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| **The Housing Board**  **Cambridgeshire | Peterborough | West Suffolk**  3 March 2023: 10.00 am to 12.00 noon  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** |
| * Dan Horn (DH), Fenland DC *chair* * Azma Ahmad-Pearce (AAP), CPCA * Sue Beecroft (SB), Housing Coordinator, Board * Jon Collen (JC), Huntingdonshire DC * Danae Evans (DE), Cambs & Pet IDVA Service * Jo Evans (JE), Fenland DC * Elaine Field (EF), South Cambs DC *notes* * Julie Fletcher (JF) South Cambs DC * Stephen Hills (SH), CHS | * Emily Howard (EH), East Cambs DC * Ali Manji (AM), Cross Keys Homes * Anna Palutek (AP), Cambs and Peterborough ICS * Jess Pickman (JP), Cambs and Peterborough ICS * Samantha Robertson (SR), West Suffolk * Pamela Scott (PS), Huntingdonshire DC * Lisa Sparks (LS), Adult Social Care, Cambs County * Neil Walters (NW), Cambs & Peterborough Probation Delivery Unit * Emmeline Watkins (EW), Deputy Director of Public Health – Peterborough | * Sean Evans, Peterborough City * Alex Francis, Accent Group * Iain Green, Cambs County, Public Health * David Greening, Cambridge City * Chris Hill, Cambs and Peterborough ICS, NHS * Karen Mayhew, Homes for Cambridgeshire & Peterborough (H4C&P) * Charlotte McCallister, West Suffolk * Helen Reed, Cambridge City * Matthew Ryder, National Probation Service * Heather Wood, South Cambs DC |
| **Previous Notes** | | |
| Previous meeting notes are available at <https://cambridgeshireinsight.org.uk/housingboard/>  **Please note:**  This documents includes brief notes of the latest meeting, and action points.  Earlier meeting notes are found in previous action notes, but in the latest version only action notes of previous meetings are included. It may be helpful to refer to an older set of notes to see the context for the actions, but this approach helps us minimize the papers needed and keep an eye on previous actions and progress.  So only on the meeting notes when an item is presented, are brief notes (not full minutes) of the discussion. Actions for each item follow which are numbered.  These are then updated and progressed at the following meetings. Once actions are “done” they are removed  Key to the table:   * Bulleted points, brief notes, not full minutes. If more detail is needed, please contact [elaine.field@scambs.gov.uk](mailto:elaine.field@scambs.gov.uk) * Numbered items = actions. When action is complete and reported back to the following meeting, it is removed from the table. | | |

|  | Items | Lead | To do | Doing | Done |
| --- | --- | --- | --- | --- | --- |
|  | 3 March 2023 |  |  |  |  |
|  | Item 1a: **Housing and Health** |  |  |  |  |
|  | Emmeline Watkins, Deputy Director of Public Health, Peterborough, thanked the Housing Board for all the effort, steer, guidance and work done towards the Health and Wellbeing Strategy and Integrated Care Strategy around housing and health and the key priorities. A draft chapter around housing, employment and skills (priority three of the Health and Wellbeing Strategy) was created and went to Health and Wellbeing Board in December.   * In February, a Housing and Health Summit was held attended by partners from right across the system. * Part of the idea was to try to break down silos, another focus to get to a 2023/24 action plan around housing and health. Need to take draft to the Health and Wellbeing Board integrated care partnership meeting towards end of March.   EW discussed potential principles and areas of action, and sought clarification and views from Housing Board on:   * Key worker needs assessment. * Strategic assessment of health requirements for new settlements. * Lobbying central government, may need political engagement. * Mobile networks and gaps and the impact on assisted technology. * Check list and training package through doors, with referral pathways. * Use of damp meters, would need to investigate before adding. * Systematic sharing of information with housing partners when admitting people to hospital, need to work on identifying health stabilised first, to ascertain future health needs. More work to be done. * Energy performance certificates. * Additional licensing. * Multi agency training on homelessness prevention. Consistent pathways. More discussion needed. * Access to primary care, no fixed abode restrictions. * Outreach models for support for homeless on the street, in terms of health issues. Perhaps a year 2 project. * Access to disabled facilities grant. * Understanding housing needs of older residents, does not cover Peterborough yet. * Hoarding.   