|  |  |  |
| --- | --- | --- |
| **The Housing Board**  **Cambridgeshire | Peterborough | West Suffolk**  1 September 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* * Sue Beecroft (SB), Housing Board Coordinator * Ian Burden (IB), NHS, South West * Jon Collen (JC), Huntingdonshire DC * Bobby Duke (BD), Peterborough City * Elaine Field (EF), South Cambs DC *notes* * Julie Fletcher (JF), South Cambs DC * Alex Francis (AF), Accent Housing * Iain Green (IG), Peterborough City and Cambs County, Public Health * David Greening (DG), Cambridge City | * Stephen Hills (SH), CHS * Karen Mayhew (KM), Homes for Cambridgeshire & Peterborough (H4C&P) * Charlotte McCallister (CM), West Suffolk * Jess Pickman (JP), Cambs and Peterborough ICS * Helen Reed (HR), Cambridge City * Matthew Ryder (MR), National Probation Service * Sarah Scase (SS), Peterborough City * Pamela Scott (PS), Huntingdonshire DC * Heather Wood (HW), South Cambs DC | * Jonathan Bartram, NHS ICS * Chris Hill, Cambs and Peterborough ICS * Ali Manji, Cross Keys Homes * Lisa Sparks, Adult Social Care, Cambs County |
| **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 |
| --- | --- | --- | --- | --- | --- |
|  | 1 September 2023 |  |  |  |  |
|  | Item 1: **Financial models for NHS staff accommodation** |  |  |  |  |
|  | Ian Burden (IB), NHS presented:   * IB comes from the estates/property side of the NHS, formerly Head of Disposable and Surplus Land in the South West. * Staff accommodation with use of Homestay and Homeshare, pushing ahead with those across the South West and elsewhere in country. Looking at a longer term solution, however, due to retention problems cannot continue with one bed flats on acute trust sites. Main block is the same for many LA’s and Government Departments which is cash and capital delegated expenditure limits. * Two models looking at:   + one public estate (OPE) model, considers that some staff want to live in a house further away, could help in regeneration of a location. Poor housing is key determinant of poor health. Key worker, social care staff, etc., might want to live in town on NHS sites. If looking at disposing of assets, then lose the opportunity of how we are helping the market, and staff. Therefore looking at 60 year ground lease, build to rent model, speaking with investors who are interested in that route, to cover flats and houses, with modern methods of construction.   + Model being led by us (NHS) using international financial reporting standards (IFRS) rules, a lease has gone from being an operating lease into a finance lease, therefore hits balance sheet. Looking at sections under IFRIC 12, part of accounting standards. NHS Homes Alliance carried out a presentation to Lord Nick Markham, in that paper it sets out a number of models. Had to redo conversation and look at just using IFRIC 12 compliance, a works contract. Now have backing of Minister and Secretary of State, selected North Bristol trust, and testing our financial model there. 60 year ground lease to an investor who will design, build, finance and operate that scheme, after 60 years return to trust, 80 units. Not getting involved in design or Planning application, just pre-app. Red book valuation of site, value to system is higher if we retain land rather than sell. Need to show the benefit of a housing scheme. If have this single test site, and treasury approve, can advise NHS trusts there is a route to deliver staff housing. Business case process will go to ICB / ICS. Need to also support social care.   *Questions:*   * DH asked regards the set up. IB advised, the investor will need to be able to rent out those properties, could be cluster flats, or houses, investor can take the decision as to how they design it for the most flexible solution. * JF asked, within the financial modelling, is there any influence on who takes on the lease in terms of affordability? IB stated, ground lease is to be peppercorn cost, then having an open book basis (site specific), targeting Aviva, PFP capital etc, and their ESG funding. Target lower cost finance routes. Will put in turn over lease, to claim part of the profit. * KM asked regards the affordability issue, what the modelling is showing on cost. Looking at private sector rather than HA’s? IB explained that PFP Capital is an interesting one. Still need an operator. |  |  |  |  |
|  | IB to send to Housing Board a brief outline of financial models for NHS staff accommodation. | IB |  |  | ✓ |
|  | KH will circulate models to HA’s and invite IB to discuss with at their meeting. IB noted still in conversation with treasury. | KM | ✓ |  |  |
|  | Item 2: **The new Supported Housing Act** |  |  |  |  |
|  | Item deferred to October Housing Board. |  |  |  |  |
|  | Item 3: **Piloting a checklist for Damp, Mould & Excess Cold:** observations from frontline staff |  |  |  |  |
|  | Ian Green (IG) presented:   * Cambridge City Council did not manage to pilot the checklist, were hoping they would do that within their Repairs Team and surveyors. However will continue using Housing Officers and DHO’s. * Contacted NHS respiratory Consultants at Addenbrooke’s through the East of England asthma network, who held a conference recently looking at housing and respiratory conditions. Looking at referrals from secondary and primary care into the housing world, asking people with respiratory conditions, does their house have mould, damp, etc., can they afford to heat it. Then working out appropriate referral routes. * Will take progress on housing chapter of Health and Wellbeing Strategy to October Health and Wellbeing Board. * Need to work out, for those on the Home-Link system, medical checks/referrals and how can we support that. HW advised, we rely on applicant information in terms of medical details. Could compare IB’s check list with that which housing teams are looking at and if a change in accommodation would have a positive impact on any medical condition. HW happy to input to that with Home-Link Allocations Manager, and other LA’s. DG discussed medical part of the check list, Cambridge City asked externally funded GP which questions to ask. Next step, how to get into primary care without contacting every GP practice. * Will roll out pilot hopefully with Cambridge City, but also supported via a wider task group bringing all parties together as needed |  |  |  |  |
