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| **The Housing Board****Cambridgeshire | Peterborough | West Suffolk** 5 May 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** |
| * Heather Wood (HW), South Cambs DC *chair*
* Azma Ahmad-Pearce (AAP), CPCA
* Sue Beecroft (SB), Housing Coordinator, Board
* Peter Campbell (PC), South Cambs DC
* Andrew Church (AC), CHS
* Elaine Field (EF), South Cambs DC
* Julie Fletcher (JF), South Cambs DC
 | * Alex Francis (AF), Accent Group
* Iain Green (IG), Cambs County, Public Health
* Ali Manji (AM), Cross Keys Homes
* Jess Pickman (JP), Cambs and Peterborough ICS
* Helen Reed (HR), Cambridge City
* Angie Skipper (AS), Huntingdonshire DC
* Lisa Sparks (LS), Adult Social Care, Cambs County
 | * Jo Evans, Fenland DC
* David Greening, Cambridge City
* Chris Hill, Cambs and Peterborough ICS, NHS
* Stephen Hills, CHS
* Dan Horn, Fenland DC
* Karen Mayhew, Homes for Cambridgeshire & Peterborough (H4C&P)
* Charlotte McCallister, West Suffolk
* Matthew Ryder, National Probation Service
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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:* These are bulleted points, brief notes, not full minutes. If more detail is needed, please contact elaine.field@scambs.gov.uk
* Only the most recent meeting notes are set out, previous notes are removed but any actions not yet reported as completed remain, until they are.
* 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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|  | 5 May 2023 |  |  |  |  |
|  | Item 1: **Update on DLUHC Supported Housing Needs Survey** |  |  |  |  |
|  | LS Updated. Now have a completed survey. Commissioned units covered. LS thanked all who had contributed. Will report from the County Local Authority perspective that we have 2,362 supported housing units. LS discussed the content of the survey and how the questions were decided upon. Cambridgeshire has volunteered to be one of the case study authorities as results will help us with the supported housing bill’s requirements. SB mentioned updating the spreadsheet of schemes. |  |  |  |  |
|  | Actions |  |  |  |  |
|  | LS will circulate figures and calculations of survey to Housing Board when it has been sent, for clarification. | LS | ✓ |  |  |
|  | SB to continue updating spreadsheet of schemes in coming months | SB | ✓ |  |  |
|  | Item 2: **Cambridgeshire County demand profiles** |  |  |  |  |
|  | JF updated. Work around older people’s accommodation needs assessments. Demand profiles have been published on Cambridgeshire County Council’s website; project needs up to 2026. County in process of updating census data, that will then be refreshed on website on a regular basis. JF discussed previous issues with producing this and district areas covered, in terms of the GL Hearn report and Cambridgeshire County report, the two forecasts were different, we had to decide which version to use. A statement is being prepared by SB in terms of those differences and will be published on Cambridgeshire insight with a link to the County website. JF thanked SB for this work. County using more local assessments, and take focus on policy direction and terms of independent living. GL Hearn was based on projected current trends. JF discussed the conclusions of the assessments. JF and SB discussed differences, hence different numbers. JF mentioned a recent Planning appeal regards a care home on the boarders with Cambridge City, and additional care homes in South Cambridgeshire.LS updated on the learning disabilities (LD) work and mental health assessments. Nearly there, conversations happening with colleagues for clarity on figures. Will then share some of that information through CSHG. IG added in terms of data, Public Health have just commissioned an unfinished mental health needs assessment for Cambridgeshire and Peterborough. There is also a link to the hoarding work, mental health leads from CPFT attending an upcoming hoarding meeting to look at that link. Can also take that to other groups, including the Strategic Housing Group. JF commented in relation to the County LD work and Public Health mental health needs assessment, might need to compare and how they relate to each other. SB and AS discussed demand profiles for mental health, a piece of work is being done on LD, mental health and autism profiles. |  |  |  |  |
|  | Actions |  |  |  |  |
|  | Housing Board to be sent link to explanatory note on older peoples profiles when it is published. | SB | ✓ |  |  |
|  | IG to present at a future Housing Board (and CSHG) on mental health needs assessment for Cambridgeshire and Peterborough and what that means for services. | IG | ✓ |  |  |
|  | Suggested at same meeting, request an update on the County Learning Disability needs assessment, to help us compare | LS? | ✓ |  |  |
|  | Item 3: **Update on Changing Futures** |  |  |  |  |
|  | SB updated. Newsletter every few months to update on progress, SB has sent that out. Changing Futures is about trying to straighten the paths for people who face multiple disadvantage, communication and learning; helping partners adopt a ‘trusted person’ approach. Co production forums help as people who have lived through the experience of multiple disadvantage can set up Inquiries and explore them. Housing partners are part of this network, homelessness and housing insecurity contributing to multiple disadvantage. Can now recruit 4 or 5 people who can drive this forward, with Housing Board still involved in future in tackling barriers, and Inquiry groups to problem solve. The Board discussed. SB thanked contributors and Tom Tallon at Cambridgeshire County Council for this work. |  |  |  |  |
