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| **The Housing Board****Cambridgeshire | Peterborough | West Suffolk** Friday 2 September 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** |
| * Sue Beecroft (SB), Housing Board *chair*
* Azma Ahmad-Pearce (AAP), CPCA
* Jon Collen (JC), Huntingdonshire DC
* Danae Evans (DE), Safe Accommodation Programme Manager, Cambs & Pet IDVA Service
* Sean Evans (SE), Peterborough City
* David Greening (DG), Cambridge City
 | * Dan Horn (DH), Fenland DC
* Ali Manji (AM), Cross Keys
* Lee Price (LP), West Suffolk
* Helen Reed (HR), Cambridge City
* Matthew Ryder (MR), National Probation Service
* Pamela Scott (PS), Huntingdonshire DC
 | * Elaine Field, South Cambs DC
* Peter Campbell, South Cambs DC
* Alex Francis, Accent Group
* Karen Mayhew, Homes for Cambridgeshire & Peterborough (H4C&P)
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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:**  7 October 2022: 10.00 am to 12.00 noon |

| Action  | Agenda item | Lead  | To do | Doing | Done |
| --- | --- | --- | --- | --- | --- |
|  | **2 September 2022** |  |  |  |  |
|  | **Item 1: Update on asylum dispersal consultation** |  |  |  |  |
|  | * DH updated. Clear from what we sent back to the Strategic Migration Partnership, there was a difference of opinion across the area about how we could respond to this, due to the challenges on each district. Frustration on short timescales expected. No agreement was made on a regional plan for 6 September. Had guidance from the Home Office via email, that they would impose a back stop solution. Discussions ongoing, meeting of the Leaders soon where this is on the agenda. Serco have done some detailed assessment work, where they feel all the areas are viable in Cambs and Peterborough except South Cambs and East Cambs, also Cambridge City. LHA rate was mentioned. Meeting with East Cambs coming up. Clear Springs starting in areas where they do not have anything. Serco highlighted they have several more homes in Peterborough area. Also, some feedback on engagement, and Clear Spring were the focus on that, mainly on timescales for LA, and suitability of properties. Selective licensing was discussed. Continue thoughts and concerns in districts.
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|  | **Item 2: Diamond affordability analysis** |  |  |  |  |
|  | * Project team working on this from across the Area. SB shared and discussed slides.
* Idea set out in 2017 to show what proportion of residents in the district were on what level of income, similar to a pie chart but set as a diamond shape.
* Income distribution, weekly housing costs for all tenures, pay scales for particular work forces, information on dwellings, context data.
* SB discussed how the diamond chart works, and how information is added to it. Use CACI data to shade diamond areas.
* Identify weekly housing costs (2020/21), and compare those tenure groups on a graph. Spread sheet for each district.
* Worked out housing costs of 35%, some slightly higher or lower. Worked out how many homes are available.
* Comparison to previous diamond-o-grams, 2016-17 vs 2020-21. Used the income bands to apply to Local Plan figures.
* SB described the costs via the staircase model and dwelling stock, turnover and new build.
* Ran a report about likelihood of people moving, cross referred with tenure groups. Prepared a graph on tenure and size of homes. Salary levels also added, to help partners see workforce issues.
* Paper prepared about the methodology, lessons across the whole area and reports for each district individually.
* Breakdown by size of properties, and a list of pay scales, and can compare to different costs of tenure groups.
* Summary will be prepared, note setting out the method, area wide data and conclusions and data for each district.
* Number/percentage of households will have changed between one set of CACI data income to the next, number/percentage of people on income band will have changed. Not population data.
* An overall picture, how products, etc., might fit with the housing market. Not for allocating directly but useful information.
* Strategically it gives you another element to the evidence about what is happening in the housing market, and what kind of models we could target. Evidence helps to respond to the issue of new products from Government.
* Information could be useful when assessing housing options for people. Possibly useful to update this data in the future.
* The fuel crisis was discussed, and how this would impact households/incomes. And if the 35% was realistic.
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| 1.
 | Any questions or information regards the Diamond Analysis let SB know. | All | ✓ |  |  |
|  | **Item 3: Updates** |  |  |  |  |
|  | Any Covid related issues to highlight |  |  |  |  |
|  | * No further update.
 |  |  |  |  |
|  | Update from Lisa Sparks on HRS re-commissioning and related |  |  |  |  |
|  | * No further update.
