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| **The Housing Board****Cambridgeshire | Peterborough | West Suffolk** Friday 14 January 2022, 10.00 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** |
| * Dan Horn (DH), Fenland DC C*hair*
* 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
* Nigel Howlett (NH), CHS
* Ali Manji (AM), Cross Keys Homes
 | * Karen Mayhew (KM), Homes for Cambridgeshire & Peterborough (H4C&P)
* Lee Price (LP), West Suffolk
* Helen Reed (HR), Cambridge City
* Damian Roche (DR), Accent Group
* Matthew Ryder, National Probation Service
* Pamela Scott (PS), Huntingdonshire
* Lisa Sparks (LS), Cambs County
* Stuart Brown (SB), Fiona Smitton (FS), Guy Fairbairn (GF)

Cambridgeshire County Council | * Sean Evans, Peterborough
* Iain Green, Health, Cambs County and Peterborough City
* David Greening, Cambridge City
* Michael Kelleher, Peterborough
* Cristina Strood, OPCC
* Heather Wood, SCDC
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| **Previous Notes** |
| Previous meeting notes are available at <https://cambridgeshireinsight.org.uk/housingboard/> **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 are shortened or removed, to save paper. 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.field@scambs.gov.uk
* 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:**  4 February 2022: 10.00 am to 12.00 noon |

| Action  | Agenda item | Lead  | To do | Doing | Done |
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|  | **14 January 2022** |  |  |  |  |
|  | **Item 1: Needs Assessment for learning disabilities, autism, mental health issues, and physical disabilities (under 65s)** |  |  |  |  |
|  | Fiona Smitton (FS) and Guy Fairbairn (GF) presented slides here:<https://cambridgeshireinsight.org.uk/housing/local-housing-knowledge/our-housing-network/housingboard/>Needs assessment about people with learning disabilities, autism, mental health issues, and physical disabilities in the under 65 age group. Mixed experiences for people in different tenures based on feedback received from people and their carers. Lower level need people also had issues, and more difficult in affluent areas, e.g., Cambridge City. Challenging complex needs mostly need a service in non-shared accommodation. Supported living providers not currently clear on direction of travel, and request for single service accommodation not financially viable. This piece of work was on learning disabilities and autism, not broadened out to wider groups yet.Looking to develop a 5 year commissioning strategy for all accommodation with care/support. An overarching accommodation strategy where needs and market positions will be different. Steering group for project work, please let FS and GF know if want to be involved.First draft document to be available in March, then consultation, back to Housing Board in June, final version in September. Have ran engagement workshops and surveys, and contacted all care and support providers for information.Q&A:JF advised, working with Cambridgeshire County Council in trying to set up a survey to send to families who have disabled children, who in future might need disabled housing, to get an idea of projection, need to ensure no duplication. FS advised meetings already set up with ‘Family Voice’ and ‘Pin Point’ to help with that, there is a steering group so hopefully will raise it there, and work together and plan ahead for new developments. SB mentioned GL Hearn work, two pieces of work on specialist housing needs. HR provided in the meeting chat: There are two pieces of work just in case there is any confusion, both covering Cambridgeshire and West Suffolk.One is the Specialist Housing Needs research we carried out a couple of years ago: [Cambridgeshire\_West-Suffolk\_Specialist-Housing-Need\_03-04-2020.pdf (cambridgeshireinsight.org.uk)](https://cambridgeshireinsight.org.uk/wp-content/uploads/2020/06/Cambridgeshire_West-Suffolk_Specialist-Housing-Need_03-04-2020.pdf)The one Sue mentioned is a wider piece of work published more recently to inform the authorities' Local Plans. Both are relevant to this work: [CWS\_HNSP\_Draft\_FInal\_August21.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcambridgeshireinsight.org.uk%2Fwp-content%2Fuploads%2F2021%2F09%2FCWS_HNSP_Draft_FInal_August21.docx&wdOrigin=BROWSELINK)SB shared in the meeting chat and will discuss further with FS and GF: [Supported housing in Cambridgeshire, Peterborough and West Suffolk | Cambridgeshire Insight Open Data](https://data.cambridgeshireinsight.org.uk/dataset/supported-housing-cambridgeshire-peterborough-and-west-suffolk)AAP mentioned 16-17 year old residential care. Also, need housing information in Local Plans so providers can be informed of what is needed with robust data.FS advised, not decommissioning, this piece of work is to fully understand needs, making changes to properties in a viable way if needed (working with providers on that).KM can let her groups (RP’s) know of this work, to get involved early on and be part of conversation, to respond in time, ascertaining needs ahead. Ensuring have people in accommodation ready situations, and how we use voids to the best possible advantage to the community we are trying to serve.FS had arranged a workshop primarily focussed at supported living contracts, it was agreed that a member of NH’s team at CHS could attend, NH to pass details to FS and GF. DH advised, keen moving forward to ensure Policies are in order and flexible enough, and to look at what is done with properties in relation to decommissioning as may be other areas of supported housing that might be important. Understand what the stock profile is between RP’s and non RP’s, as implications for district Councils on subsidy penalties. If can get 5 year profile, good challenge for Enabling teams to work with key partners. Would be great if we could get information in plan documents to ensure what needs to be delivered.FS added struggling with care and support providers staff, trying to recruit.  |  |  |  |  |