|  | Actions |  |  |  |  |
|  | SB to add an ‘about’ description to the Changing Futures newsletter, and add some emerging case studies/stories. | SB | ✓ |  |  |
|  | Item 4: **Reps for Strategic Infrastructure Framework Development** |  |  |  |  |
|  | SB updated. The CPCA will be working on a strategic infrastructure framework which will include some aspects of housing, working on their core tasks, transport, employment, environment. Dan Horn and SB had met with Steve Cox of CPCA regards this and have been invited to meetings, and can add more people to that invite list. (Planners already involved). AAP is linked into some of that infrastructure framework work, to participate from a housing point of view from CPCA side, however other housing providers’ input would be valuable. IG volunteered, might need a representative from ICS, probably estates group. AF interested in getting papers, progress and any ways we can feed in.  |  |  |  |  |
|  | Actions |  |  |  |  |
|  | IG will talk to ICS about a volunteer for the CPCA strategic infrastructure framework work. Karen M to talk to RPs. | IG & KM | ✓ |  |  |
|  | Item 5: **Updates** |  |  |  |  |
|  | * AF updated on a reorganisation within the Accent Group, within Customer Partner side. Relevant Local Authorities will be contacted about new housing partners/managers and area managers in their area, there are also some new specialist roles.
* SB updated that Sean Evans is leaving Peterborough (wished Sean well), therefore will need a new representative for Peterborough at Housing Board.
* JP updated on the Housing Needs Survey. Refined survey, and waiting for comments from NHS communications lead and NHS property services. Also looking at data census. Will then agree a launch date. Will clarify how to reach different staff groups across health and care.
* HR discussed the Cambridgeshire and Peterborough public sector partnership ‘Future is Now’ event in June at St Ives, bringing partners together, about improving cooperation and collaboration. First aim of worship is to celebrate success of the integrated care system.
* HW updated regards last minute support for Uttlesford District Council, who had asked for help in dealing with, on an emergency basis, accommodation for evacuees from Sudan. British nationals arrived on flights at Stansted. Uttlesford provided temporary accommodation in hotels and then pushed into local surrounding Authorities. South Cambs already had hotels they used, this was over the last bank holiday weekend. Sent South Cambs’ Housing Advice Officers to an advice hub near Stansted and worked with Uttlesford to provide housing advice to those people. Other Authorities assisted too. HW received an email from a colleague who supported there, saying it was a very moving experience. Some Authorities handled gatekeeping issues too. A reminder of what Local Authorities can do, and how they respond to emergencies.
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|  | Actions |  |  |  |  |
|  | AF to circulate who is covering Local Authority patches in the new Accent Group structure. | AF | ✓ |  |  |
| 1.
 | HR to send details regards Cambridgeshire and Peterborough public sector partnership event on 5 June, in order that Board can think about what our role might be. | HR |  |  | ✓ |
|  | Item 6: **AOB** |  |  |  |  |
|  | * HW will provide a Home-link and Allocations update at the next meeting in June.
* IG mentioned a previous action ‘LS to add IG to the Housing and OT network meeting agenda’. IG updated, will set up a task and finish group to look at front line workers, need some representatives on that, let IG know of volunteers, JE might be able to help with that on ideas and comments.
 |  |  |  |  |
|  | Any volunteers to attend the Housing and OT Network meetings, let IG know. | All | ✓ |  |  |
|  | 14 April 2023 |  |  |  |  |
|  | Item 1: **DLUHC Supported Housing survey** |  |  |  |  |
|  | 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 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 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. Update May: IG will set up a task and finish group to look at front line workers, need some representatives on that, let IG know of volunteers, JE might be able to help with that on ideas and comments. | 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 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 will add updates to the Diamond Affordability Analysis page on Housing Board’s website:<https://cambridgeshireinsight.org.uk/housingboard/> | SB |  |  | ✓ |
|  | Item 7: **AOB** |  |  |  |  |
|  | 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). Update May: On pause, went out to tender but no suitable bids. IG will come back on that. | All/IG |  |  | ✓ |
|  | 3 March 2023 |  |  |  |  |
|  | Item 1a: **Housing and Health** |  |  |  |  |
| 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 3: **Working with the Combined Authority** |  |  |  |  |
|  | 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 | ✓ |  |  |
|  | 3 February 2023 |  |  |  |  |
|  | Item 1: Domestic abuse focussing on familial abuse |  |  |  |  |
| 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 5: Updates |  |  |  |  |
|  | Advise SB of any volunteers, from Housing Board or their organisations, to sit on the Suicide Prevention Group. | All | ✓ |  |  |