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|  | Terms of Reference |  |  |  |  |
|  | * Two new priorities added, Housing and Living Costs, and Housing and the Carbon Agenda/Environment. SB will add updated ToR to the Cambridgeshire insight page.
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|  | **Item 4: AOB** |  |  |  |  |
|  | * John Bartram who works on health inequalities at the Integrated Care System is preparing costs of GP provision for homeless. Sarah Gove is sitting on the group that is discussing a potential homelessness/Health hub in Peterborough.
* MR updated on the impact of the community accommodation service, East of England pilot area but now going nationwide, aimed mainly at homeless prison leavers, up to 84 nights temporary accommodation before they move on. There has been more scrutiny around what happens with people when they are immediately released and then at the 3 month point. Could discuss at a future Housing Board what colleagues’ experience is, what the impact is and issues in terms of move on.
* LP mentioned problems with housing needs surveys which have been completed. Working with various organisations. Successful with Cambridge ACRE, but there are different parts of national ACRE who are working with local parishes to identify needs for them to bring forward for a rural exception site. Had recent discussions with Community Action Suffolk (part of ACRE) concerns on information they produce and it’s useability, paid for piece of work as part of their contract. Only executive summary allowed to be used rather than a formal report. Are there other organisations we are using? SB suggested LA Housing Enablers group may be able to help. Discussion held around this.
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|  | Add Matthew Ryder item on Community Accommodation Service to November Housing Board agenda. | SB/EF | ✓ |  |  |
|  | **5 August 2022** |  |  |  |  |
|  | **Item 1: Domestic Abuse Safe Accommodation work** |  |  |  |  |
|  | * Danae Evans, Safe Accommodation Programme Manager, Cambs & Pet IDVA Service, presented on the Safe Accommodation Strategy, find the slides here:<https://cambridgeshireinsight.org.uk/housing/local-housing-knowledge/our-housing-network/housingboard/>
* Based upon identification of local needs. Provision of easily accessible accommodation to those at risk of domestic abuse, and their children preferably within Cambridgeshire County and Peterborough (where safe to stay) and provided with additional support.
* Provision of therapeutic support to survivors and their children. To ensure greater support is provided to the housing sector and consistency of support across urban and very rural areas.
* Aiming for 12 units of accommodation through Cambs and Peterborough, IDVA service will refer people into this accommodation. Hope to move people back to their own homes or alternative accommodation. Out to tender for the dispersed accommodation element in May 2022, no suitable providers therefore now exploring other partnership working with local housing providers and agencies.
* Housing IDVA team works across Cambs and Peterborough, 4 housing IDVA’s employed. Can offer a direct service to those who attend Housing Advice, and accept referrals from the other housing providers in the area. Teams in East Cambs and the other in Hunts. Housing providers have a direct access route to a named housing IDVA.
* Support to the Housing First Domestic Abuse role (a trained IDVA), who works specifically with survivors with multiple disadvantage.
* Continue to offer a Bobby Scheme, numbers accessing this has increased. Fund the flexible funding pot, to help survivors achieve and maintain safe and secure housing.
* Aim in this region, is that all LA housing teams and large housing associations are DAHA accredited by March 2023.
* Managed reciprocal requests made by IDVA’s, and can be used by Refuge and the mobile advocacy services. Reviewed how the managed reciprocals are working, with monthly updates.
* Fund the Mobile Advocacy Outreach Service, currently delivered by Refuge and Women’s Aid. Funded within the safe accommodation funding but is currently out to tender.
* Aim to advance work with private landlords, work closely with local private rented sector teams within LA’s. To increase domestic abuse awareness amongst private landlords and how it affects their tenants. To work with sheltered and supported accommodation and hostels in this area.
* Confirmed funding for this strategy into 2023/4, in future years funding will be incorporated into grant from government.
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|  | **Item 2: Outcome of housing paper to CPCA Board** |  |  |  |  |
|  | * SB had sent around the report which went to CPCA Board and the minutes from that meeting, and outcomes of the consultation with partners and councillors. Not sure of what resourcing is coming to the CPCA, funding coming to an end but will be some housing expertise there to keep the programme going.
* AAP advised a restructure is happening at CPCA, via new Chief Executive. Will try to maintain the housing presence, but no housing funding currently, ends March 2022. Some projects via Housing Committee have started on site, some fallen.
* Still dealing with CLT’s, and to working with partner Eastern Community Homes.