|  | IG to circulate the checklist. | IG | ✓ |  |  |
|  | Item 4: **Housing Board in-person meetings discussion** |  |  |  |  |
|  | The Board discussed holding some Housing Board meetings in person, alongside Microsoft Teams meetings:   * At least one meeting per year in person, beneficial to see colleagues in person and helps deepen professional relationships, advantages of online meetings are that people can join and leave as they wish, useful for guest speakers. Therefore a mixed model. * It was agreed to hold a planning / development / horizon scanning meeting once per year, with the ability for people to join via Microsoft Teams. Perhaps February / March or in the summer, and choose a location where hybrid would work. * IG advised that Cambridgeshire County and Peterborough now have most meetings face to face with hybrid guests joining via Teams. |  |  |  |  |
|  | All to think about once per year in person meeting and a hybrid friendly building to use. | All | ✓ |  |  |
|  | Item 5: **Updates** |  |  |  |  |
|  | **Key worker housing survey:**   * Jess Pickman (JP) updated on the staff housing needs survey launched in May and closed August. Received 1,141 responses to survey, 2.3% return. Survey analysed, and draft report currently being written. Reached out to north and south care partnerships to tap into their Local and Neighbourhood Plans based on geographical area needs. * Key findings: 75% of responders report Cambridge rent too expensive, of those renting 40% of respondents had concerns on how long they could remain in their property and no guarantees over tenancy, rent increases and property being sold. Some workers felt they were technically homeless. * Of all responses, 5% of households were accommodating more than 5 adults in one dwelling, 32% said their current accommodation was too small. * In Cambridgeshire and Peterbough, those that could afford between £500 and £1,000 per month on rent or mortgage, 74% of those earning £20-40k said that was what they could afford (JP has chart of other brackets). * JP is soon to take maternity leave, last working day 12 October. Some Key elements of activity will continue. JP thinking about forward plan grid of what can be done in her absence. Next staff accommodation forum on 5 September and one on 3 October, which will continue in JP absence (advise JP if wish to attend) importance of meetings is awareness and signposting across partner organisations and geographical areas, connecting conversations, working group for larger strategic pieces which will have the most impact, housing hub, financial models, utilising survey results and how can influence Local Plans and input into Housing Strategies. * SB is helping JP with analysis of results. Planning Policy Forum had meeting last week and brought up there, they advised probably a Housing Strategy issue and would need to go into their documents to make way into local lettings plans, and would like to see report too. Caroline Hunt, Strategy and Economy Manager, Greater Cambridge Shared Planning, wished to ensure that JF and HR were involved, and that Jonathan Dixon, Planning Policy Manager, and the joint Planning Team were aware of the report in terms of the Planning process. * JF added, work that Savills carried out for Addenbrooke’s was good in terms of making it more personal regards who those types of people were, categories of household makeup, affordability, struggles etc, therefore if looking at evidence base to back up conversations direct all to that. |  |  |  |  |
|  | JP will provide a draft report of key worker housing survey results for Housing Board input, before finalised. | JP | ✓ |  |  |
|  | **Sub-regional budget proposal (has been circulated to funding partners):**  SB sent a note to funding partners, regards funding her post (Housing Board Co-ordinator), Hometrack, Cambridgeshire Insight subscription and Housing market assessment upkeep work, etc. County Council had asked, do we feel County Council has right people at Housing Board? Should we think about inviting anyone else? Lisa Sparks and IG attend regularly, and SB links with Tom Tallon regards the multiple disadvantage project therefore well covered. SB asked the Board if we should invite anyone else. |  |  |  |  |
|  | Item 6: **AOB** |  |  |  |  |
