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| **The Housing Board****Cambridgeshire | Peterborough | West Suffolk** Friday 18 December 2020, 10.30 to 12.00Held online via Microsoft TeamsMeetings 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***
* Sue Beecroft (SB), Housing Board
* Jon Collen (JC), Huntingdonshire DC
* Safia Cragg (SC), Homeless Link Partnerships Manager for London and South East with Making Every Adult Matter coalition.
* Elaine Field (EF), South Cambs DC *Notes*
* Julie Fletcher (JF), South Cambs DC
* David Greening (DG), Cambridge City
* Rob Hill (RH), Peterborough and Cambs County
* Dan Horn (DH), Fenland DC
 | * Nigel Howlett (NH), CHS
* Joe Keegan (JK), Cambs County
* Karen Mayhew (KM), Homes for Cambridgeshire & Peterborough (H4C&P)
* Oliver Morley (OM), Huntingdonshire DC
* Damian Roche (DR), Accent Group
* Angela Parmenter (AP), East Cambs DC
* Lee Price (LP), West Suffolk
* Lisa Sparks (LS), Cambs County
* Cristina Strood (CS), Cambs Police
* Tom Tallon (TT), Cambs County
 | **Apologies*** Azma Ahmad-Pearce, CPCA
* Peter Campbell, South Cambs DC
* Belinda Child, ASC rep for Cambs County & Peterborough City
* Sean Evans, Peterborough City
* Clara Kerr, Hunts
* Matthew Ryder, National Probation Service
* Heather Wood, South Cambs DC
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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/> **Please note:** On the date an item is first presented, there will be a note of the discussion (shaded grey). Relevant actions followed, are numbered and shaded white. In later sets of action notes, discussion notes may be shortened to just remind us of the topic, to save paper. The action notes are updated and progressed at each meeting. Once all the actions on a topic are completed they are all marked “done” and in the following set of action notes, are removed along with any remaining discussion note. So each set of action notes circulated should cover all the Board’s actions, whether “still to do”, “doing” or “done”. Key to the table:* Grey shading = a brief note for context. Not full minutes. If more detail is needed, please contact Elaine.
* White numbered lines = actions. When action is complete and reported back to the following meeting, it and the notes are removed from the table.
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| **Next meeting:** 5 February 2021: 10.00 am to 12.00 noon |

| # | Agenda item | Lead  | To do | Doing | Done |
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|  | **18 December 2020** |  |  |  |  |
|  | Housing Related Support (Lisa Sparks) |  |  |  |  |
|  | Document circulated. Lisa is sharing early models being developed, more engagement to come, meetings for East Cambs, Fenland and HDC early 2021, there’s a gap in engagement for people with lived experience. Model redesign looking to move away from reliance on hostel-based delivery, more ‘hub and spoke’ direction, larger accommodation bases but more options in community, therefore more flexible for people’s needs. Will be letting single lots across geographical areas. Need to be clear what changes mean, how we get to where we want to be and what happens as a result of changes. Trying to ensure, doing redesign will pick up people with complex needs. Need to ensure we are clear what we are asking for. |  |  |  |  |
|  | LS asked Housing Board to voice any initial thoughts and concerns.  | All | ✓ |  |  |
|  | Look at incorporating into *Changing Lives* Expression of Interest (EoI). | SB/TT | ✓ |  |  |
|  | Suggestions for Lisa: Need to (1) be clear what changes mean (2) how we get to where we want to be (3) what happens as a result of changes (4) be clear what we are asking for. | LS | ✓ |  |  |
|  | Economic Hardship Data Collection (Oliver Morley & Damian Roche) |  |  |  |  |
|  | Oliver: Slides presented. OM leading economic hardship work stream for Covid Recovery work. Economic and mental health impacts are significant, Oliver trying to understand trends via local data. Tom Bardon @ County produced covid-19 needs assessment. Impact significant, decrease 10% of GDP. Economic impact affects other indicators. We need to identify when and how to intervene. HDC telephoned 1 in 6 households in the district, headline was that those on fixed incomes were coping, however people struggling most are those who have had a marked change in circumstances. Often not known to or aware of the public sector, (self-funders for example). Oliver discussed food bank demand and other factors. Best practice work amongst RP partners is good, early intervention to alleviate arrears etc. What can