* Closing down development arm, Angle Holdings.
* Another few months before AAP can come back to Housing Board with an update on the restructure.
* CPCA new office base at Pathfinder House, Huntingdon.
* It was mentioned to ensure linkage with other Housing experts within the area and avoid duplication. SB can provide supportive information to AAP if required.
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|  | **Item 3: Modern Day Slavery** |  |  |  |  |
|  | * SG presented slides, find them here:<https://cambridgeshireinsight.org.uk/housing/local-housing-knowledge/our-housing-network/housingboard/>
* Main issues are in Wisbech, largest town in Fenland, population c.34,000. Deprivation. Flow of migrant population and much private rented accommodation. Work mostly in food industry, and central hub for HMO’s, at least 500 in 2010, some workers live outside the area. Private rented attractive for investors. Some workers come due to false promises of work and high wages. Some properties let to unlicenced gang masters who deal with rogue property agents.
* In 2012, saw increase in rough sleeping, Police saw increase in theft of food, and assaults.
* Looked at HMO’s, early intelligence was shared by former tenant migrant workers, informed of false promises of work, evicted when queried cost of rent, and wages withheld.
* Formed joint partnership between our private sector housing team and the Police. Informal visits, community safety style approach. Facebook page set up to share concerns. SG shared bad examples of findings. Informed property owners where possible. Police mapped intelligence of controlled (by unlicenced gang masters) addresses, where threats of violence and eviction happened if questions asked by tenants. SG discussed interlinked problems. Saw increased demand on all services.
* Contacted MP and formed a taskforce to engage with broader partners, and made bids for funding. Coordinated action.
* In 2013, formed Operation Endeavour, 300 people involved, led to raids, arrests, vehicles grounded, licenses revoked, reception centre, and more. Helped people move on and, in 2014 two custodial sentences. SG showed results statistics, discussed lessons learnt, plans moving forward and national policy changes.
* The Board discussed positive results, examples of situations and continued challenges.
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|  | * SB mentioned Changing Futures work, and providing information and links on the Cambridgeshire Insight webpage.
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|  | **Item 4: Updates** |  |  |  |  |
|  | Changes to County teams including Lisa’s; HRS re-commissioning and partner update and update on needs profile work |  |  |  |  |
|  | LS had shared the structure chart for adult social care commissioning. Three teams:* Accommodation Team: Senior Commissioner – Lisa Sparks, Extra Care - Lynne O’Brien, Care Homes - Michelle Foster, HRS Commissioner – Portia Marapara.
* Mental Health and Learning Disability Team: Maddy Hill heads this team. Care Together (follow on from Neighbourhood Care) Senior Commissioner – Joanne Melvin.
* Shauna Torrance is Head of Commissioning (Adult Social Care) at Cambridgeshire County Council & Peterborough City Council.
* Chief Executives: Cambridgeshire County Council, Stephen Moir. Peterborough City Council, Matt Gladstone.
* Shared services between Cambs County and Peterborough City are still being reviewed, currently the People and Communities directorate remain shared: Commissioning teams, Social Care operational teams and the Contracts team.
* Peterborough City Council need £16m savings, delivery of which is being overseen by an independent improvement and assurance panel which reports bi-annually (public).
* Cambs County Council, led by joint administration, key priorities; climate change (net zero by 2030 – £2m investment), expanding the care together programme (place based commissioning approach, particularly carers initiative - £2.9m investment), widening opportunities for children with special educational needs and disabilities, increasing independent living services, expanding direct payments and individual service funds, and the real living wage (adopted by Cambs County but not Peterborough City).
* HRS – Retendered the Older People’s Visiting Support Service – contract awarded to P3 (People, Potential, Possibilities), starting contract for East Cambs, Fenland and Hunts, continued arrangement with Cambridge City and South Cambs to deliver their inhouse service. Hoping to get Adult’s Floating Support service out to tender soon.
* Working on future accommodation needs for specialist housing, working closely with CSHG group, in process of looking at issues around differences in data from GL Hearn and County profiles. Could present updated versions at December Housing Board.
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| 1.
 | Update at December Housing Board, future accommodation needs for specialist housing. | LS | ✓ |  |  |
|  | Sub Regional Invoices |  |  |  |  |
|  | * SB working on getting sub regional invoices out.
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|  | Update on “new diamonds” affordability analysis |  |  |  |  |
|  | * SB had shared slides and working towards a summary report, any questions ask SB.