|  | * SH advised that CHS host a regular meeting with Daniel Zeichner MP who would like to test out what our thinking is around legislation going through the House of Commons, etc., and other key announcements, at a meeting last week he asked whom he needs to talk to about housing generally, SH mentioned Housing Board, Homes for Cambridgeshire and Peterborough and the Enablers group. Could send connection details to the MP, might be appropriate he attend a meeting, could also send information to all MPs to ascertain if they feel value in connecting with us. * DG advised that this is his last Housing Board meeting, therefore will need a successor for the Domestic Abuse and Sexual Violence Board, they would like someone represented from this Board. HW happy to carry on being representative there, as HW works job share JC agreed to be her deputy at those meetings. DH thanked DG for his participation in this Board over the years, will be sorely missed and wished him will. * JC mentioned the Supported Housing (Regulatory Oversight) Act 2023 item on the October Housing Board agenda. Should the LA’s have prior conversations with the County Council? JC mentioned budget setting processes, and the impact for next year that this act may have. HW happy to be part of looking at that in more detail to get an understanding. DH advised, might be good to get the detail from Lisa Sparks, from there might need a sub group of District representatives to consider everything, JF agreed and need to understand what other Service areas from the LA’s may need to be involved in discussion. SH added, this legislation has come about largely to address the problem of unregulated non RP providers of supported housing in large urban areas, may wish to talk to some local providers who are regulated already. The Board discussed further. * IG advised of Cambridgeshire and Peterborough separating, now have two directors for Adult Social Care and Children’s Social Care. Public Health is one of the very few shared serviced across the two, likely to stay shared. Direction of travel is two different approaches. * IG advised of a piece of work ICS is carrying out on economic modelling, along with Public Health, been asked to look at where could ICS spend money differently that would improve health outcomes. They have come down to three specific areas, one is obesity, what could ICS fund, with a good evidence base, that would help admission to hospital particularly with diabetes and obesity. Might be a route into some of the support work that district Councils do. Second priority is emotional wellbeing for children, particularly to support CAMHS and the work being done around children’s mental health. Third is around poverty and warm homes, been asked in Public health to come up with the evidence base for what works in terms of ICS funding and warmer homes type initiatives, particularly looking at work done in Bedford borough on warm homes (the company also operates across Cambridgeshire, Norfolk and Bedfordshire). The ICS funds a referral pathway, some Authorities are using the ICS to fund fuel bills for a period of time. Public Health helping ICS to pull together evidence base, to be completed in next couple of weeks. ICS looking for anything that is already happening that works. * DH discussed an item at the August Housing Board on devolution work. A meeting was held on 28 August and weekly thereafter on this. At October Housing Board can give an update on where we are regards devolution work for affordable housing. * DG mentioned that at Cambridge City, from 9 October, Samantha Shimmon will be joining from East Suffolk as DG successor, remit will be all Housing Services plus Community Safety, not Housing Strategy. And Sam Scharf is the new Director of the Communities Group, Suzanne Hemingway in as interim Communities Director, Suzanne will stay as a handover. In Cambridge City restructure, Housing has been dispersed under all five groups that exist. Also, Ben Binns has been appointed as Director of the Housing Development Agency. |  |  |  |  |
|  |  |  |  |  |  |
|  | SB to think about invitation to MP’s to attend main Housing meetings. | SB | ✓ |  |  |
|  | IG to update at October Housing Board on ICS economic modelling. | IG | ✓ |  |  |
|  | 4 August 2023 |  |  |  |  |
|  | Item 1: **Devolution Deal Part 2, relating to Affordable Housing** |  |  |  |  |
|  | Any questions for PS send, and if any groups for him to attend let him know to get message out. | All | ✓ |  |  |
|  | KM will share Paul Staines’ slides on devolution deal part 2, affordable housing with RP’s (emerging discussion only). | KM | ✓ |  |  |
|  | SB to share Paul Staines’ list of who is on working groups with Housing Board. | SB | ✓ |  |  |
|  | Item 2: **Update on ICS worker housing needs survey** |  |  |  |  |
|  | Let JP know if wish to attend ICS Staff Accommodation Forum event. | All | ✓ |  |  |
|  | Item 3: **Updates around the room** |  |  |  |  |
|  | SB will bring a note about the sub regional budget to September Housing Board. | SB | ✓ |  |  |
|  | Item 4: **AOB** |  |  |  |  |
|  | 7 July 2023 |  |  |  |  |
|  | Item 2: **Housing and Health actions as part of the Health and Wellbeing Strategy** |  |  |  |  |
|  | Any housing needs assessments surveys send to IG. | All/SB | ✓ |  |  |
|  | Any volunteers to get involved in these actions please let IG know. | All | ✓ |  |  |
|  | Item 3: **Brief update on Keyworker Accommodation Needs Survey** |  |  |  |  |
|  | Anyone who wishes to attend the Accommodation Forum, let JP know. | All | ✓ |  |  |
|  | 5 May 2023 |  |  |  |  |
|  | 14 April 2023 |  |  |  |  |
|  | Item 3: **Health and wellbeing strategy** and action planning for housing theme |  |  |  |  |
|  | 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 |  |  |  |  |
|  | JE to ask County housing colleagues to contact, via their landlord forum, mentioning access for Ukrainian move ons. | JE |  | ✓ |  |
|  | 2 December 2022 |  |  |  |  |
|  | Item 3: Future accommodation needs for specialist housing (Lisa Sparks & Guy Fairburn) |  |  |  |  |
|  | Want to work with Guy on the Cambridgeshire figures once available, following the Peterborough model | GF/CSHG | ✓ |  |  |
|  | 4 February 2022 |  |  |  |  |
|  | Item 2: Suicide Prevention Strategy Joe Davies (Suicide Prevention Manager for Cambridgeshire and Peterborough) |  |  |  |  |
|  | Add suicide prevention info to the Housing, MH and SA toolkit once strategy developed further / agreed. | SB |  | ✓ |  |