we learn from within councils, dealing with various debts? Damian: initiated an exercise in arrears data due to concerns expressed by Local Authorities around homelessness at end of furlough scheme. Need to be clear about what we want to achieve with data collection, and understand scale of financial impact, we may not know about other (non-housing) other debts. Keep within GDPR principles. Difference in data collection if individual cases, or quarterly total. Think about how much detail people are willing / able to share. Initially simple headline data, not personalised.Propose to meet early January and to agree data collection from end of January. Benefits, and to signpost, working together.Big area of need is those in the private sector who do not know where to turn to. How do we pick those up? RPs*(I think via Homes for Cambridgeshire & Peterborough?)* had been asked, and in principle said yes can contribute. Need to be clear where and what audiences will see that data.  |  |  |  |  |
|  | Set up a small working party to discuss KPI data, positive practice and qualitative information. Monthly data upload of agreed KPI’s, covering Housing Board area. Participants so far: CHS, Cross Keys and Julia Hovells (Finance, Cambridge City). Looking for RPs to join. **CAN HOUSING BOARD MEMBERS ENCOURAGE THIS PARTICIPATION PLEASE?** | All |  |  |  |
|  | JF will look for appropriate person from South Cambs for working group.  | JF |  |  |  |
|  | P3 charity (People, Potential, Possibilities) – support providers - could be involved also. **Who could invite P3?** | **?** |  |  |  |
|  | Changing Lives EoI - idea about partners across wider public and community sharing learning much more, EoI might help people share different positives etc. Share most effective interventions, what works with everyone else.  | SB/TT |  |  |  |
|  | DH will inform Clarion(stock transfer RP in FDC) and put request in | DH |  |  |  |
|  | DR will come back to Housing Board, once working group met, and more work carried out. | DR |  |  |  |
|  | Changing Futures: discussion about expressing an interest |  |  |  |  |
|  | TT introduced the Changing Futures programme announced last week, £46m fund, Ministry inviting bids from local areas for between £1.5 and £4.5m, expression of interest due by 21 Jan. Systems and services support around supporting people with multiple disadvantage. Fits with making every adult matter work and counting every adult work. Initially discussed with LS and SB, now seek thoughts and opinions. MEAM will support us in bidding. SC gave background. Coalition will support if Cambridgeshire and Peterborough will submit EOI for fund. Programme clear looking for local areas that have established partnerships and already doing some work around multiple disadvantaged, build on work that has already happened. Also, what have not been able to achieve, emphasis on systems change and learning. We are Involved in building programme but not involved in selection process. Send any questions to Saffia (SC). Ministry Webinar on this week and another on 6 Jan, SC will send link, space to put questions directly to central government team at end. DH mentioned this is in relation to the Ark4 report and project for complex needs, project starting in the new year, everything points to merging in with Ark4 report project (and other work), which had clear recommendation which mirrors briefing document, helps Cambs and Peterborough to put in submission, then offers £15k worth of support to make detailed submission. Funding does have need for match funding but can be in kind. Fenland looking at teams and working out number of complex cases, lever in match funding that way. SH added, need to work up details. Recommendation from Housing Board is that this should be a County wide bid and ask other teams not to bid. The Board discussed involving CPSB. DG advised; Cambridge City have been awarded £400k by PHE for our proposed mental health work for rough sleepers but we do not yet know yet which parts of the bid have been successful. Peterborough £300k. SB mentioned mental health exemplar in Peterborough of change mental health etc. The Board discussed connecting with meetings to say this is joint County bid. Liz Watts, CEO at South Cambs, chairs PSB. Thinking about public service partners only for now.  |  |  |  |  |
|  | Email any questions to SC, who will also send webinar link. | SC |  |  |  |
|  | Work together to put in EOI, programme and financial ask. One EOI for District. RH lead on detail, DH, SH and CS can help. Clarify what do we need to talk to people about over Christmas, and what can wait until January (wider system conversation early Jan before EOI bid put in).  | SH/RH/ All |  |  |  |