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|  | **Item 5: AOB** |  |  |  |  |
|  | * SB updated on the economic hardship work which Damian Roche was completing previously. Need to look at the best way forward with this work. Oliver Morley from Hunts leading on this work. Paul Fox shared in the chat (County funds need to be spent by end September) and asked to publicise and share:<https://www.cambridgeshire.gov.uk/residents/coronavirus/household-support-fund#support-for-pensioners-who-are-struggling-financially-0-0>
 |  |  |  |  |
|  | **Item 6: Asylum Dispersal** |  |  |  |  |
|  | * Paul Fox, Rebecca Harris and Harriet Ludford from Cambridgeshire County Council presented.
* PF advised, here to see how County can support discussions on full asylum dispersal model. Asked to pull data together to give a high level look at what the service demands locally look like, and access to services.
* Looking at Ukrainian refugee response, journey times to key services, schools, health, community safety, job vacancies, IMD barriers to housing and services, housing development and population growth, house prices. Not able to source data on primary care locally, and some others. Mostly district level data.
* South Cambridgeshire has the highest proportion of Ukrainian guests in Cambridgeshire and Peterborough. Additional pressure on services regards Homes for Ukraine and Ukraine family Scheme.
* The data was discussed, topics covered: access to services, school capacity (demand outstretching capacity in Cambridge City and South Cambs), primary and secondary school capacity and journey times to those, factors in accessing local health care (availability of information in multiple languages and distance/travel options to access services, journey times to GP surgeries, community safety, crime, anti-social behaviour, employment/job vacancies, index of multiple deprivation and housing barriers. Population and housing growth forecasts, areas of major housing development, house prices.
* DG mentioned there is no Home Office guidance on these factors, and moving forward need to identify a single point of contact, SB agreed to fulfil that role.
* RH mentioned discussion with East of England LGA, coordinating responses from East of England region, we could send a summary to them. PF added, open to how to support process, without trying to control it. DG mentioned a virtual meeting being held on 2 September, Full Asylum Dispersal Regional Allocation Briefing for Chief Executives, to discuss emerging position and regional plan, to submit to Home Office by 6 September. DG forwarded the email to the Board which showed allocation numbers for our areas which appears to be based on population of district, but adjustment made for Councils already above the threshold in terms of dispersed accommodation. The email suggested next steps.
* The Board discussed various aspects including numbers of people, what data other regions are collecting if known, CPSB meetings, and what we think we have in our districts regards potential accommodation options, HMO’s etc, Serco and Clearsprings links. Also, other service areas’ involvement in this, environmental health, etc., any suggestions send to SB.
 |  |  |  |  |
|  | SB to coordinate follow up meeting, to inform that Chief Execs meeting, for before 2 September (chair to be decided). | SB |  |  | ✓ |
|  | All interested parties to provide SB with their Community Safety rep and Environmental Health rep. | All |  |  | ✓ |
|  | **10 June 2022** |  |  |  |  |
|  | **Item 4: AOB** |  |  |  |  |
|  | HW to add to Rent in advance Home-Link Management Board agenda, issue of affordability of properties, and cost to live generally. | HW |  | ✓ |  |
|  | **6 May 2022** |  |  |  |  |
|  | **Item 3: Initial findings of Accommodation Needs Assessment and Discussion** |  |  |  |  |
|  | Look at general needs accommodation in Homelessness Strategy Group and Home-Link Board and how this might help | FS GF CSHG (suggest) | ✓ |  |  |
| 1.
 | Fiona and Matthew to come back in October to update on the profiles by district. Add to agenda. | SB/EF |  | ✓ |  |
|  | **Item 4: CPCA Housing Direction update** |  |  |  |  |
|  | **KM will send to DH**, Housing Association discussion document already sent to AAP (note from Elaine, this is from Karen to Dan). | KM | ✓ |  |  |
|  | **Item 8: AOB** |  |  |  |  |
|  | AF will look at picking up the quarterly data collection work on economic hardship, which Damian Roche carried out previously. | AF | ✓ |  |  |
|  | **April meeting cancelled.** |  |  |  |  |
|  | **4 March 2022** |  |  |  |  |
|  | **Item 1: Update on local and national strategic work around substance misuse**The development of local action plan and linked outcomes framework. The new National Strategy. Funding available. |  |  |  |  |
|  | JC will ask sub groups/community safety colleagues, if we can do some analysis on data and find out position on last couple of years about drug users coming through declaring drug or alcohol issues.  | JC |  | ✓ |  |
| 1.