Board discussion:   * SH on property related measures, complicated regards different tenures, having equal responses on those matters needs to be reflected. EW keen on universal approach on identifying poor quality housing. Owner occupier private rented, social rented, Michael Gove letter flagged need to look across all tenures not just social housing. * JE on additional licensing, difficult to get evidence of small HMO’s, problematic operationally. Government are looking at bringing in a register for landlords, will help identify private rented sector. EW advised, will add evidence base and potential benefits, as districts will decide on approach. DH and EW discussed consistent support. JE working on a HMO guide for districts on standards, not published yet. The Board discussed district working groups coming together. * JC on the need to be aware of our sphere of influence on enforcement action from LA’s. Different approach in terms of owner occupiers’ how could we improve systems for conditions, are there grants available, cannot always influence on issues but do not have the same enforcement in the private sector, EW will amend text. * HIA and DFT is linked to OT assessments. Need awareness of person’s current accommodation needs when entering properties, ascertain earlier rather than at point of discharge. Pathway can be complex, perhaps streamline. Remove orange on delayed transfer and amend HIA disabled facilities grant item, on improving the pathway. * DH on new developments, in Fenland viability assessments as part of the Local Plan means no Section 106 contributions. Cannot ask for any of that north of the A47. How can we look at the impact. EW can insert any inequalities impact; Planning gain out of developments in more deprived areas. * SB on hoarding - training and awareness. Lack of specialist provision for this group, long term hoarders. Also, SB’s guide to housing for each district, where to go for certain issues, could help in terms of tenures etc. |  |  |  |  |
|  | Actions |  |  |  |  |
|  | EW to send this action plan and draft chapter to Housing Board, comments to EW by Monday 13 March. Also sent to Housing Summit attendees and SRO’s. To be signed off 16 March. | All | ✓ |  |  |
|  | Item 1: **Updates from Lisa Sparks, Cambs County** |  |  |  |  |
|  | * LS discussed the Cambridgeshire County Council and Peterborough City Council Adult Social Care restructure. Splitting out functions across both Councils. New structures in place from 17 March, therefore, may have different links and ways of working. LS will send details when ready which Housing Board can get out to the network. * Recommissioned Floating Support, new contract started 1 March, same provider going forward. Cambs and Peterborough. * Preparing for Adulthood Workshop, working with the SEND service at the County Council, to sort out message around housing for young people transitioning through the service. Improving website and using links to district websites. Also have a housing and accommodation action plan, and regular bi-annual themed events between social care and housing, children’s services teams, etc., who might like to be involved and what the key topics will be. Help children’s services and housing advice staff both to know each other’s service. Action plan developed through a steering group, and input with from partners, creating videos, a representative sits on the steering group from voice ability. |  |  |  |  |
|  | Actions |  |  |  |  |
|  | Send any thoughts, comments or to get involved to LS on action plan and events. | All | ✓ |  |  |
|  | Item 2: **Keyworker housing, and staff housing needs survey** |  |  |  |  |
|  | * Jess Pickman, Cambs and Peterborough, ICS, collated information from recently conducted surveys. Inclusive and covered everyone in the health service. Addenbrooke’s had conducted their own survey, report by Savills January 2020, but focused on their staff only. * JP has compiled survey questions with FAQ for responders. Keen to have input into survey questions. Survey came out as a top priority from Housing and Health Summit to support the Health and Wellbeing Strategy action plan. * JP will also attend the Planning Policy Forum on 24 March to present this work and to ascertain Local Plan timelines. * Need to be clear what is meant by key worker. Had good input from JF and HR regards City and South housing strategy. * Communications toolkit will be prepared to encourage engagement and response rates. Also in person engagement, fliers, pop up banners, lanyards with QR codes to survey, etc. * Survey to be launched May hopefully and will go out through staff channels. Analysis piece may need to be carried out by external consultants to ensure clarity and strategies around key worker housing, still looking at options. JF added previous work by Savills was comprehensive and provided stories and important information – a very good impact on messages getting out. * Covers Cambridgeshire and Peterborough only. Need to shorten survey. Also worth separating out wants and needs. * SR advised that a survey of needs is being undertaken in Bury St Edmunds, West Suffolk, contact Paul Firth, ICB. And that the NPPF (National Planning Policy Framework) now calls key workers ‘essential local workers’, and affordable housing products can meet those needs. Local Plans will define as essential local workers going forward, however West Suffolk finalising theirs soon. DH mentioned links with Queen Elizabeth hospital in Kings Lynn, needs survey etc., not our district but can provide JP with the contact. |  |  |  |  |