|  | TT and RH to draw up initial plan for bid to submit. TT and colleagues involved in co-ordinating the PH bid that was announced last week that could link to this. | RH/TT |  |  |  |
|  | SB to send the Ark 4 project list of people to TT, captures some names who would need to be part of this project. | SB |  |  |  |
|  | SB sits on Integrated Commissioning Board on behalf of SH (many groups attend), can talk to them. | SB |  |  |  |
|  | Updates |  |  |  |  |
|  | **MAIC Stats:**  |  |  |  |  |
|  | New system of monitoring number of homeless people in Covid emergency accommodation. Gap for Peterborough (81 last time) and East Cambs (low figures). Total c.203 if Peterborough included in Covid accommodation (RH confirmed Peterborough has 101 rough sleepers in accommodation) |  |  |  |  |
|  | **Housing Requirement Study progress:** |  |  |  |  |
|  | Planning Policy Forum asked if Housing Board can approve this study, SB is trying to get an answer from County as to what is the next step, no reply yet, still in hand. |  |  |  |  |
|  | SB to update next Hosing Board  | SB |  |  |  |
|  | **Sub Regional budget:** |  |  |  |  |
|  | Peterborough not provided this financial year. East Cambs have committed. Still chasing Peterborough and discussing with how much Homes for Cambridgeshire and Peterborough and CPCA can put it. Post meeting note: Peterborough confirmed are funding the post.  |  |  |  |  |
|  | **Funding for drugs and alcohol project (Cambridge and Peterborough):** |  |  |  |  |
|  | JK updated, awarded £310k for Peterborough and £404k for Cambridge, Funding from 1 January (letter will confirm). More funding opportunities later on in their programme, allocated £23m this year and £52m left for future years. Other parts of County including Fenland also have rough sleeper issues as well and drug and alcohol.  |  |  |  |  |
|  | AOB |  |  |  |  |
|  | 1. Housing related support update about whole housing related approach - South Cambs and City signed up.
 |  |  |  |  |
|  | 1. Allocations policy feedback closes today, however 617 responses so far, Heather Wood is following up on domestic abuse and disability related feedback. Home-Link Management Board will meet in January to discuss more fully.
 |  |  |  |  |
|  | 1. Heath update, discussions going on around potential for Covid-19 testing, have looked at figures with providers and talking about c.400 people who will be leaving projects over Christmas, and coming back again. Val Thomas of PH doing all she can. Relevant to shared accommodation projects and how that is managed. Letter going around in response to that JK replied, interest from Department of Health and Social Care to help with lateral flow testing, looking at testing everyone in certain settings, staring in Peterborough. No news yet on testing staff, but testing will be upscaled in the new year. Peterborough now in Tier 4 and case rates rising in County, concerns in what will happen over 2 to 3 weeks. SH will pick up with Public Health re responses, and approach. Homeless settings etc. Outbreak at Gypsy and Traveller site, but difficult to get those tested. Undertook emergency self-isolation situation for travellers, site cleared, water and drainage going on by today. One site. Could be available to be used by other districts.
 |  |  |  |  |
|  | **4 December 2020** |  |  |  |  |
|  | Coming out of Lockdown 2.0 |  |  |  |  |
|  | NH: issues for CHS include concerns in supported housing and what vulnerable residents do during and after Christmas, visiting family, risks of return etc. People can visit care homes, no guidance to care service managers yet. No idea when Lateral Flow Tests will come in. People cannot have more than one care job in different places. How easy will it be to manage if there are further restrictions? County looking to agree an extra £100k for CLAS, available to any residents in Cambs with no money. New cases have fallen however we are still running twice the rate of demand before lockdown, has stabilised a bit now. DH: Covid Community Hub to help tackle loneliness, Care Network have set up an additional Christmas service, Fenland keeping up to date. Winter Support Grant £1.5m Cambs, £600k Peterborough, County working with partners how to distribute, Stay Well also, under which each district will be given money. Fenland will go to poverty networks to distribute. Testing was an issue for HRS group (see notes), how safely can people return to supported accommodation after xmas?  |  |  |  |  |
| 1.