 | JK could come back to Housing Board later to update, but to advise of any barriers or issues in the meantime. | JK | ✓ |  |  |
|  | **Item 4: Planning for the Housing Board in 2022** |  |  |  |  |
|  | Invite the Financial Capability Forum representatives to talk at Housing Board, where housing can help, as a starting point. | SB | ✓ |  |  |
| 1.
 | Would a dedicated web resource be useful? All RP’s and relevant Partners involved (like the making money count website). | NH | ✓ |  |  |
|  | SB to look at Net Zero Carbon and rising cost of living, etc, and see if these would fit into a fifth priority. | SB | ✓ |  |  |
|  | **4 February 2022** |  |  |  |  |
|  | **Item 1: Homes for Wellbeing:** T.B. needs assessment, draft priorities and learning from recent experiences in Peterborough; Emmeline Watkins, Deputy Director of Public Health |  |  |  |  |
|  | NH and KM will ascertain any good practice in handling TB from RPs, KM will target larger RP’s. DR will ask Accent. | NH/KM/DR | ✓ |  |  |
|  | SE to share Luton model on dealing with TB. **SH** **updated in March meeting** that Peterborough are accommodating clients with TB, tried various models. Decided to spot purchase self-contained B&B. | SE | ✓ |  |  |
|  | **Item 2: Suicide Prevention Strategy** link in suicide prevention work to services working with vulnerable people, such as housing, debt, employment: Joseph Davies, Suicide Prevention Manager for Cambridgeshire and Peterborough |  |  |  |  |
|  | Can Housing Board put forward someone to sit on that Suicide Prevention Group? | All | ✓ |  |  |
|  | Joseph can share high level summary of strategy. | Joseph D | ✓ |  |  |
|  | Joseph Davies to send Housing Board details of suicide prevention training:Please email joseph.davies@cambridgeshire.gov.uk if interested | Joseph D / All | ✓ |  |  |
|  | DH to contact Joseph D about a specific case in Fenland. | DH |  | ✓ |  |
|  | Add suicide prevention info to the Hosing, MH and SA toolkit once strategy developed further / agreed. | SB |  | ✓ |  |
|  | Link relevant suicide prevention info into Changing Futures plans. | JD/SB |  | ✓ |  |
|  | **Item 4: Our “annual review” meeting in March** thinking about how we’d like to approach the meeting |  |  |  |  |
|  | All to look at Housing Board meeting ToR & the accompanying supplement (sent out with this meeting’s papers), to update. | All | ✓ |  |  |
|  | **Item 5: Updates** |  |  |  |  |
|  | Prison leavers / prison leavers with covid |  |  |  |  |
|  | Keep under review as part of the Protocol work i.e., are there housing issues not being met? As part of regular review meetings | MR/JC |  | ✓ |  |
|  | **14 January 2022** |  |  |  |  |
|  | **Item 1: Needs Assessment for learning disabilities, autism, mental health issues, and physical disabilities (under 65s)** |  |  |  |  |
|  | FS arranged a workshop on supported living contracts, agreed one of NH’s team, CHS to attend, NH pass details to FS and GF. | NH | ✓ |  |  |
|  | **Item 3: Changing Futures** |  |  |  |  |
|  | SB to send a short note giving more on the inquiry group. Leaders Network event in February. | SB | **✓** |  |  |
|  | **Item 5: Updates** |  |  |  |  |
|  | DG to provide the model used by Cambridge Access Surgery for the delivery of 70 booster vaccinations to vulnerable people, to DH. Anything people want to know contact DG. | All/DG | **✓** |  |  |
|  | **3 December 2021** |  |  |  |  |
|  | **Item 2: Update on Hardship Metrics work / future plan (Damian Roche)** |  |  |  |  |
|  | 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. More looking at data, and decide if there are organisations we’d like to speak to on practice, not a league table. | SB |  | ✓ |  |
|  | Can South Cambs and Cambridge share their position on rent settlement? On affordability discussions.  | SB/JF/HRCity & SCDC | ✓ |  |  |
|  | **5 November 2021** |  |  |  |  |
|  | **Item 2: Homelessness and plans to end rough sleeping** |  |  |  |  |
|  | 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 | ✓ |  |  |
|  | 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 |  | ✓ |  |