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| **The Housing Board**  **Cambridgeshire | Peterborough | West Suffolk**  Friday 31 July 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**   * Heather Wood (HW), South Cambs DC ***Chair*** * Sue Beecroft (SB), Housing Board * Jon Collen (JC), Huntingdonshire DC * Elaine Field (EF), South Cambs DC ***Notes*** * Julie Fletcher (JF), South Cambs DC * Sarah Gove (SG), Fenland DC * Rob Hill (RH), Cambs County/Peterborough | * Mohammed Hussein (MH), Peterborough * Joe Keegan (JK), Cambs County * Ali Manji (AM), Cross Keys Homes * Karen Mayhew (KM), H4C&P * Helen Reed (HR), Cambridge City * Val Thomas (VT), Cambs County/Peterborough | **Apologies**   * Azma Ahmad-Pearce, CPCA * Sally Bonnett, East Cambs DC * Peter Campbell, South Cambs DC * Iain Green, Cambs County/Peterborough * David Greening, Cambridge City * Emma Grima, East Cambs DC | * Suzanne Hemingway, Cambridge City * Dan Horn, Fenland DC * Nigel Howlett, CHS * Carol Pilson, Fenland DC * Lee Price, West Suffolk * Lisa Sparks, Cambs County |
| **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** | | | |
| * 14 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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| 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 | ✔ |  |  |
|  | Updates:   1. MAIC stats | Sue has sent around graphs. Figures are coming down. East Cambs now at 0 and have housed everyone who was in emergency accommodation. | |  |  |  |  |
|  |  | Sue to correct error with the key (two lines had got muddled). | | SB |  |  | ✔ |
|  | 1. HRS | Sue has sent around points from Housing Related Support groups, charied by Lisa Sparks, for info. | |  |  |  |  |
|  | 1. RP partners | Karen updated that RP things are getting back to normal in terms of repairs, catching up, voids, and outstanding major works. Development sites are working again. Now looking at arrears, Karen has some data. People are concerned about when furlough ends; what support do we need to offer to these people? Karen will update with RP’s in September. Lots of strands to ensure tied up, and that we don’t miss this opportunity of joining up groups. | |  |  |  |  |
|  | Next Steps bids | Jon discussed funding available for Next Steps Programme bid, to help clients move on and don’t return to the street. Key that Housing Board identifies what the level of need is. Need to use the available evidence to put bids together. Deadline is 20 August, capital attached to this bid round, available, money needs to be spent this year. East, South and HDC will formulate a bid around private rented sector, Jon discussed with P3 who provide Street Outreach Team and have made a bid, for setting up housing first model.  Joe advised separate scheme coming re Peterborough and Cambridge for Public Health England, around revenue support. | |  |  |  |  |
|  | 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/ All | ✔ |  |  |
| 17 July 2020 | | | | | | | | |
|  | Arc4 recommendations | Voting spreadsheet has been sent round and many filled it in. Some overlap between categories, some still being completed. Joe added that in the case of move on from supported housing, local connection criteria would be better if aligned county-wide. Jon added that joint commissioning and move on would be separate issues with different commissioning across services and various ways to overcome barriers. | |  |  |  |  |
|  |  | Sue to add further comments from Ali, Joe and Sean. HDC and SCDC to add further info to clarify their scores. | | SB |  |  | ✔ |
|  |  | Suzanne Hemingway aiming to get on CPSB agenda for August. Will take a sounding from CPSB on how do we share the information with Members. | | SH |  |  | ✔ |
|  | Integrated Commissioning Body | Integrated Commissioning Body covers health and social care, voluntary and community sector and housing via Sue B. Public Health reps are Val Thomas or Iain Green. | |  |  |  |  |
|  |  | Sue will talk at ICB July meeting about rough sleepers during Covid, and recovery plans, also the arc4 report and MEAM approach. Sue and Lisa to check ICB membership – is adult commissioning on the group? Info about ICB uploaded here <https://cambridgeshireinsight.org.uk/integrated-commissioning-board/> | | SB / LS |  |  | ✔ |
|  | District next  steps plans | Sue had shared a report, with updated statistics, of next steps coming out of Covid. To find answers trying to resolve those issues and think about resources to fund level of support needed. High figures of people with no recourse to public funds. DG highlighted that the figures include Jimmy’s nightshelter which should really be excluded. | |  |  |  |  |
|  | 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 |  | ✔ |  |
