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| **The Housing Board**  **Cambridgeshire | Peterborough | West Suffolk**  Friday 14 August 2020, 10.30 to 12.00  Held online via Microsoft Teams  Meetings will be recorded. These recordings will be kept, in the event any point of detail needs re-visiting whilst we are not producing full minutes. Please let us know at the beginning of the meeting of any objections to recording. | | |
| **Meeting notes** | | |
| **Present & Apologies** | | |
| **Present**   * Suzanne Hemingway (SH), South Cambs DC ***Chair*** * Sue Beecroft (SB), Housing Board * Peter Campbell (PC), South Cambs DC * Jon Collen (JC), Huntingdonshire DC * Elaine Field (EF), South Cambs DC ***Notes*** * Julie Fletcher (JF), South Cambs DC * Rob Hill (RH), Cambs County/Peterborough | * Dan Horn (DH), Fenland * Nigel Howlett (NH), CHS * Ali Manji (AM), Cross Keys Homes * Karen Mayhew (KM), H4C&P * Emily Mulvaney (EM), CPCA * Helen Reed (HR), Cambridge City * Lisa Sparks (LS), Cambs County * Cristina Strood (CS), Cambs Police | **Apologies**   * Azma Ahmad-Pearce, CPCA * Sarah Gove, Fenland DC * Iain Green, Cambs County/Peterborough * David Greening, Cambridge City * Mohammed Hussein, Peterborough * Joe Keegan, Cambs County * Anne Keogh, Peterborough * Lee Price, West Suffolk * Matthew Ryder, National Probation Service |
| **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/> | | |
| **Next meeting** | | |
| * 28 August: 10.30am to 12.00 noon | | |
| Key to action table:   * Grey shading = a brief note for context. Not full minutes, if more detail is needed we record meetings this can be referred to. Please contact Elaine. * White numbered lines = actions. Once an action is completed and has been reported back to the following meeting, it is removed from the table. | | |

| # | Agenda item | |  | Lead | To do | Doing | Done | |
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| 14 August 2020 | | | | | | | | |
|  | CPCA Allocations | Emily Mulvaney of CPCA discussed the updated document £100k Homes Allocations Policy and Guidance. Two stage process, eligibility and assessment of priority via point scoring table. The document provides guidance which covers these processes, changes and updates to the policy, data protection and review of decisions and complaints. The Board provided futher recommendations, which Emily will take away. | |  |  |  |  |
|  |  | These are noted in a separate document for Board members to review / be aware of, and which Heather will ask Charles Clay to liaise with Emily about, on behalf of the Housing Board. | | HW/CC | ✔ |  |  |
|  | Housing Related Support Draft Strategy | Previously sent out strategy and feedback form. Lisa went through the questions on the feedback form, some will complete the form and email later. | |  |  |  |  |
|  |  | Changing from housing benefit to universal credit for supported housing residents. Depending on if it meets the definition within the HB regulations. Lisa will look at that. | | LS | ✔ |  |  |
|  |  | Lisa has asked Board members to highlight anything in there that is incorrect or doesn’t sound right? | | All | ✔ |  |  |
|  |  | Commissioning principles and commissioning approach were circulated previously. Annual review and annual delivery plan is reasonable, principles around it is important, how are Housing Authorities and Providers involved in the process of joint commissioning. To try to avoid unintended consequences of increasing the costs to public sector organisations, we need to do a sense check as making efficiencies for one agency may increase resource needed in partner organisations (i.e. we don’t want the result to simply be cost shunting).  Is good, from Housing Authority perspective, to focus on homelessness services, however, might need to mention that there has been a conscious decision by County to mainstream some of the services that were previously defined as housing related support (e.g. learning disabilities).  Successfully delivering new service models. Important to ensure that services are secure and viable for providers to provide security and operate. Would welcome more emphasis on what clients need themselves not necessarily what we think they need. Co-production is needed.  HRS due to go to committee October. | |  |  |  |  |
|  |  | Lisa advised reinstating Member Reference group of ten volunteers from childrens and young people’s committee. This aims to make sure we are informing Members, and they get information earlier than at committee. Lisa will provide a list of who is on the member reference group. | | LS | ✔ |  |  |
|  | Housing and Covid recovery | New “covid recovery” groups are being set up across the County. The Board needs to continue to get an overview of what Districts are doing, and that we are making best use of the opportunities to support each other. Also need better understanding of the themes of the new covid recovery groups, so we can make sure the correct group(s) consider what we see as the main housing issues. | |  |  |  |  |
|  |  | Sue to work with Iain Green and Val Thomas to clarify the groups, what they cover, and continue to work on a plan of issues we (the Housing Board) would suggest need to be part of the recovery agenda. | | SB,VT, IG | ✔ |  |  |