|  | Developed steering group for project work, anyone wants to be involved inform Fiona.Smitton@cambridgeshire.gov.uk | All | ✓ |  |  |
|  | Draft document back to Housing Board in June, add to the agenda. | EF | ✓ |  |  |
|  | FS had arranged a workshop for supported living contracts, it was agreed that a member of NH’s team at CHS could attend, NH to pass details to FS and GF. | NH | ✓ |  |  |
|  | SB to contact FS and GF regards work carried out on housing provider and care housing. | SB |  | ✓ |  |
|  | Item 2: Progress on Hoarding |  |  |  |  |
|  | Stuart Brown (SB) presented slides and discussed. Increase in referrals to the Fire Service of hoarders in the area. Getting feedback from charity organisations seeing an increase in people reaching out for support. Online purchases could be a reason for increased hoarding, and people who hoard sometimes do so as a coping mechanism when at home, studies show that buying something can give a flood of endorphins. Lockdown will have affected that.Looking at a resource pack (SB looking at that) to add to Cambridge insight, incl. Cambridgeshire Hoarding Protocol and the P3 pilot (waiting for final report).Wide range of support needed, particularly where people have emotional attachments to objects, needs more intense work. Need to ensure working together across services and partner agencies to manage the risk together, and provide support when needed, mental health, social care, charities, specialist organisations, etc.Working on tool to help with understanding the reasons for hoarding. Could we find some money to extend a service, a go to service to support people who hoard? Could also identify champions in organisations to share good practice, send any suggested contacts to SB.Questions:DR advised, keen to see resource pack and any pointers there on good practice.LP mentioned colleagues in West Suffolk who are discussing this already via SB, good piece of work thank you.DH discussed next steps , next stages of development of the resource pack, not lose sight of increase in numbers, focus on building champion list containing RPS and Councils, and contacts to build a team who can help support. Keep an eye on statistics, do not want another increase as might need to look at a business case in terms of resources. Also get P3 final report once available to get advice. |  |  |  |  |
|  | Could also identify Hoarding champions in organisations to share good practice, please continue to send contacts to SB. | All | **✓** |  |  |
|  | Item 3: Changing Futures |  |  |  |  |
|  | SB updated on Changing Futures. Unsuccessfully bid last year for Changing Futures funding, to help people with multiple disadvantage.Public Service Board (PSB) interested in funding the project for 3 years, 2022 onwards. Proposal to go to Leaders’ event at Hinchingbrooke Park, 3 Feb to decide if this is a project to deliver. Also sent a note about the ‘trusted person’ model. The project would also include trauma informed approaches for individual staff but importantly, organisation-wide too.Group working with Making Every Adult Matter (MEAM) organisation. The local co production group of people with lived experience has separately set out some themes they want to pursue, questions to ask partners, through an inquiry group. Looking for volunteers from housing to help explore the issues being faces and where the barriers lie. Would like one or two Heads of Housing, one or two housing officers (LA or RP), to form a group to find out how the systems work and how it struggles, at a system level. Volunteers very welcome. SB to send a short note as to what it is about. DH stated Fenland would be interested.  |  |  |  |  |
|  | SB to send a short note giving more on the inquiry group. | SB | **✓** |  |  |
|  | Item 4: GTANA |  |  |  |  |
|  | Anticipated having a draft report of findings back, but that has not been forthcoming. JF will be chasing next week. |  |  |  |  |
|  | Could bring something back to Housing Board in March, add to agenda. | JF/EF | **✓** |  |  |
|  | Item 5: Updates |  |  |  |  |
|  | LS updated on HRS. Now seeking approval to award lot 2 for adult homelessness, Ferry Project will be the provider for the Fenland area, working with them on that. Looking at going live for re tenders of County wide Floating Support and Older Peoples Visiting Support Services. Preparing papers for Committee in March. then straight out to tender.LS updated on Covid:Attended meeting recently with Public Health and providers where the need to increase vaccine uptake was discussed, incentives, vouchers, and fast track ticket approach, particularly for vulnerable people were suggestions. Continue to collecting information to provide to CCG. Services still seeing impact. Increase in referrals to P3 for County wide Floating Support, arrears, housing issues, etc. Young people were discussed there too, and young homeless, etc., share any ideas or case studies that have worked.Think Communities Team trying to work with people on other ways to incentivise, for example event days.DH added that Fenland were given funding at the end of 2021, for protect and vaccinate, therefore there is money for rough sleepers regards that. Fast track would be good, especially if someone can go with the person to support them to get vaccinated. DG added a note in the meeting chat: I've got a note dated 23/12 saying that Cambridge Access Surgery had delivered 70 booster vaccinations to vulnerable people in the first two days of the specialist clinic opening. |  |  |  |  |
|  | DG to provide the model used by Cambridge Access Surgery for the delivery of 70 booster vaccinations to vulnerable people, to DH. | DG | **✓** |  |  |
|  | Item 6: AOB |  |  |  |  |
|  | SB raised the Tuberculosis (TB) needs assessment and work going on particularly in Peterborough where there has bene an increase in numbers. |  |  |  |  |
|  | Invite TB team to a future meeting, add to agenda. Sue to circulate the TB paper and suggested priorities | SB/EF | **✓** |  |  |
|  | JF advised that South Cambridgeshire and Cambridge City Councils are in process of developing an interim position statement regards First Homes, need to start implementing First Homes on new Planning applications. Looking at (and consulted with RP’s on) the remaining affordable after First Homes has been applied, in terms of that tenure split, 70/30% or 75/25%. Interested to know what other Authorities are doing. Also, looking at impact in terms of cross subsidy for shared ownership. Fenland working on this too. South Cambs’ Members have written to central Government and the LGA in terms of concerns.PS updated on Hunts DC, a draft is in place which is being looked at by the politicians and senior Leadership, tried to protect the rented element and integrate the First Homes element in the 30% shared ownership other tenures which Local Plan suggests, although implication on delivery of shared ownership and knock on effect of viability. Shared ownership could come through on 100% led RP sites. PS will meet next week with Portfolio Holder for steer on interim policy statement. DH would like to have a look at what that Policy is. PS could share, but on the proviso it has not gone through politicians. NH discussed first homes and shared ownership, cross subsidy and viability challenges. CHS not noticed any new scheme coming through in reduction in shared ownership or mention first homes yet. Case by case basis is the general opinion of Board. |  |  |  |  |
|  | PS to share with DH Hunts’ interim Policy Statement on First Homes/Shared Ownership. | PS | **✓** |  |  |
|  | **3 December 2021** |  |  |  |  |
|  | Item 2: Update on Hardship Metrics work / future plan (Damian Roche) |  |  |  |  |
|  | Damian will get feedback from providers on the quarterly data. | DR | ✓ |  |  |
|  | HW and DR will discuss good practice in relation to affordable homes.  | DR/HW |  | ✓ |  |
|  | SB will add good practice to Cambs Insight webpage when available, and others add to that, to encourage good practice sharing. JC advised, more looking at data, and decide if there are organisations we would like to speak to around practice, but not a league table. | SB | ✓ |  |  |
|  | * Rent settlement, do we implement the full rent settlement?
* Repairs and maintenance costs going up. Accent Housing had to increase costs for repairs and maintenance next year. KM advised, similar elsewhere (asset investment around fire safety, and people wanting to build up decarbonisation funds, would be interesting to see LA’s feeling there).
 |  |  |  |  |
|  | Can South Cambs and Cambridge share their position on rent settlement? On affordability discussions.  | City & SCDC | ✓ |  |  |
|  | **5 November 2021** |  |  |  |  |
|  | Item 2: Homelessness and plans to end rough sleeping |  |  |  |  |
|  | * Presentation by JC and HW, slides and reports available on our Cambs Insight page. Unfortunately, no Peterborough data currently, so reports just cover Cambridgeshire and West Suffolk. Talked through trends over the last year compared to 2020/21, and reasons. Detail provided in both reports. “End Rough Sleeping” plans included in HW’s report, slides summarise.
* DG – Worth investigating the numbers and % of private rented and social housing evictions – suspect the proportion of social renters may be high compared to end of shorthold tenancies (ASTs) (as %).
* LP – Surprised by number of evictions from supported housing – causes? Assume get more support..?
* NH – Some people in supported are realistically beyond the scope of the support but providers try to accommodate, may mean eviction in some cases, where it does not work out.
* SG - Discussion around the “one year funding” – Rough Sleeper Initiative (RSI) funding may be allocated on a 3-year basis – much better for recruitment and stability of services. Also, in Fenland DC some partners are not registered providers which affects housing benefit bill for the district- maybe better to work with RPs to avoid this.
