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| **The Housing Board**  **Cambridgeshire | Peterborough | West Suffolk**  Friday 11 September 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), Cambridge City ***Chair*** * Azma Ahmad-Pearce (AAP), CPCA * 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), Cambs County * Ali Manji (AM), Cross Keys Homes * Lee Price (LP), West Suffolk * Lisa Sparks (LS), Cambs County * Cristina Strood (CS), Cambs Police | **Apologies**   * Julie Fletcher, South Cambs DC * Iain Green, Cambs County/Peterborough (PH) * Rob Hill, Cambs County/Peterborough * Karen Mayhew, H4C&P * Carol Pilson, Fenland DC * Helen Reed, Cambridge City * Damian Roche, Accent Group * Matthew Ryder, National Probation Service * Val Thomas, Cambs County/Peterborough (PH) |
| **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** | | |
| * 9 October: 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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|  |  | **11 September 2020** |  |  |  |  |
|  | Planned drugs / alcohol bid (JK) | Cambridge and Peterborough have been selected, figure not confirmed, deadline early October.  Funding can be used for outreach services, capacity to treatment and money for commissioning/ monitoring. 4 year programme, for those in hotels that have substance misuse, then broaden out to others in social housing. For rough sleepers. First money up to 31 March 2022, whole programme up to 2024.  **Peterborough**.People currently go to Birmingham for detox, would prefer local. Prison in-reach and peer support. Mo thanked Joe for work on the bid to gain resources. Bid detail looks at remaining issues after moves out of emergency temp. One scheme for those struggling, other for people moved on but still issues. Looking if we can do something like INFORM. Slides on exemplar project [here](https://cambridgeshireinsight.org.uk/wp-content/uploads/2020/09/PETERBOROUGH-EXEMPLAR-PROJECT-OVERVIEW-AUG-6.9.20.pptx).  **Cambridge**.Modular homes for those with substance misuse or in recovery. Migrant worker outreach role. Detox access and peer support. Revisiting dual diagnosis street team. Training rolled out within district. People with no recourse to public funds can be helped. Finding some Eastern Europeans who have substance misuse issues, we are waiting to find out next steps for county wide approach to NRPF. |  |  |  |  |
| 1. 1 |  | Joe will clarify with PHE if services could be made available for Fenland (possibly in future rounds). | JK | ✔ |  |  |
|  | Draft HRS Strategy | Housing Related Support Strategy out to consultation. Lisa is updating comments. Available before the end of September and going to Committee. |  |  |  |  |
|  | ARC4 Report feat. East Cambs | New version of Ark4 report circulated, next step is how we will share and develop it. Key points on complex needs, young persons and Trailblazer. Discussed creating a task and finish group with multi agencies. |  |  |  |  |
| 1. 2 |  | Suzanne H to set up a presentation to agencies to hear about the report including senior level people who can then support reps on the T&F group.  All to send ideas of partners who will work on next steps to Sue B and can then invite to T&F group. | SH  All | ✔  ✔ |  |  |
|  |  | Need to look at Trailblazer work and TB tasks going forward. Funding is ending for the team in Dec 2020, how can we make sure we convert into business as usual and what do we do with the strategic projects as part of ACR4 recommendations (protocols etc). |  |  |  |  |
|  |  | Heather and Jon will take to Trailblazer Board on Wednesday 16 Sept. | HW / JC | ✔ |  |  |
| 1. . |  | Police happy to engage, Cristina will pass Superintendent Laura Hunt’s details to Sue. | CS |  |  | ✔ |
| 1. 4 |  | Add to next meeting agenda i.e. TB board recommendations, outline of senior leadership briefing, review of suggestions re task and finish group. | EF | ✔ |  |  |
|  | Next Steps bids | Sue sent note on bids submitted by 1. Cambridge 2. FDC and 3. Joint bid from HDC, South Cambs and ECDC. |  |  |  |  |
|  |  | Peterborough to be added to the note. | SB | ✔ |  |  |
|  |  | Outline of bids  **HDC, SCDC and ECDC**. Focussed on short term provision to deal with those in emergency accom; around 30 people, 25 in HDC. Bid for funding to help them move on into private rented – via incentives for landlords, already some success. Bid c.£24k, hoping at last 25 people can use the incentives. It’s unclear but cold weather funds might disappear, so included that in next steps bid.  **Fenland**. 22 units of supported interim accommodation, 14 emergency places. £176k to support up to March 2021. Clarion to purchase 10 one bed flats. Amicus are buying 5 houses for HMOs creating c30 bed spaces. Plus 40 long term units for “suspension of derogation” (links to NRPF) for 14 people.  **Cambridge**. Phase 1: accommodation, 70 rough sleepers in, retrospective funding, projected funding moving forward to March, bidding for £1.5m to meet costs. Phase 2: 60 units including 10 market purchase, 10 modular units programme (2nd phase adding to the 17 already secured), plus 40 private rent + support.  **Peterborough** – Focus mostly on capital though some revenue included. 60 one bed flats to purchase on open market ready by March 2021. 2 properties to be redeveloped to provide new 5 bed HMOs. Public Health England bid would provide the support cost for the 2 new HMOs, plus a further 4 floating support officers to support the 60 flats. Asked for money to keep rest centre going to end of October, then move remaining people into new leased property (see Exemplar project above). |  |  |  |  |
|  |  | Key criteria for this bid is to create a national asset, for long term solutions for rough sleepers. Short term element of £105m is for those currently accommodated. |  |  |  |  |