|  | Next steps plans | Dan – Fenland draft bid to goverment by Monday. Short term bid - Deposit request going in. Housing Provider looking to purchase 5 properties, bidding for some set-up costs, and support linked in.  Longer term bid – two proposals one around 4 modular homes, difficulty getting them in place by end March. Other is purchase of 10 leasehold flats, ring fenched as long term asset for rough sleepers with associated support. | |  |  |  |  |
|  |  | Jon – Hunts, East Cambs and South Cambs working together. Short term – private rented housing access scheme of deposits and increased incentives, and offers to private landlords, small bid to back up rent guarantee model. Timesecales (particularly around capital bids) and fitting criteria has been tricky, as the purchase needs to be completed, leasehold deals done, and units there, by end of March 2021. | |  |  |  |  |
|  |  | Suzanne - City have applications in for planning permission for first of pods, if Board interested in seeing completed pods we could set up opportunity to view. | |  |  |  |  |
|  |  | Worth coming back to a future meeting where we have got to on homelessness bids. Future agenda item. | | EF | ✔ |  |  |
|  | MAIC | Sue B will send graph of homelessness stats around after this meeting. | | SB | ✔ |  |  |
|  | Updates from RP partners | Karen - Will have conversation at next Homes for Cambridgeshire and Peterobourgh meeting about local housing allowance rates, most people have reviewed policies most sensitive areas around South Cambs and Cambridgeshire.  Arrears – collating responses to question about arrears, Karen has chased and will discuss again.  Links in to County economic impact on vulnerable groups, asking for data. Sue has received 4 responses so far. Waiting for City and South Cambs.  Nigel - One or two contactors struggled to recover after lockdown, furloughed staff. Seeing problems with supply and availability of materials. Universal Credit spike in money advice from tenants. | |  |  |  |  |
|  |  | Sue will circulate updated CLAS details.  Sue has sent around to the Strategic Housing Group, a table for each District about how the local housing allowance differs from rent levels. Once had feedback, will send to Housing Board and others. | | SB | ✔ |  |  |
|  | AOB |  | |  |  |  |  |
|  | Ark4 paper to CPSB (Suzanne) | Suzanne took Ark4 paper to CPSB this morning. Supportive discussion. Around homelessness and the need to make the system work together. Sign-up to us creating two new virtual teams to work on complex cases and young people. Can now brief Members. CPSB have asked for a briefing to be set up for the Housing Portfolio Holders and who is relevant in terms of County.  Need to get key players not around this table and CPSB table to give them a briefing on Arc4 recommendaitons especially the new teams, incl social care, drug and alcohol, mental health services, etc.  CBL: agreement that we may want to look at it again in future.  On data - need a short piece of work to get our definitions working so we can have comparable data in future. Support for including integrated support around commissioning.  There is some additional funding for Ark4 to include ECDC in the data, but if not all used, we could invite Ark4 to join the presentation to Members  Emphasising strategic discussion with Members rather then operational.  Sue has all recommendations and is categorising.  Suzanne thanked Sue and Lisa for all of the work they have done on this, enormous effort and well done. | |  |  |  |  |
|  |  | Please let Suzanne know who Housing Board want to be included in the Member briefing, then can present the report to them collectively. | | All | ✔ |  |  |
|  |  | Any suggestions of key players / teams who should be in the Arc4 “new teams” briefing please send to Suzanne. All of us have to think about which resource we can put into that, to do some of that complex case work. | | All | ✔ |  |  |
|  |  | On recording data, Sub Regional Homelessness Group offered to take ownership, also how consistent we are around recording complexity of need. Will work towards County wide consistent agreement on what we will all record. Sue to include this in the action plan. | | Hless Grp | ✔ |  |  |
|  |  | Sue to continue categorizing the actions and helping turn Arc4 recommendaitons into an action plan, for all to agree on and take forward. | | SB |  | ✔ |  |
|  | DoH potential bid (Lisa) | Looks like we have the option to potentially to get resource from Department of Health, to look at trying to address issues around hospital admission and discharge for rough sleepers. No details yet. Invite to submit an expression of interest. Only for areas where we have high rough sleeper numbers. Suzanne advised make a link as part of our need to work better with tackiling rough sleeping and homelessness. Separate to piece of work where health (CCG) already has some funding for a link worker into work around rough sleeping. | |  |  |  |  |
|  |  | Lisa to submit expression of interest. | | LS |  |  | ✔ |
|  | NRPF (Sue) | No recourse to public funds people, task and finish group, will suggest County might want to lead on an ongoing team for this, and Eastern European people who have trouble with immigration status, many partners involved. | |  |  |  |  |