 | SB will Ask Val Thomas about (1) lateral flow tests and (2) guidance on safe return from Xmas visits | SB |  |  | ✔ |
|  | Fenland liaising with RP partners to get the messages out. Continuing to focus on cold weather fund bid going in today, £50k (currently 8 rough sleepers, banned from services). Rough sleeper initiative (RSI) funding we hope to continue but officially ends in March.  |  |  |  |  |
|  | JC mentioned another RSI would help plans post March. Been told that RSI 2021 will be happening, also Next Steps Accom Programme, Ministry says sorting budgets now. JC will advise of details when announced in spending review. |  |  |  |  |
|  | MR received funding from Treasury to support emergency accom during winter period, now in place, helping people into emergency accom on release from Prison. Appreciate partners who are helping find move-on solutions. Continuing to track releases from prison, and to identify higher risk cases before release. Lobbying to get people tested when they come out of prison, Ministry of Justice has just started a pilot in Bristol, if that goes well, expect to be rolled out. MR will share as develops. Had support from Peterborough regards one positive case. |  |  |  |  |
|  | Updates |  |  |  |  |
|  | **MAIC Stats:** 185 people in temporary accom in Cambs and Peterborough. Now collecting stats fortnightly. Peterborough increased the most. Some districts had started to not accept people re their homeless priority (on news today), risk is some Authorities will interpret the Ministry’s message differently. Not every area has something open all winter, do not want statistics clouding how many people we have in, need to do under severe weather. HW, second lock down been accommodating again. Already housing under “Everybody In”. Need to get out to Members that we are accommodating.  |  |  |  |  |
|  | JC will take back that we need to know how many people are brought in from rough sleeping under Covid or severe weather provisions, need agreement from each Authority and to include both in the “new MAIC” stats. | JC |  |  | **✔** |
|  | **Sub Regional budget:** Still Peterborough and East Cambs required for this financial year. AP will chase East Cambs today. ECDC confirmed funding available | AP |  |  |  |
|  | SB to send note by email for 2021/22 funding request, before 18 Dec meeting. | SB |  |  | **✔** |
|  | AOB |  |  |  |  |
|  | **Hardship metrics:** DR met with Oliver Morley (OM) last week following up previous note on rent arrears for housing providers. OM working on new metrics for Accent. Need to also note missing water rates payments, triggers, etc. OM to attend next housing board to share. KM might be able to take further steps with RPs at Monday’s Homes for Cambs and Peterborough meeting which DR is attending. Small group to help agree basic metrics and record the information together.  |  |  |  |  |
|  | KM to raise (with DR) at Homes for Cambs and Peterborough forum for thoughts / responses / awareness | DR/KM |  |  | **✔** |
|  | Feeds into OM’s report to the Cambridgeshire and Peterborough Economic Impact Recovery Group (name clarified post meeting) | DR/OM |  |  | **✔** |
|  | **Planning Issues:** Highlighted issues for housing providers and developers with the Planning system, slowing down delivery, knock backs which Covid has exacerbated. Months of delay! Greater Cambridge re-org f planning service now coming to an end. New pre-app process launched this week. Azma and KM will discuss with Stephen Kelly, Joint Director of Planning and Economic Development who is guest speaker at the Homes for Cambridge and Peterborough meeting on 7 December. |  |  |  |  |
|  | **What Works Forum:** SB emailed around regards homelessness, using data better, analysing situation and testing practical solutions. Focused work runs for 6 months. Strategic level partners commit half day per week. Links to actions coming out of Arc4 report. Similar to Trailblazer and early intervention programme, want to be driven by what we need out of it, and clear understanding on how we make use of this to determine how we resource within teams. Will discuss at Sub Regional Homeless meeting including capacity. Will link to the arc4 action plan  |  |  |  |  |
|  | JC will add to agenda and feedback from Sub Regional Homeless meeting (9 December). Will bring back to HB on 18 Dec. | JC |  |  | **✔** |
|  | SB to help clarify which acr4 recoms might be assisted by the WWC | SB |  |  | **✔** |