|  |  | Sue to share Saffia’s document and a list of those on the Integrated Commissioning Board. | | SB |  |  | ✔ |
|  |  | **Update 31 July:** Invite Saffia Cragg back to a future meeting to discuss. | | EF | ✔ |  |  |
|  | The Combined Authority’s £100K homes and criteria for accessing | Emma Grima from ECDC is assisting CPCA (Cambridgeshire and Peterborough Combined Authority) in developing the £100k project. Emma brought the Allocations Policy to the Board and work will then begin on a guidance document. Emily Mulvaney of the CPCA highlighted the broad principles regards allocations:   * Intention is to prioritise people with strong local connections of work and residency/ family. Enabling people to work locally rather than for economic development. Local people in local jobs. * 2 stages:   **One**, eligibility. Over 2,000 expressions of interest so far. Criteria of inability to afford open market ownership (max income limit tbd), local connection to city, town or parish in Cambs or Peterborough area and does not currently own a home. Once met this and accepted, put onto expression of interest waiting list, until properties become available.  **Two**, allocation of a points score and prioritising people according to that, more points if a member of the armed forces or a key worker.   * Affordability to be set at a level; however it would be a living document which will be reviewed in time. The review process to be outlined in the guidance document.   Suggested to look at Sue’s ladders of affordability in the regular Housing Market Bulletins (includes shared ownership market).  Help to buy register and RP input is separate to the CPCA register, would not be RP delivered, it will be 100% freehold ownership – and delivery process is entirely separate.  Emma will take Allocations Policy and working guidance to CPCA Housing and Communities Committee on 14 September, and will circulate via email a draft document for comments. | |  |  |  |  |
|  |  | Emma will attend the next Housing Board on 31 July for further discussion. **Deferred to 14 August** | | EG |  | ✔ |  |
|  | Updates: 1. Maic | MAIC stats. Decreasing numbers, as people are coming out of hotels. | |  |  |  |  |
|  | 2. RP update | RP Partners: CHS have found, people already on benefits are less impacted by Covid and haven’t seen as big an increase in arrears as feared, some people who are in arrears were so before Covid. Have seen an increase in people claiming Universal Credit. | |  |  |  |  |
|  | AOB | Sarah Gove of Fenland chaired a meeting recently about moving forward with mental health issues, with Amanda Roach and Sarah Bye. Looked at issues locally with a view to rolling out services more broadly across Cambs and Peterborough, case studies were provided and also some information from James McWilliams regards a programme in the City about dual diagnosis, link in with MIND Good Life service, and how mental health services could work with us to provide housing lead contacts, form an outreach service, and where to go for specific concerns.  Will monitor how it works short term and look at something longer term, meeting in a couple of weeks.  Joe advised that The Peterborough Exemplar are looking to replicate a dual diagnosis team.  Anything being set up on a County wide basis will be shared. It does fit in with integrated commissioning discussions. | |  |  |  |  |
|  |  | Joe will ensure Sean at Peterborough is linked in to the MH task and finish group’s work. | | JK |  |  | ✔ |
|  |  | Sarah Gove will update **31 July** Board on T&F group progress. | | SG |  |  | ✔ |
|  |  | Lisa will email the Housing Related Support Commissioning Strategy for Cambridgeshire and Peterborough draft document, for consultation next week. Not for sharing more widely as yet. | | LS |  |  | ✔ |
| 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 |  | ✔ |  |
|  |  | Moh Hussein had meetings with the Ministry and Homes England, and they are positive in supporting us in developing new accommodation schemes, happy to discuss most vulnerable clients. Moh to talk to David / James at Cambridge City; will set up meeting. | | MH/DH/JMc |  |  | ✔ |
|  | £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. | |  |  |  |  |
|  | MEAM approach | Housing Board will use the MEAM approach as a framework for developing transition out of the Covid situation, 4 areas of questions around plans going forward. | |  |  |  |  |
|  | Covid next steps | Sue collated details from each District on recovering from the next step returns. Will summarise key points drawing out how Districts impact each other, risks, where there are similar issues. | | SB |  |  | ✔ |
|  |  | Peterborough has moved many on already from hotels; all will be out by end of July. Concern about those with no recourse to public funds (NRPF). Cambridge is asking MHCLG to support people with NRTPF. | |  |  |  |  |