|  |  | Sue to keep Houing Board updated on NRPF. | | SB | ✔ |  |  |
| 31 July 2020 | | | | | | | | |
|  | Arc4 report on homelessness | Still in draft format. Sue sent updated spreadsheet from last Board meeting, which districts have added ratings and comments to. | |  |  |  |  |
|  |  | East Cambs would like to contribute data, Lisa Sparks organising this with Arc4’s help. | | LS |  |  | ✔ |
|  |  | Still to receive Peterborough’s ratings on the recommnedations however Sean is on leave, Mo will see if can find out more, otherwise will note they had not added “ratings” in. | | MH |  |  | ✔ |
|  |  | Integrating Commissioning Board meeting attended by Sue, discussed rough sleeping, Ark4 report and MEAM approach, ICB positive about those. | |  |  |  |  |
|  |  | Sue will let ICB know, top Housing Board recommendations going to CPSB. | | SB |  |  | ✔ |
|  |  | Sue to send recommendations summary to Suzanne Hemingway, to go to CPSB on 14 August. Request to CPSB is for them to help break down barriers and gain their assistance to make the transformation happen. | | SH |  |  | ✔ |
|  | District next steps plans | Sarah Gove updated from the Mental Health task and finish group. Clinical Commissioning Group have a bidding round open for further work on mental health. Good practice in Cambridge City with dual diagnois services, focus on areas of higher needs then rolling out to other districts. Provided case studies. Need a triage system. | |  |  |  |  |
|  |  | Sarah will work through detail of this in second meeting today. Will look at Cambrige City approach and at training needs. Specifically on rough sleepers only. | | SG |  |  | ✔ |
|  |  | Karen mentioned that some RPs run homelessness services, therefore if it gets extended later, that RPs are considered too. Karen, Mo and Ali to discuss RP criteria for homeless/unemployed. | | KM / MH / AM | ✔ |  |  |
|  |  | The Exemplar Project in Peterborough needs to be joined into this as they are doing similar projects, Joe to look into this, Sarah will raise in meeting today at 2pm and feed back. | | JK / SG | ✔ |  |  |
|  | Housing and Covid Recovery | Sue updated that new Covid recovery groups are being set up County wide – to deal with what happens next following the “response” stage to Covid. Vulnerable people’s recovery group deals with housing issues. Need to contribute what Housing Board sees as the priorities, including new homes, existing homes, homes for wellbeing and housing need / homelessness. | |  |  |  |  |
|  |  | Rob requested a list of what the existing “excluded groups” covers - to be clear and identify groups which we may have missed. | | SB |  |  | ✔ |
|  |  | If people can review the draft circulated, Sue can then update and bring back to Board – so confirming what areas we want the “recovery groups” to look at. | | SB |  | ✔ |  |
|  | Public Health & Prevention Sub Group  Test and Trace picture | Val Thomas gave an update on test and trace & Covid outbreak control. Now have outbreak control team across the County, public health, rapid response, therefore whole system can mitigate effects of the virus. Numbers have stabilised in Peterborough this week, small increases in other Districts.  Five higher risk situations are health care, care settings, schools, work places and socially excluded groups. Lots of preventative activity in workplaces and Val working closely with Environmental Health Officers. Prevention is key - much work on these messages, social distancing and ensure good testing facilities and good contact tracing. If people are asked to self isolate they should continue to get support. | |  |  |  |  |
|  |  | Memo of understanding from Public Health England identifies excluded groups. Val to look through this for roles and responsibilities. Rob advised they are developing a package of support for individuals who might need to self isolate for two weeks, etc. But there are some risks. Might see more and more people who are affected from a housing point of view. | | VT |  | ✔ |  |
|  | AOB Military Covenant Group | Helen had sent a query about Military Covenant group, and asked does Housing Board need feedback. A few Authorities did have reps but not from housing. South Cambs’ Housing Allocation Manager Charles Clay attends. Sharon Lock, Sub Regional Home-Link Manager and Charles have met with the group and information can be fed into the Allocations Policy review work on Home-link, and to Housing Board. | |  |  |  |  |
|  |  | All to feed issues to Charles Clay so housing issues are covered in the MC group. Charles or Heather can update at future meetings on work that is going on. Would like to add to Housing Board agenda once a good date arises. Any new information related to housing, coming out from military covenant, will be circulated. | | CC/ HW | ✔ |  |  |
| 17 July 2020 | | | | | | | | |
