#### HOUSING BOARD SERVICE LEVEL AGREEMENT

## Purpose of this SLA

This is a service level agreement between Housing Board partners to fulfil specific tasks and support partners on projects throughout the year, sponsored by the Housing Board and supported by the Housing Coordinator. There are three levels of support possible: full funding partner: partial funding partner and non-funding partner. This SLA sets out what level of support the Housing Board and Coordinator can offer each type of partner.

The Agreement has been devised to ensure clear lines of accountability and partnership working, enabling a common understanding of roles, responsibilities and funding arrangements across all Housing Board partners in relation to the delivery of Housing Board services. The aim is to set out the working arrangements between the three types of partner. The purpose of this SLA is to:

1. Set out the purpose of the service (para 6)
2. Establish a common understanding of roles and responsibilities to ensure the Housing Board delivers its work programme each year (para 7)
3. Establish a common understanding of shared funding arrangements, and confirm financial arrangements between for the delivery of the programme (para 8)
4. Promote effective working relationships, showing clear lines of accountability across all Housing Board partners, and provide clear and effective management and supervision arrangements for the Coordinator (para 9).

## Service contact / funding lead details

Full funding partners

* Cambridge City Council (Host Authority) Samantha Shimmon, Assistant Director: Housing and Homelessness
* East Cambridgeshire District Council – Angela Parmenter, Housing and Community Safety Manager
* Fenland District Council – Dan Horn, Head of Housing & Community Support
* Huntingdonshire District Council – Pamela Scott, Regeneration and Housing Delivery Manager
* South Cambridgeshire District Council – Julie Fletcher, Service Manager Housing Strategy
* West Suffolk Council (WSC) – Julie Baird, Director Growth and Planning

Partial funding partners

* Cambridgeshire County Council – Lisa Riddle, Service Director: Communities, Libraries and Skills [lisa.riddle@cambridgeshire.gov.uk](mailto:lisa.riddle@cambridgeshire.gov.uk)
* Peterborough City Council – Anne Keogh Housing Strategy and Implementation Manager, [anne.keogh1@peterborough.gov.uk](mailto:anne.keogh1@peterborough.gov.uk)
* Homes for Cambridgeshire & Peterborough – Claire Higgins, c/o Karen Mayhew, Homes for Cambridgeshire & Peterborough [Karen@jkmayhew.co.uk](mailto:Karen@jkmayhew.co.uk)

Contacts for non-funding partners, and additional contacts for each full and partial funding partner, are set out in para 13.

## Contact details for the Housing Coordinator

Sue Beecroft, Housing coordinator for the Housing Board, Tel 07715 200 730 [sue.beecroft@cambridge.gov.uk](mailto:sue.beecroft@cambridge.gov.uk) [www.cambridgeshireinsight.org.uk/housing](http://www.cambridgeshireinsight.org.uk/housing)

## Dates

**Agreement**

SLA agreement date: 1 April 2024 & every 5 years Review date: 1 September 2028

**Finances**

Financial review date: 1 August 2024 & annually Invoice amounts agreed each Autumn

Invoices raised 1 April each year.

## Background

The housing coordinator post was created in 2007; employed by Cambridge City Council and hosted by Cambridgeshire Horizons. When Horizons closed in September 2011, the role and hosting transferred to Cambridge City Council, jointly managed by Cambridge City Council (for terms and conditions) and the current chair of the Housing Board (for tasks).

## Purpose of the service

At 2024/25 the priorities for the Housing Board are:

* Deliver new homes and communities to support economic success.
* Ensure homes and services support better health and well-being.
* Improve standards in existing homes and encourage best use of all homes.
* Identify and meet housing need, extend housing choice and tackle homelessness.
* Understand housing costs and the cost-of-living crisis in our area, and tackle the impact of both
* Support housing with a low impact on the environment, which is energy efficient and which limits our carbon footprint.

These are reviewed and updated annually and form the backbone of meeting agendas and the Coordinator’s projects.

The purpose of the coordinator post set out in the original job description included:

* Act as coordinator for the Cambridge Housing Sub Region, for the sub-regional Housing Strategy and its accompanying action plan
* Coordinate delivery and future development of the Cambridge Sub Region Housing Strategy
* Lead on the development of sub-regional housing policies including SPG
* Coordinate the management of the housing development supply chain
* Act as key communications conduit between the sub-regional housing group and national and regional bodies including the regional housing board, Housing Corporation and Zone Agent.
* Support sub-regional meetings, including the Housing Group and PRP group
* Commission and manage research / consultants on special projects.

The work has evolved over time as has the purpose of the job, with changing partnerships, guidance, priorities and approaches. The outline of tasks below gives a more up-to-date picture of the position in 2024/25 though many fall under similar themes to the bullets above.

## Establish a common understanding of roles and responsibilities and ensure the Housing Board delivers its work programme each year.

All members of the Housing Board, whether funding partners or not, provide strategic oversight to its work programme and the housing coordinator.

At an annual planning session Board members set the work programme for activities for the coming year, and support and advise the coordinator and sub / topic groups to make sure the agreed programme is completed.

The chair of the Housing Board provides management and supervision to the Co-ordinator to ensure the tasks and activities set by the Housing Board are completed.

* A work plan and agenda plan are devised at the annual review meeting (Feb or March).
* The coordinator forms the ideas shared into an agenda plan for the year’s Board meetings and for topic / sub groups as needed.
* Projects can be progressed over the course of the year which will be reported to the Board at inception / early stage, at a half way point, and on completion. Updates on specific project can also be provided under AOB if not a “main” agenda item.

An outline of tasks will be produced each year, following the Housing Board year planning meeting, to set out what will be worked on in the coming year both by the coordinator and by Housing Board partners. This is not exhaustive and may be adjusted, the Housing Board approval. The task list for 2024/25 is included in para 14.

The host authority provides

* Management, supervision, general welfare, appraisals as needed
* Absence management, performance and other associated HR / management requirements
* Annual leave
* Budget process
* Provision of ICT

In the event that the lead contacts cannot resolve any complaint or dispute through informal measures, escalation is to the Housing Board who will work to resolve the matter effectively.

### Topic / sub groups

The Board is supported by topic groups, which progress specific housing issues, including housing enabling, homelessness strategy and strategic housing. More is set out on these groups and structures in the Housing Board’s terms of reference [here](https://cambridgeshireinsight.org.uk/wp-content/uploads/2022/12/housing-board-tors-sept-22-update.docx).

## Establish a common understanding of shared funding arrangements, and confirm financial arrangements for the delivery of the programme

Partners are invoiced annually each financial year, as follows:

* Invoices are sent as close to 1st April as possible.
* In August each year an estimated cost is provided for the following year. At this stage partners must declare whether they intend to continue funding part, all or not at all.
* If funding by one partners is removed / reduced, the other partners will need to agree how to proceed. This needs to be agreed in September so partners have a clear picture of the funds needed by October each year to feed into their budget processes.
* By year end (March) all contributions will have been received, and amounts agreed for the coming year. Invoices can then be sent in April.

### Expenditure on the service

Core costs for the service include:

* Coordinator salary and on-costs, with CIH membership and Inside Housing subscription
* Maintenance of Cambridgeshire and Peterborough Insights web pages
* Hometrack subscription
* Funding for SHMA maintenance by Cambridgeshire County Council (under separate SLA).

### Funding arrangements

Partners will transfer funds to the host authority (Cambridge City Council) as outlined in para 11 on an annual basis. Cambridge City Council will not charge a management fee to any partner organisation.

Partners may pay for all or part of the Housing Board service, as a full or partial funding partner.

Accountability of spend and approval of payments from the host authority’s financial system: the host will provide a budget code, financial transactions will be completed in the host authority’s budget approval system, within the host authority manager’s budget.

## Promote effective working relationships, showing clear lines of accountability across all Housing Board partners, and provide clear and effective management and supervision arrangements for the Coordinator

The Chair of Housing Board helps to manage the tasks to be performed by the coordinator, with reference to the full group as needed.

All partners on the Housing Board meet annually to agree the areas of work to be carried out.

Some work is regular (Housing Market Bulletins and updating of existing data and projects) and may require more time in one year than another.

Other work is subject to local need; time can be allocated for such tasks at the discretion either of individual partners, or of two or more partners seeking to work together on issues of common interest.

A couple of new projects can be agreed on at the annual planning session in March, and the list of the coordinator’s projects may change or be added to in the course of the year, subject to a combination of urgency and capacity.

Each funding partner is asked to contribute, wherever possible, an equal amount of funding to get an equal benefit from the various tasks and projects. This should be kept under review to ensure each partners feels they are getting value for money, and the tasks and projects adjusted as needed should some partners feel they are securing less benefit than others.

## Time Period

The totals outlined in para 11 are dependent on partners agreeing and contributing funding each year, with an agreement to continue funding over a 5-year period in principle, subject to review each year.

This agreement applies from 1 April 2024 to 31 March 2029, and is set within a 5-year context so that (subject to partners continuing to fund or not) the annual amounts payable may vary. However with sufficient time to consider any such changes, the remaining partners can agree to adjust their contributions or not for the following year.

The financial position will need to be reviewed every year while the overall agreement stands for 5 years at a time.

## INCOME & EXPENDITURE

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| EXPENSES | Description | Component | Year 1 (2024/5) | Year 2 (25/26) | Year 3 (26/27) | Year 4 (27/28) | Year 5 (28/29) |
| SRC salary | Sub-regional coordinator salary | Salary | £62,020 |  |  |  |  |
| NI | £7,300 |  |  |  |  |
| