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| **The Housing Board****Cambridgeshire | Peterborough | West Suffolk** 14 April 2023: 10.00 am to 12.00 noonHeld 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 *chair*
* Azma Ahmad-Pearce (AAP), CPCA
* Sue Beecroft (SB), Housing Coordinator, Board
* Jon Collen (JC), Huntingdonshire DC
* Jo Evans (JE), Fenland DC
* Sean Evans (SE), Peterborough City
* Julie Fletcher (JF), South Cambs DC
* Iain Green (IG), Cambs County, Public Health
* Stephen Hills (SH), CHS
* Emily Howard (EH), East Cambs DC
* Ali Manji (AM), Cross Keys Homes
 | * Karen Mayhew (KM), Homes for Cambridgeshire & Peterborough (H4C&P)
* Charlotte McCallister (CM), West Suffolk
* Ray McCappin (RM), Refugee and Asylum Work, Cambs County
* Matt Oliver (MO), Head of Think Communities, Cambs County
* Jess Pickman (JP), Cambs and Peterborough ICS
* Lisa Sparks (LS), Adult Social Care, Cambs County
* Heather Wood (HW), South Cambs DC
 | * Elaine Field, South Cambs DC
* Helen Reed, Cambridge City
* Matthew Ryder, National Probation Service
* Pamela Scott, Huntingdonshire DC
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| **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 removedKey to the table:* Bulleted points, brief notes, not full minutes. If more detail is needed, please contact 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.
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|  | Items | Lead | To do | Doing | Done |
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|  | 14 April 2023 |  |  |  |  |
|  | Item 1: **DLUHC Supported Housing survey** |  |  |  |  |
|  | LS updated. Commissioned and non commissioned services. LS had circulated initial thoughts to Housing Board regards challenges and priorities and asked for input. Gaps may be around the non-commissioned schemes, visiting not floating support. The Board discussed various schemes and data for capturing. DH mentioned the supported housing regulatory oversight bill going through parliament (still going through House of Lords), the LGA had sent a note saying it had made its way through parliament, and outlined several new powers for Local Authorities to regulate supported housing in their area, two main areas government consulting on is the creation of a new national standards and supported housing licencing scheme and local supported housing strategies. The Board discussed. |  |  |  |  |
|  | Actions |  |  |  |  |
|  | All to provide LS with comments on the supported housing survey document circulated, particularly questions 17,18 and 19. Also, any intelligence around sheltered housing particularly, must be that with additional support feature attached, alarms, etc. Send to LS by 21 April. | All | ✓ |  |  |
|  | SB to circulate a list of supported housing identified across Cambs, Peterborough and West Suffolk previously (from 2017), filterable by provider/district, any changes add as a different colour and a note at end of the row before sending back to SB. KM to send that to Registered Provider and Housing Association operational Leads.  | SB/All/KM | ✓ |  |  |
|  | Housing benefit teams may pick up non commissioned supported exempt schemes, JC, HW and DH will discuss with their Benefit Teams. | JC/HW/DH | ✓ |  |  |
|  | Private sector has new schemes with alarms and may have part time scheme managers, LS will check this with the survey producer. Particularly leasehold retirement. | LS | ✓ |  |  |
|  | LS is monitoring supported housing regulatory oversight bill going through parliament, and can share slides LS produced for Joint Ops and Commissioning team detailing key milestones since 2017. | LS | ✓ |  |  |
| 1.
 | Bring back supported housing regulatory oversight bill going through parliament to the June Housing Board meeting. | All | ✓ |  |  |
|  | Item 2: **Private sector housing group activities** including HMO guide for landlords (draft to be circulated) |  |  |  |  |
|  | JE updated. Group re-established, meets bi-monthly to devise and deliver objectives, with a work plan relating to the private sector housing service. The forum gives an opportunity for housing colleagues to share good practice, benchmark processes and discuss common themes and topics, new legislation and to discuss items the government are looking to introduce. The group covers Cambridgeshire and Peterborough.JE discussed damp and mould issues, homes for Ukraine schemes, introduction of caravan site licensing, the introduction of the minimum energy efficiency and EPC energy performance certificates. Processes to be more aligned and consistent across the district.JE’s team have produced a new HMO guidance document for landlords, to share with the County housing group at the end of April, then ready to go live. Hoping the districts will benchmark against their current guidance or adopt.The Board discussed; JE advised happy to attend future Board meetings. |  |  |  |  |
|  | Actions |  |  |  |  |
|  | JE will share the new HMO guidance document with Board, any comments feedback to JE by 24 April. | JE/All | ✓ |  |  |
|  | Send JE any themes or items for agenda of the Private Sector Housing Group for the next year, happy to work on those. | All | ✓ |  |  |
|  | CM to send JE contact details to link in with West Suffolk on the Private Sector Housing Group. | CM | ✓ |  |  |
|  | Item 3: **Health and wellbeing strategy** and action planning for housing theme |  |  |  |  |
|  | IG updated. Action plan which came from the Health and Wellbeing Housing Summit held previously, has now been approved, spreading the action plan across all partners. Progress is to be reported back to the two SRO’s Liz Watts, SCDC and Oliver Morley, Hunts.3 specific actions: 1) what is currently happening on the housing needs assessments (SB mentioned a social care accommodation assessment which may happen). 2) look at intelligence and evidence base and approaches for improving the quality of HMO’s of all sizes. 3) Consistency of DFG’s across Cambridgeshire and Peterborough. The Board discussed the role of HIA, better care, OT assessments, DFG’ s, capital funding, etc., and could build on those discussions, also Housing and OT network meeting happens regularly. JF discussed the countywide HIA Board and looking at review of its policies later this year. |  |  |  |  |
|  | Actions |  |  |  |  |
|  | IG can send around the approved Health and Wellbeing Strategy action plan to Board. | IG | ✓ |  |  |
|  | IG and JE can link in to discuss intelligence and evidence base approaches re HMO’s for the Health and Wellbeing Strategy. | IG/JE | ✓ |  |  |
|  | LS to add IG to the Housing and OT network meeting agenda. | LS | ✓ |  |  |
|  | IG to extend invitation to Housing and OT network meeting to determine who attends and what to discuss. | IG | ✓ |  |  |
|  | DH to send IG a document launched recently updating guidance around disabled facilities grants. | DH | ✓ |  |  |
|  | Item 4: **Migrant / refugee working group** - proposal to link this countywide group into the Housing Board network |  |  |  |  |
|  | MO discussed the monthly working group, jointly with districts and other County services, police, health, etc. Influx of c.2000 refugees into the County. Been monitoring data on matching hosts with guests, ensuring safeguarding, integration, etc. Next steps for Homes for Ukraine. Risks of homelessness, prevention, independent living, integrated into communities, etc, and where Housing Board could help and maintain links, and add this item to their yearly action plan. DH and HW mentioned links with sub-groups, some of which already work on the Homes for Ukraine scheme (South Cambs). The Board discussed duplication within groups and other services, consistency, connections, etc. |  |  |  |  |
|  | Actions |  |  |  |  |
|  | MO to advise HW and JC the dates of the Migrant/Refugee Working Group meetings, and share the last minutes. | MO | ✓ |  |  |
|  | HW to invite MO and colleagues to a future Sub-Regional Homeless meeting to discuss and feedback later to Housing Board. | HW | ✓ |  |  |
|  | JE to ask County housing colleagues to contact, via their landlord forum, mentioning access for Ukrainian move ons. | JE | ✓ |  |  |
|  | Item 5: **Diamond affordability analysis** |  |  |  |  |
|  | SB updated and presented slides, Housing Affordability 2022: A Short Summary. The Diamond-o-gram was invented by SH.DH mentioned this is useful for Fenland’s commercial investment strategy and for the work that Fenland Future Limited is carrying out.  |  |  |  |  |
|  | Actions |  |  |  |  |
|  | SB will add updates to the Diamond Affordability Analysis page on Housing Board’s website:<https://cambridgeshireinsight.org.uk/housingboard/> |  | ✓ |  |  |
|  | Item 6: **Updates** |  |  |  |  |
|  | * Update on keyworker housing, and staff housing needs survey (one slide).JP updated and thanked the Board for their comments on the draft survey questions for the Housing Needs Survey which is in conjunction with the health, safety and well-being strategy. One of the key actions in the action plan for this first 12 months of that strategy is to undertake a housing needs survey across health and care staff. Hoping the survey can go out towards the end of May. JP mentioned a suggestion of an incentive to complete, however this may not be possible. JP asked if the analysis and report needs to be carried out by a third party, or if internally is suitable? DH advised the quality of the results would be the deciding factor, that internal would be appropriate. SB mentioned Savills and confidence. Planning Policy Forum held on 24 March where this was presented (part of affordable housing contribution was discussed). IG discussed the Health and Wellbeing Strategy. JF discussed the Housing Strategies and evidence. DH discussed RP’s and the viability process. Results can be presented at a future Housing Board meeting.
* Draft meeting planner for 2023/24 (attached with agenda).
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|  | Item 7: **AOB** |  |  |  |  |
|  | * DH sends apologies for the next Board meeting in May, therefore the Vice-Chair HW may need to chair.
* IG updated that Public Health are carrying out a Quality of Life Survey. Going to c.5.5,000 people across Cambridgeshire and Peterborough, to be repeated every two or three years.
* SB mentioned a meeting on 10 May regards Hoarding, Anglia Ruskin have a researcher looking into Hoarding and getting some health data to try to find out more, and set up a community of good practice.
* KM mentioned a questionnaire on income, data, arrears and hardship produced by SB.
* KM mentioned the last Homes for Cambridgeshire and Peterborough meeting, that there is still some concern there are varying Section 106 clauses in play. There may be a allegedly a way of delivering this consistently across our sub region so that the agreements all have similar phrasing in terms of mortgages in possession and so on. But that's not necessarily the case and there are some issues there with Planners, might be something from a development point of view, might want to question if talking to RPs and issues. KM could bring back any issues regards concerns to a future Housing Board meeting.
 |  |  |  |  |
|  | IG will send an email regards the Quality of Life Survey, any questions for that survey related to Housing send to IG (we are allowed maximum 2 questions). | All | ✓ |  |  |
|  | SB can send around the invite to the Hoarding meeting on 10 May, distribute to any others who might want to attend. | SB | ✓ |  |  |
|  | All to encourage teams to complete the income, data, arrears and hardship questionnaire soon to be sent out by KM. | All | ✓ |  |  |
|  | 3 March 2023 |  |  |  |  |
|  | Item 1a: **Housing and Health** |  |  |  |  |
|  | Actions |  |  |  |  |
| 1.
 | 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** |  |  |  |  |
|  | 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** |  |  |  |  |
|  | Actions |  |  |  |  |
|  | Comments on Keyworker housing and staff housing needs survey to JP by 15 March. | All | ✓ |  |  |
|  | Item 3: **Working with the Combined Authority** |  |  |  |  |
|  | 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:** |  |  |  |  |
|  | 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** |  |  |  |  |
|  | 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 |  |  |  |  |
| 1.
 | 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 from Eastern Community Homes. | All | ✓ |  |  |
|  | 4 November 2022 |  |  |  |  |
|  | Item 1: Update on CAS3 accommodation (Matthew Ryder) |  |  |  |  |
| 1.
 | 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 |  | ✓ |  |