|  |  | Cambridge working to find appropriate housing for those in hotels (around 100, coming down). Suzanne and Moh to discuss how private sector has helped in Peterborough – share ideas. Mentioned Cozy Lets. | | MH / SH |  |  | ✔ |
|  | Announced funds for CLAS | Might be new government funding for CLAS. No detail yet but announced in press. County has allocated CHS 50% more funding into CLAS. Have spent about 40%. Local Resilience Forum (LRF) have a vulnerable people’s recovery group, chaired by Wendi Ogle-Welbourn, Debbie Kay attends for Cambridge. Suzanne has shared some key issues with Wendi around housing including priorities, support, families, mental health and CLAS, economic hardship. Massive increase in tenants going onto UC in last 8 weeks.  Nigel can share data report on what CLAS money is going on if poelpe want that. | |  |  |  |  |
|  | Update on MAIC stats | Sue emailed information on 24 June, homelessness stats for each District on rough sleeper homeless in hotel accommodation now showing a small decline. | |  |  |  |  |
|  | HRS update | Noted the summary sent by Lisa. | |  |  |  |  |
|  | Housing Provider feedback | Karen added that providers are all in the same position, knowing the challenge is important. Asked about approach to LHAs and rent setting via email. MEAM approach should help inform. | |  |  |  |  |
|  | AOB £100k homes | Suzanne updated that the housing board of the Combined Authority had rejected the proposals for allocations of £100k houses, and asked Officers to come back to this Housing Board to help develop plans. Dan and Suzanne will now get papers in advance of their meetings. | |  |  |  |  |
|  |  | Sue has invited Roger Thompson to attend a future meeting on this. | | SB |  |  | ✔ |
|  | 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. **Update 17 July: In process.** | | KM |  |  |  |
|  |  | Suzanne will write to CPCA and Homes England to ask how they are going to deal with this, especially around grant levels and how changes in LHA affect grants awarded prior to the uplift. Letters on our CI page 26 June. | | SH |  |  | ✔ |
|  | 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 | ✔ |  |  |
| 12 June 2020 | | | | | | | | |
|  | Covid-19 | When the communication messages come out from County, will share via housing networks | | SB, all |  | ✔ |  |
|  | Making Every Adult Matter – transition planning | MEAM work can sit alongside the Ark4 report which maybe lacks some interagency aspects / co-production. And 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 on 17 July. | | SB |  |  | ✔ |
| 29 May 2020 | | | | | | | | |
|  | Test & Trace | SB to attend T&T meetings. MEAM team also to be involved. | | SB |  |  | ✔ |
|  | Can “Ask Dr Liz” if you are a District hub. Dan H can pass questions from HB to Dr Liz. | | DH |  |  | ✔ |
|  | Recovery | 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 |  |  | ✔ |
|  | Update on allocation processes | Heather will share further responses once collated. | | HW |  |  | ✔ |
|  | 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 Spetember (after next H4C&P meeting)** | | 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 o policy and LHA vs rents. | | Enablers |  | ✔ |  |
|  | 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 |  | ✔ |  |

**Pre Covid**

| # | Agenda item | Note 📋 | Numbered action s 🗱 | Commitment 🞋 | decision 🗹 | Lead | To do | Doing | Done | On hold |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1 May 2020 |  |  |  |  |  |  |
|  | RPs 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. | 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 & David Greening about this & CCG lead | SF lead |  |  |  | ✔ |
|  |  | Had RSI funding agreed - could reflect TB issues. Actions for City & Peterborough to action | SF |  |  |  | ✔ |
|  |  | Housing Board to help with recommendations / actions in the JSNA | All |  |  |  | ✔ |
|  | 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 |  |  | ✔ |  |
|  | Nov 2019 |  |  |  |  |  |  |
|  | Homelessness review | Housing First rep 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. | JC, SF |  |  |  | ✔ |
|  | September 2019 |  |  |  |  |  |  |
|  | TB JSNA | Put TB on StreetSupport app. SB investigating with support from Public Health. | SB |  |  |  | ✔ |
|  | Victims of sexual exploitation | IG mentioned the ‘Improving Pathways’ trailblazer work issues may be the same. Could take to Health and Wellbeing Board, ensuring Cambs Constabulary 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 to Housing Board. | VP |  |  |  | ✔ |
|  | July 2019 |  |  |  |  |  |  |
|  | Military covenant | Vikki to contact us when we can help with the app, incl housing info & training. | VB |  |  |  | ✔ |