|  | NRPF and hotel accommodation | 16 Sept is a deadline for some districts to start ending duty to accommodation and support for people with NRPF, However there is still a “better in” principle in play so it’s very much at districts’ discretion on case by case basis, as to what should be done. Discussion on numbers in hotels, do we have plans we can share? |  |  |  |  |
|  |  | * **Cambridge** - 6 people left of 21, 1 not engaging. Not sure what is happening with those 6, spoken to Ministry, they say ‘everyone in’ programme trumps the suspension of derogation (which ends 31 December), so can continue to support people. Will be determined by next steps bid. * **HDC** - Group constantly changes, 5 on 12 week timeline, some successes. Will not accommodate some at end of 12 weeks, could be asked to leave, is an issue, asked Ministry for options, no support coming forward yet, risk some people may return to streets. * **FDC** - 18 no recourse, 5 looking to give pre-settled status, 10 appeals submitted waiting to hear if enough evidence. 3 not yet had any application submitted. Spoken to MP. * **Peterborough** – no recourse cases, but SOD cases. working hard on getting them settled status or documents sorted, some success. Actively trying to get into work, harvest season. * **SCDC** - None at South Cambs. |  |  |  |  |
|  |  | Sue to report back on progress re county-wide NRPF project | SB | ✔ |  |  |
|  | Public health / covid | Add to next agenda discussion on the new ‘recovery’ groups set up for Covid and where key housing aspects should be taken, all be ready to look at the recovery themes. Add to next meeting agenda. | All  EF | ✔  ✔ |  |  |
|  | MAIC | Sue has sent graph and table. Approx. 105 now in Covid emergency accommodation. |  |  |  |  |
|  | HRS | Public Health are leading on a pilot which will allow swab tests at schemes rather than going to test centres or hospitals. Trying to work out how that will work. Confidentiality and consent issues need ironing out. Pilot to be rolled out in Peterborough and Cambridge, Lisa pushing to roll out elsewhere across the county. HRS schemes are the starting point. Unclear if other accommodation might be suited, storage of swabs can be an issue. Public health will provide training for staff. |  |  |  |  |
|  |  | **14 August 2020** |  |  |  |  |
|  | CPCA Allocations for £100K homes | 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 |  | ✔ |  |
|  | HRS Draft Strategy | Previously sent out strategy and feedback form. Lisa went through the questions on the feedback form. |  |  |  |  |
|  |  | 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 & approach circulated previously. Annual review & 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 Oct. |  |  |  |  |
|  |  | Lisa advised reinstating Member Reference group of ten volunteers from children’s 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 | ✔ |  |  |
|  | Next steps plans | **FDC** (Dan) draft bid to government 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 fenced as long term asset for rough sleepers with associated support.  **HDC** (Jon) HDC, 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. Timescales (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.  **City** (Suzanne) have applications in for planning permission for first of pods, if Board interested in seeing completed pods we could set up opportunity to view. |  |  |  |  |
|  |  | Set up pod viewing spectular? If interested, please email Sue Beecroft | All | ✔ |  |  |
|  | 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 into 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. |  |  |  |  |
|  | CLAS | Sue will circulate updated CLAS details. | SB |  |  | ✔ |
|  | Rents and LHA | 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 recommendations 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. 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. |  |  |  |  |
|  |  | Let Suzanne know who Housing Board want to be included in the Member briefing | All |  | ✔ |  |
|  |  | 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 data, Sub Regional Homelessness Group offered to take ownership, also how consistent we are around recording complexity of need. Will work towards County wide agreement on what we will all record.  Sue to include this in the action plan. | Hless Grp  SB | ✔  ✔ |  |  |
|  |  | Sue to categorize actions and helping turn recommendations into an action plan, for all to agree on. | SB |  | ✔ |  |
|  | **AOB**  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. |  |  |  |  |
|  |  | Sue to keep Housing 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. |  |  |  |  |
|  | 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. Need a triage system. |  |  |  |  |
|  |  | 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 | ✔ |  |  |
|  | 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. | 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. New info 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 |  | ✔ |  |
|  |  | Invite Saffia Cragg back to a future meeting to discuss. | EF | ✔ |  |  |
|  |  | **26 June 2020** |  |  |  |  |
|  | Mental Health and Commissioning issues: update | 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 / Sarah Gove will keep Housing Board updated on progress of T&F group. | DH, SG |  | ✔ |  |
|  | £25K for h’less 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 H4C&P to find out how they will apply the new rates. Oliver Morley and Wendi Ogle-Welbourn followed up with Suzanne Hemingway; looking at financial impact on vulnerable groups, want detail. Sue getting emails from RPs on rent arrears. **Draft note sent to KM at end Aug** | KM |  | ✔ |  |