* Disappointment of not getting Changing Futures funding – SB and team re-assessing our bid and whether a smaller scale project might be able to help with some of these people with multiple or more complex issues, will update.
* JC - Risk of homelessness - Some areas hold a panel; others have specific Officers who help look at early prevention for people more at risk. No one approved method but early multi agency work makes a crucial difference.
* MR - Can criminal justice agencies do more? Realise some very high risk people coming through this route – actively looking for solutions but offer to do more if needed.
* KM – are RPs contributing enough to the eviction / homelessness prevention agenda? (see action 11)
 |  |  |  |  |
|  | Peterborough numbers to be contributed and added in, JC to recirculate report once complete | SE/JC/HW | ✓ |  |  |
|  | H’less strategy group will collect data and review 6-monthly, at detailed level. Will continue to share differences, trends, good practice etc., and bring to Housing Board each November for annual homelessness update. To do this will need districts to share their homelessness data ahead of the MHCLG deadlines, so no 6-month data lag. | JC/HW | ✓ |  |  |
| 1.
 | EF to add Homelessness and Rough Sleepers to Nov 2022 agenda | EF  | ✓ |  |  |
|  | Want to investigate social housing evictions further, including reasons. | JC/HW | ✓ |  |  |
|  | Sub-reg h’less group to: * look at different methods of early prevention. Can we increase prevention? Appeal to all partners to get involved.
* Investigate voluntary *duty to refer* mentioned (Exeter) – could we set this up?
* Review if there is an overall lack of housing or is a specific type of housing lacking?
* Consider action needed to take short notice bidding opportunities. Have “off the shelf” data / principles ready?
* Consider setting up a local toolkit or checklist on eviction prevention –LAs may have things to offer RPs to help.
* Talk with criminal justice agencies (MR) about where ‘their’ customers become homeless / risk of eviction etc – could we work better together with criminal justice partners?
* Sub-reg h’less group to add any / all / relevant from this discussion to their action plan
 | JC/HW (as h’less grp links) | ✓ |  |  |
|  | Each district to review whether RPs are getting involved in e.g. ASB problem solving groups, community safety teams / panels, tenants at risk panel – RPs should be included / attending. | All LAs | ✓ |  |  |
| 1.
 | Clarion is doing an eviction related pilot project, see if can bring info to housing board – **invite to a future meeting** | EF | ✓ |  |  |
|  | Item 6: Updates: DASV accommodation |  |  |  |  |
|  | * DASV came to homelessness group – they are recruiting more staff ad IDVAs, very positive. Many partners working on DAHA accreditation – Cambridge and CHS are accredited now.
* DA safe accommodation duties sit with County. Will have IDVAs for each district, working on housing advice and solutions, key to homelessness prevention. Funds to secure properties, private rented or RP depending how it goes.
 |  |  |  |  |
|  | DG will be presenting some DA and homelessness stats to DASV board, with help from homelessness leads. Asked all to feedback on his data – is it clear and consistent? Does it cover what we think DASV board needed? Please feedback to David. | H’less leads | ✓ |  |  |
|  | DG will feedback the upshot to Housing Board once completed, possible review every 6 months? (TBC). | DG | ✓ |  |  |
|  | **AOB**  |  |  |  |  |
|  | HomeLink delays? |  |  |  |  |
|  | * NH reported hearing about significant delays to Home-Link registration process.
 |  |  |  |  |
|  | Districts encourage NH (and others) to get in touch if this is the case – HW @SCDC, DG @Cambridge, JC @HDC, DH @FDC | All | ✓ |  |  |
|  | Broadband project |  |  |  |  |
|  | * Cambridge City and 4 large RPs in Cambridge working with Connecting Cambridgeshire to review barriers in the way of getting cheaper fibre broadband to social housing residents. Struggle to engage because of the time & resource needed
* Meeting planned in November.
 |  |  |  |  |
|  | Will update Housing Board on progress as the project grows and widens its coverage, learning from Cambridge. | NH/DG/SB |  | ✓ |  |
|  | Housing delivery numbers |  |  |  |  |
|  | Keep working on county to get the final approved numbers, report back to housing board  | SB | ✓ |  |  |
|  | **1 October 2021** |  |  |  |  |
|  | Item 3: Overview of Prof Dame Carol Black independent drugs review |  |  |  |  |
|  | JK to bring back to Housing Board draft Local Strategy Review, to see how we can support, add to agenda at a good moment. | JK/EF | ✓ |  |  |
|  | **2 July 2021** |  |  |  |  |
|  | Item 2: How *Caring Together* supports Carers, Karen Leete |  |  |  |  |
|  | Await feedback from Karen Leete regards questions from Housing Board which we will act upon.  | KL | ✓ |  |  |