|  | Actions |  |  |  |  |
|  | Comments on Keyworker housing and staff housing needs survey to JP by 15 March. | All | ✓ |  |  |
|  | Item 3: **Working with the Combined Authority** |  |  |  |  |
|  | * DH updated that last year the CPCA looked at their housing function as grant coming to an end, discussions, then paper regards future of CPCA and their role in housing. Had a place Directors meeting in the Autumn to work together with Councils to create common goals. Questions from that on Housing, Further meetings. From the CPCA board report, looked at various points. SB had shared the Housing Board priorities from that previously. * Further discussion happening next week, to ascertain where we can look at issues, making a case collectively together. How can we work as a system to push infrastructure projects forward. LTCP Plan from CPCA working on over next few months. Cambs County Council has child transport plans, Fenland transport access studies for Fenland market towns. Economic development housing strategies. Duty to cooperate as part of submission of Local Plans. Trying to pull that data together, and key issues, to work collectively on. Could reflect Housing Board’s 6 priorities in the linked work / structures with CPCA. CPCA also starting to explore a local infrastructure framework, Planning Policy Forum putting that on their agenda too. Place Directors meeting on 6 March, PS attending that meeting and can feedback. AAP stated is a part of the place directorate and a member of this Housing Board, need to let Steve Cox know this, noted by SB that they are aware. Will amend Housing Board 6 priorities once this work is done. |  |  |  |  |
|  | Actions |  |  |  |  |
|  | PS to feed back following Directors meeting on 6 March. Will amend Housing Board 6 priorities as needed once this work has progressed. | DH/SB/AAP Steve Cox | ✓ |  |  |
|  | Item 4: **Planning for 2023/24:** |  |  |  |  |
|  | * SB discussed the circulated Housing Board year planner, to check priorities, prepare an outline agenda plan, and to volunteer colleagues and guests to attend Housing Board over the year to present on various topics. * SB mentioned the usual 4 priorities and last year agreed to add two more, cost of living crisis and housing and the environment (net zero carbon, etc). * The Board discussed content of the plan and suggestions: NW - Include getting people into settled accommodation, look at needs for people on probation, homelessness, stable homes, etc. DH suggested could discuss key barriers at a meeting, NW can provide work linked from other groups and bring to November Housing Board with colleague Mathew Ryder. * SH - items coming down the line from regulator for social housing, huge emphasis on health and safety – damp and mould (could be within health and wellbeing). Also how do you get the tenant/customer voice coming through to help shape strategic regulations. * JP - Housing Needs survey touch on that in April as going out in May. * JP - Housing and environment. ICS working on their Green Plan, JP to send SB contact details. * JF - Housing and environment, Cambridgeshire’ retrofit energy partnership organisation led by Jo Dicks from Cambridge City Council, good contact and for bid funding. * PS - Look at the Diamond report in May. * DH – Add where we are with the Asylum Seeker Dispersal Scheme (June perhaps). Still looking at those figures and locations. Ongoing work looking at hotels still happening, issues and success stories. Fenland trying to purchase properties for refugees. * AAP - Update of financial capability, could add rent increase update there, part of cost of living. SB mentioned new local housing allowance rates coming. * JF - Gypsies and Travellers, having issues with finding consultants to undertake the work currently. May be able to report back early 2024. * SH – It is not the Nat Fed that sets their own limits. It's the Government by the regulator. The Nat Fed did have some voluntary codes for shared owners, etc. There is some voluntary suggestions for shared owners. * JP - Add ICS to attendees in terms of reference. |  |  |  |  |
|  | Actions |  |  |  |  |
|  | SB will send out latest year plan to Housing Board. Send SB any other ideas and suggestions. | All | ✓ |  |  |
|  | Terms of reference, comments to SB within next couple of weeks. | All | ✓ |  |  |
|  | Item 5: **AOB** |  |  |  |  |
|  | * AAP - Roger Thompson has left the CPCA, and Steve Cox is now filing in as Head of Place. * DH - Advised that Fenland would lose the Housing Strategy and Enabling Service resource (previously carried out by Peterborough City) at the end of March. Fenland now working on what to do in terms of Local Plan, Strategy and Enabling. |  |  |  |  |
|  | Actions |  |  |  |  |
|  | Any Councils who can share their Housing Strategy and Enabling service with Fenland, contact DH. | All | ✓ |  |  |
|  | 3 February 2023 |  |  |  |  |
|  | Item 1: Domestic abuse focussing on familial abuse |  |  |  |  |
|  | Actions |  |  |  |  |
