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| **The Housing Board****Cambridgeshire | Peterborough | West Suffolk** Friday 4 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***
* Azma Ahmad-Pearce (AAP), CPCA
* Sue Beecroft (SB), Housing Board
* Jon Collen (JC), Huntingdonshire DC
* Elaine Field (EF), South Cambs DC *Notes*
* Julie Fletcher (JF), South Cambs DC
* Dan Horn (DH), Fenland DC
* Nigel Howlett (NH), CHS
 | * Ali Manji (AM), Cross Keys Homes
* Karen Mayhew (KM), Homes for Cambridgeshire & Peterborough (H4C&P)
* Damian Roche (DR), Accent Group
* Matthew Ryder (MR), National Probation Service
* Heather Wood (HW), South Cambs DC
* Angela Parmenter (AP),
 | **Apologies*** Peter Campbell, South Cambs DC
* Belinda Child, ASC rep for Cambs County & Peterborough City
* Sean Evans, Peterborough City
* David Greening, Cambridge City
* Joe Keegan, Cambs County
* Anne Keogh, Peterborough
* Mohammed Hussein, Peterborough City
* Cristina Strood, Cambs Police
* Lisa Sparks, Cambs County
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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:** 18 December: 10.30am to 12.00 noon |

| # | Agenda item | Lead  | To do | Doing | Done |
| --- | --- | --- | --- | --- | --- |
|  | **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 stablilized 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?  |  |  |  |  |
|  | 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. |  |  |  |  |
|  | Frequency of Housing Board meetings going forward |  |  |  |  |
|  | Survey Monkey sent out to Housing Board by SB. The Board discussed and concluded, monthly for 2 hours (10am-12 noon), first Friday of the month, starting 5 February 2021 which will be a review meeting (terms of reference, agenda planning etc.). Monthly meetings should help get papers out earlier. Plan is, notes sent out in week after Board meeting, agenda and next meeting papers to be sent round 1 week before each HB meeting. So: 1st Friday = Housing Board 2nd Friday = action notes sent (latest) 4th Friday = agenda and papers sent |  |  |  |  |
| 1.
 | EF to send meeting invites for 2021.  | EF |  |  | **✔** |
|  | **Housing Related Support:** item deferred to 18 Dec meeting. Lisa Sparks will send out new improved document which can be shared more widely. Will discuss at 18 Dec meeting. |  |  |  |  |
|  | 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 | **✔** |  |  |
|  | **Housing requirements study progress:** (SHMA is now called Housing Requirement Study). Further set of feedback, SB to find out what next stage is, will want ot see a final draft at HB. Planners keen that what GL Hearn provides will stand up. Parts of the methodology are still unclear to us so concerns, esp. over intermediate home ownership products, and build to rent. Will bring back to Housing Board. |  |  |  |  |
| 1.
 | SB will contact Becca who is project managing, for timescales. | SB |  | **✔** |  |
|  | **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 | **✔** |  |  |
|  | SB to (1) Try to locate an org chart for the whole area of work (2) help with system to collect the new metrics | SB | **✔** |  |  |
|  | *(Actions below moved up from 6 Nov meeting)*DR, NH and Julia Hovells (Cam City Housing Finance, can help with City and SCDC arrears stats) will be invited to agree KPI’s, definitions, what questions to ask partners and timescales for data collection, to enable data gathering to feed into Oliver’s preventative plan making.  | DR / OM |  | ✔ |  |
|  | DH is due to meet with Clarion soon and will raise this project with them. Will feed back. | DH |  |  | ✔ |
|  | **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 |  |  |  |  |
|  | **Street Support Cambridge:** Converted to Street Support Cambridgeshire. Website where homeless people can find help, and businesses can give help. Should any partner, agency or organisation want to be on it, let SB know. [www.streetsupport.net/cambridgeshire](http://www.streetsupport.net/cambridgeshire)  |  |  |  |  |
|  | **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. | 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 |  | ✔ |  |
|  | Updates |  |  |  |  |
|  | **MAIC stats:** TheMulti Agency Incidence Cell is thinking about dropping collection of homelessness Covid emergency accommodation data collection. JC advised that the Sub-Regional Homelessness Group discuss this and have decided we need to have an overview of homelessness numbers and what accommodation we are assisting under Covid response, could collate at Sub-Regional Group, SH agreed this would be useful. Also, PHE bid round are keen to ensure we are supporting those in Covid in hotels, therefore continued reporting good. |  |  |  |  |
|  | SB to set up collection method – just total number in Covid emergency accommodation per district each fortnight. | SB |  |  | ✔ |
|  | **SHMA:** Draft SHMA report received from GL Hearn. Strategic Housing Group (CSHG) and Planning Policy Forum (PPF) are looking at this. PPF want to know if Housing Hoard will sign it off. County Council are commissioning it formally. KM would like to see it at final stage. |  |  |  |  |
|  | Sub-Regional Budget: Peterborough and East Cambs still to respond to SH regards this budget request for 2020/21. | SB/AP/SE |  | ✔ |  |
|  | **6 November 2020** |  |  |  |  |
|  | Lockdown 2.0 |  |  |  |  |
|  | Discussed issues for the new lockdown including rough sleeper concerns and what to feed into County wide groups. Issues in Fenland on how to accommodate rough sleepers banned from usual facilities, discussing with Public Health option of putting 6 people into one bubble.  |  |  |  |  |
|  | DH can find out what Peterborough are doing  | DH |  | ✔ |  |
|  | All to investigate if there is scope to share capacity particularly regarding emergency Covid accommodation. | All |  | ✔ |  |
|  | Support providers |  |  |  |  |
|  | Wearing a face mask is now a legal requirement in communal areas of hostels / hotels. Providers concerned how to enforce, Police can issue fines, for providers eviction is the only real tool, 1 person already evicted and gone into Cambridge City Covid accommodation. Public Health (Cabs & Peterborough) are looking into enforcement, police enforcement is monetary fines unless there is a risk to others, but custody to be avoided if at all possible due to the risks that would bring.More reports of symptomatic people in the projects this time.  |  |  |  |  |
|  | CS offered to help revisit the messages form Police regards guidance & enforcement if that helps etc, with LS.  | CS/LS |  |  | ✔ |
|  | 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 (Azma) before preparing the figures | 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 | ✔ |  |  |
|  | DASV |  |  |  |  |
|  | Cambs and Peterborough would like a Housing Board rep on the Domestic Abuse and Sexual Violence (DASV) Board: next meets 17 Nov. Updates & issues to come back to Board via David / Heather. Will feed back to RPs via reps on housing board.  | DG / HW |  |  | ✔ |
|  | Progress on Ark4 Report |  |  |  |  |
|  | Suzanne will ask her PA to organise separate session for Lead Members when Dan is free. **Update 23 Oct**: Dan to meet Suzanne to progress | SH/DH | ✔ |  |  |
|  | Submitted bids to Homes England for substance misuse issues, hear back early October and November. Issues in Wisbech raised directly with PHE. **Update 6 Nov**: decisions on funding have been delayed | JK | ✔ |  |  |
|  | **14 August 2020** |  |  |  |  |
|  | SB to keep Housing Board updated on NRPF. | SB |  | ✔ |  |