|  | Next Steps  following covid | Saffia Cragg, Partnerships Manager for London and the South East at Homeless Link shared the MEAM Transition framework document. MEAM approach covers Cambridgeshire and Peterborough now. Thinking about how to work with system transformation and asking if Housing Board want to tap into anything, and be involved in MEAM work at a strategic level.  A MEAM framework approach has been used in Hampshire to think about how their recovery plans are framed.  Recovery plans need to be coordinated and take a partnership approach, across sector.  Criminal justice representatives need to be involved too, Matthew Ryder from the Probation Service and Cristina Strood from the Police and Crime Commissioner have offered to be part of this Housing Board to strengthen links. Also Rob Hill who leads at County on community safety has joined the Board.  Stephen discussed how housing providers could be involved, for both supported and general needs housing aspects / supply / modification to fit post-Covid needs.  Tom confirmed that in Peterborough, RP’s are involved while in Cambridgeshire it’s been more homelessness providers.  Operational aspects need to feed into strategic level to make sure the work is embedded.  The Board discussed the obstacle of requiring people to be in employment before getting into RP accommodation. In some MEAM areas, understanding of those issues was being addressed and resolved in partnership e.g. using ‘clean slate’ agreements.  Mo asked if Saffia could share how to include RPs in the suggestions. Cross Keys are involved in Peterborough. CHS also have been flexible and approachable in looking at issues. | |  |  |  |  |
|  |  | All to look at MEAM approach document (Sue has sent one with some comments to start thoughts off). May be issues the Housing Board needs to ask new representatives on. The Housing Board and Integrated Commissioning Boards should both be involved. | | All |  | ✔ |  |
|  |  | **Update 31 July:** Invite Saffia Cragg back to a future meeting to discuss. | | EF | ✔ |  |  |
| 26 June 2020 | | | | | | | | |
|  | Mental Health and Commissioning issues: update | Following up on previous meeting, Dan Horn and Marek Zamborsky met with operational leads. Marek is setting up a task & finish group to work with colleague Amanda Roach to look at operational issues in the short term to help the 300-ish 350 rough sleepers and help them move on from hotels etc. First meeting next week. Need to focus on Covid but agreed to look at medium term change needed. Housing providers to be included. Will connect with Arc4 recommendations.  **Commitment:** MHCLG have announced funding, commit to do a piece of work around tackling mental health root causes, if fits with criteria when they are available. Will discuss at housing board. | |  |  |  |  |
|  |  | Dan will keep Housing Board updated on progress of T&F group. | | DH |  | ✔ |  |
|  | £25K for homelessness CCG navigator | CCG bid has been successful getting £25k (Nicola Harris did bid), one year post rough sleeper champion, to help register with GPs. | |  |  |  |  |
|  | AOB LHA rates | New LHA rates may prove an issue. SB and Anne Keogh discussed and suggesting a “winners and losers” note. Interested in whether providers are taking a consistent view and how they are likely to respond in terms of rents for new homes. The Board discussed further, alongside CPCA and Homes England approach. | |  |  |  |  |
|  |  | Sue to put together data on rent / LHA gap at ward level with pros & cons of the higher rates. | | SB |  | ✔ |  |
|  |  | Karen is contacting all members of H4C&P and will find out how RPs will apply the new rates. Oliver Morley and Wendi Ogle-Welbourn followed up with Suzanne Hemingway, Oliver and Wendi are looking at financial impact of vulnerable groups and want to drill down to more detail, economic impact, etc. Sue getting emails from RPs about rent arrears position and will discuss with Karen. | | KM |  | ✔ |  |
|  | Financial hardship during Covid | Welfare response is being carried out during Covid, also want to also find out who are suffering financial hardship, not being able to afford rent, redundancies, who are applying for UC, unemployment. What data do we hold in terms of targeting those who may have those problems (poss. Evictions), is there work going on with stock holders? Also need to cover dual diagnosis drugs and alcohol. Peterborough to focus on prevention.  County Council is looking to monitor the impact and understand this systemically down the line. Under vulnerable people groups, economic hardship more broadly, Suzanne to discuss with County preventative work and re-educating staff about homelessness in a broader perspective. Arrears have not increased as expected. All stockholders should be discussing with housing options teams. More concern about what happens at end of the summer. | |  |  |  |  |
|  |  | Stockholders could share what they are doing, their arrears figures at end of quarter one, how things are going with landlords. Karen to ask the housing operations group. Karen to explore position with providers. | | KM |  |  | ✔ |
|  |  | Julie and Suzanne to share information with Sue as they are LA stockholders. | | SB |  |  | ✔ |
| 29 May 2020 | | | | | | | | |
|  | 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 |  | ✔ |  |
| 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. **Full info to come our around September (after next H4C&P meeting)** | | KM |  | ✔ |  |
|  |  | Would help to see what is being advertised on Home-Link in terms of rents. | | H-L? | ✔ |  |  |
|  | DFGs | 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 | ✔ |  |  |
|  |  | JK and SB to work with partners to get more people in the hotels registered with a GP. | | JK / SB |  | ✔ |  |