|  | DE to advise if any gaps in RP’s / Councils who need to do more, Housing Board could help. To promote that and the Hourglass course, and the one day child to parent abuse training. SB mentioned Changing Futures as another channel. | DE/DH | ✓ |  |  |
|  | HW and DE to discuss how South Cambs take their domestic abuse work forward as a Council. | HW/DE | ✓ |  |  |
|  | Providers to help support DE achieve the target of 12 dispersed safe accommodation units. | All | ✓ |  |  |
|  | KM asked DE to attend a meeting end of March with RP’s to share this presentation. | DE | ✓ |  |  |
|  | Item 2: Progress to update from ICS / keyworker workstream |  |  |  |  |
|  | Actions |  |  |  |  |
|  | DH interested to see how the pilots go for the 6 months and how Housing Board can support rolling out, and once results available from housing needs survey | CH | ✓ |  |  |
|  | CH bring back to this meeting and look at how support outcomes moving forward. | CH / JP | ✓ |  |  |
|  | Item 3: Update on Health and Wellbeing Strategy and Summit |  |  |  |  |
|  | Reps to attend Summit and will feed back to the Board on actions and plans | IG / all | ✓ |  |  |
|  | Item 4: Local Authority Refugee Funding |  |  |  |  |
|  | Item 5: Updates |  |  |  |  |
|  | Actions |  |  |  |  |
|  | Advise SB of any volunteers, from Housing Board or their organisations, to sit on the Suicide Prevention Group. | All | ✓ |  |  |
|  | Advise SB or DG of any queries on the budget for coming year. | SB | ✓ |  |  |
|  | Item 6: AOB |  |  |  |  |
|  | AAP amendments to be noted : AAP advised of corrections to the text, at item 6, from 2 December 2022 notes: Text which reads ‘*CPCA funding over £100k towards the setting up of projects in the combined authority area’* should say CPCA funding £100k (not over). Also, that Shelford and Girton came from Housing funding. | SB/EF |  |  | ✓ |
|  | 2 December 2022 |  |  |  |  |
|  | Item 3: Future accommodation needs for specialist housing (Lisa Sparks & Guy Fairburn) |  |  |  |  |
|  | Actions |  |  |  |  |
|  | CSHG to continue to work with Lisa and Guy on both assessments as they progress. Keen to see extra wording around the older people’s assessment | LS/CSHG |  | ✓ |  |
|  | Want to work with Guy on the Cambridgeshire figures once available, following the Peterborough model | GF/CSHG | ✓ |  |  |
|  | Item 5: Updates |  |  |  |  |
|  | Actions |  |  |  |  |
|  | JC and GF to discuss problems around direct lets with Home-Link to help unblock those with lettings teams. | JC/GF | ✓ |  |  |
|  | Item 6: AOB |  |  |  |  |
|  | Actions |  |  |  |  |
|  | Community led housing: further information from [jenna.brame@cambsacre.org.uk](mailto:jenna.brame@cambsacre.org.uk) from Eastern Community Homes. | All | ✓ |  |  |
|  | 4 November 2022 |  |  |  |  |
|  | Item 1: Update on CAS3 accommodation (Matthew Ryder) |  |  |  |  |
|  | MR to share the CAS3 accommodation slides with Housing Board (fine to share with HA providers, but not in public domain). | MR | ✓ |  |  |
|  | Look at reasons for rejection from CAS3, and what happened to people thereafter, could we have done more, other support? Partner agencies look at this but worth investigating, there is a Criminal Justice Board group who look at this already, housing reps attend. | Housing reps on CJ board? | ✓ |  |  |
|  | MR to share a greater breakdown of the 3 tiers and what they entail with Housing Board, to help with understanding and to ascertain the support funded, and any gaps which Housing Board could help with and support moving forward. Also, some analysis of the 165 cases and transient cases, what happens, then could look at lessons learned, linkage, continuity of care. | MR | ✓ |  |  |
|  | Item 2: ICS accommodation project (Chris Hill) |  |  |  |  |
|  | CH can come back to Housing Board when Integrated Care Strategy housing strategy is ready. | Chris Hill | ✓ |  |  |
|  | IG will send around a draft health and wellbeing housing strategy document, for comment, before next meeting or Januarys depending on progress | IG |  |  | ✓ |
|  | Item 4: Update on rent arrears / financial hardship reporting |  |  |  |  |
|  | Carry out IG’s lines of enquiry, keep discussion on next agenda, and decide what we will do before collecting data, and determining methodology. | KM, SB, IG | ✓ |  |  |
|  | 7 October 2022 |  |  |  |  |
|  | Item 1 Presentation on 24/7 living and Macquarie Capital offer on local Passive Housing & Development funding solution |  |  |  |  |
|  | Alex F will take idea back to colleagues who are looking for MMC at Accent | AF |  |  | ✓ |
|  | Karen M will pass the idea on to H4C&P | KM |  |  | ✓ |
|  | All to share with relevant groups, all welcome to invite Christine and Richard to come and speak with them | All |  |  | ✓ |
|  | 4 February 2022 |  |  |  |  |
|  | Item 2: Suicide Prevention Strategy Joe Davies (Suicide Prevention Manager for Cambridgeshire and Peterborough) |  |  |  |  |
|  | Housing Board to put forward someone to sit on that Suicide Prevention Group | All | ✓ |  |  |
|  | Add suicide prevention info to the Housing, MH and SA toolkit once strategy developed further / agreed. | SB |  | ✓ |  |