|  | **2 possible data updates for 2021:** (1)Diamond Affordability Analysis - could update this with new data from CACI, different income levels to tenures of housing. (2) Spreadsheet of supported housing schemes for people with disabilities, homeless, etc. Could discuss at Housing Board in February, work planning meeting. Just ideas at this stage  |  |  |  |  |
|  | SB will send out links to both previous pieces of work, discuss at next Housing Board or February review meeting. KM will ascertain interest from RPs. | SB/KM |  | ✔ |  |
|  | **20 November 2020** |  |  |  |  |
|  | Short Term Accommodation for Care Leavers |  |  |  |  |
|  | Presentation from Cambridgeshire County Council Transformation Team, Esther Baffa-Isaacs, Joe Gilbert, Fiona Storey and Philip Turton. Slides can be found here <https://cambridgeshireinsight.org.uk/housingboard/>Districts are finalising Care Leavers Protocol currently, soon to be signed off. Supply does not currently meet the need of those reaching 18. Evidence says there is a real need for care leavers, however no dedicated budget. How do we cover void costs etc, would we set up a contract with partners, to make things viable. Need to ensure model is sustainable to deliver for partners. Perhaps transformation funding. Perhaps 3 people rather than 6 in HMO’s. Some property costs would need to be covered from housing benefit teams, need to engage with them. SH advised happy to help and hope to hear from them soon. |  |  |  |  |
| 1.
 | Dan will set up meeting in Fenland to discuss.  | DH |  | ✔ |  |
|  | District housing needs teams to look at level / quantum at young people’s needs coming out of care: homelessness strategy group to be asked to est. housing needs being presented, to compare to county figures when the county figures emerge. | JC |  | ✔ |  |
| 1.
 | EB-I to discuss mapping of outcomes with PT and, discuss understanding of how Housing Board want to be involved with KM, JG and MR. | EB-I | ✔ |  |  |
|  | KM will talk to *Homes for Cambs and Peterborough*, who have used similar models. KM will meet H4C&P in December and provide EB-I with update and possibly contacts. **KM has emailed to offer help / support / input.** | KM |  | ✔ |  |
|  | SB: we subscribe to Home-Track which provides property prices in local area. Offered to run reports as needed. Also the arc4 homelessness review also concluded we should work with a wider range of partners in relation to young people. Would be good to wrap this thinking up into our arc4 action plan. Offered to help with data | SB |  |  | ✔ |
|  | Social Prescribing |  |  |  |  |
|  | SB attended Personalised Care Working Group on behalf of housing board. Will offer to run training for social prescribers. Training that will have longevity. SB to make training video, might ask Housing Board members to help talking about their area of expertise. Social prescribing covers health related activities which are not medical, works with the GP system.  |  |  |  |  |
|  | Sue to help housing partners ascertain who their social prescribers are in their area.  | SB |  | ✔ |  |
|  | **6 November 2020** |  |  |  |  |
|  | Updates / AOB |  |  |  |  |
|  | **S-R budget:** We need to prepare for sub regional funding, invoices for 2021/22. SB will do a paper for next Housing Board before sending out invoices. Some credit left in SHMA account to be spent in 2020/21. SB to discuss 2021/22 with CPCA. | AA/SB |  | ✔ |  |
|  | **23 October 2020** |  |  |  |  |
|  | Lettings Policy review |  |  |  |  |
|  | HW updated on Allocations Policy review. Slides, accompanying notes, and banding reason information can be found here: <https://cambridgeshireinsight.org.uk/housingboard/>Consultation available to whole of public and on South Cambs DC via the website, at <https://www.scambs.gov.uk/cambridgeshire-and-west-suffolk-home-link-partnership-lettings-policy-consultation/> Consultation runs 23 October to 18 December 2020.  |  |  |  |  |
|  | HW to add an objective about homelessness prevention, which all partners are part of and agreed with the need to help partners work with us.  | HW | ✔ |  |  |
|  | Invite SE to share more info on how the LLP works out, in Peterborough | SE | ✔ |  |  |
|  | SB and HW to work with Sharon on a quarterly update in the housing market bulletin, about Home-Link /allocations policy outcomes, incl. direct let numbers if possible (low numbers), and type of allocations made to low needs bands | HW/SB | ✔ |  |  |