sue and Joe to follow up separately with Molly.  | SB, JK, MA | ✔ |  |  |
|  |  | 🗱 Dan take offline with Mo Hussein, how plans are progressing for Fenland homeless returning from Peterborough hotels back to Fenland | DH, MH | ✔ |  |  |
|  | Test, Track, Trace, Isolate and Recovery planning | 📋 Cambridgeshire and Peterborough need a T&T plan by the end of June. Test and Trace confirmed as official name. Includes developing an approach to complex outbreaks. Working with Public Health England and health protection teams, and locally with Environmental Health team (who are informed of outbreaks in non-covid times). Need to consider that some people may not engage with Test and Trace. Developing mini control plans. Also have a prevention plan in this, and training for staff. Developing MOU’s.Care Homes are definitely part of the plan, but domiciliary care / Extra Care do not seem to be. The plans are work in progress to Housing Board wanted to raise our concerns about non-nursing homes. Nigel Howlett asked about testing of staff, we all need good to have clarity. From this discussion, gathered: Call NHS 111 for non-emergency health problems, now there is a new number 119 to call for Covid-19 queries and to get a test. Local communications about to be launched on this.  |  |  |  |  |
|  |  | 🗱 Housing Board is concerned about Extra Care, Val to ask Test and Trace group, can we consider Test and Trace for domiciliary care (in fact, anything that is not nursing care which seems better planned for / more familiar).  | VT | ✔ |  |  |
|  |  | 🗱 Suzanne to take up the question of who best to contact in districts when health protection teams need to get in touch for T&T – SH to take up with Environmental Health colleagues.  | SH | ✔ |  |  |
|  |  | 🗱 Sue is helping provide list of all supported housing (not care homes) to Tom Bardon who is developing part of the system linking local intelligence with regional health protection teams  | SB |  | ✔ |  |
|  |  | 🗱 When the communication messages come out form County, will share via housing networks | SB, all | ✔ |  |  |
|  | Making Every Adult Matter – transition planning | 📋 Sue sent around link to MEAM document. 4 areas about what happens to people going through Covid crisis and any housing issues. Could have on future agenda to discuss. Make sure consistent with any new templates issued nationally. Ministry asking what LAs are doing, the MEAM approach adds overarching ‘layer’ to theses individual district plans.  |  |  |  |  |
|  |  | 🗱 MEAM work can sit alongside the Ark4 report which maybe lacks some interagency aspects / co-production. And MEAM approach can both feed off and add to individual district plans already being prepared, to bring the cross-area and shared partnership approach. Will bring an agenda item either to HB or to the ARC4 meeting, whichever fits best | SB | ✔ |  |  |
|  | Updates | 📋 Nigel fed back from housing providers. Karen has chased missing data from Accent and Muir. |  |  |  |  |
|  | Letter from Roger Thompson of CPCA | 📋 Azma Ahmed-Pearce updated; letter from CPC has been sent asking organisations that require assistance to facilitate delivery of housing. For wider communities not just local authorities. Not just tackling barriers due to Covid, for any issue. Azma will shared a Homes for Cambs and Peterborough meeting, 26 June. |  |  |  |  |
|  | AOB | 📋 Sue has sent a note on sub-reginal budget. Asked for any problems via phone or email. If none, will raise the invoices next week.  |  |  |  |  |
|  |  | 🗱 Sue sent around recovery planning document (rough sleepers and homeless) to feed into county-wide system, incl issues with staffing and resources. Will be meetings on this, plan is not fixed. Asked for all to feedback if issues to add to the recovery plan please. | All | ✔ |  |  |
|  |  | 📋 Sue has set up a page on Cambridgeshire Insight called Covid19 and Housing, general place to save all documents and guidance about housing and Covid. See <https://cambridgeshireinsight.org.uk/covid-19-and-housing/>  |  |  |  |  |
|  |  | 🗱 Will add comms there for action 13. | SB, VT | ✔ |  |  |
| 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.  |  |  |  |  |
|  | Guidance for temp accom. | 🗱 Val is hoping to secure fast track testing for places with high risk populations with PHE. 🗱 Note has been finalised and can be put into use, on procedure for testing. | VTSB 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.  |  |  |  |  |
|  | 🗱 SB to attend TT meetings. MEAM team also to be involved.  | SB |  | ✔ |  |
|  | 🗱 Val to send flowchart to help understand Test and Trace process, though waiting for further clarification and guidance. **Diagram added to** **Cambs Insight** | VT  |  |  | ✔ |
|  | 🗱 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 groups are being set up, to include test and trace issues. Housing Board rep = Sue B 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.  |  |  |  |  |
|  | 🗱 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. **Added to Cambs Insight** | VT  |  |  | ✔ |
|  | 🗱 Val can take questions to the Test and Trace health protection board, all to send questions to Sue B to forward – *all partners, RPs, local authorities, everyone!*  | 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.  |  |  |  |  |
|  | 🗱 Sue to e-mail the previous version which was shared in the previous meeting. | SB |  |  | ✔ |
|  | 🗱 Karen will chase non-responders who are on H4C&P group, who work in Cambs and WS. | KM |  |  | ✔ |
|  | 🗱 Heather will share further responses once collated. | HW |  | ✔ |  |
|  | 🗱 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. **See Cambs Insight note** | VT  |  |  | ✔ |
|  | 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. |  |  |  |  |
|  | Update from RP’s | 🗱 Housing Associations want to be part of the move-on process, therefore plea for full disclosure for people in the temp accom, if to create meaningful and sustainable plans. | All | ✔ |  |  |
|  | Update from HRS 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.  |  |  |  |  |
|  | 🗱 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. **Change of approach given T&T work** | SB / LS |  | ✔ |  |
|  | AOB | 🗱 Offer from Mental Health Commissioner Marek Zamborsky, to come to Housing Board in June; all to send thoughts for his agenda item to Sue so he can prepare for his “slot”  | All |  |  | ✔ |
| 15 May 2020  |
|  | Changes to LHAs | 🗱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 |  | ✔ |  |
|  |  | 🗱Would help to see what is being advertised on Home-Link in terms of rents.  | H-L? | ✔ |  |  |
|  |  | 🗱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 |  | ✔ |  |
|  | Home-Link | 📋If shielded and need to move, guidance states, need to contact Public Health. 🗱Clarify advice on this and whether should inform PH or Health Protection Team. **Note on CI** | VT  |  |  | ✔ |
|  | Arc4 report | 🗱Comments requested by end of May by Homelessness Strategy Group.  | LS |  |  | ✔ |
|  |  | 🗱Housing Board to discuss recommendations after that, in June. Add to future agenda.  | EF |  |  | ✔ |
|  | Invoices not done | 🗱SB still to prepare and send a note on amounts to be requested in 2020/21.  | SB |  |  | ✔ |
|  | 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 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. |  |  |  |  |
|  | 🗱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.  | DL |  |  | ✔ |
|  | 🗱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. **Changed under T&T** | 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 |  |  | ✔ |

**Pre Covid**

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| 1 May 2020 |
|  | RP membership 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 |  | ✔ |  |
| 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 progress. | 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 |  | ✔ |  |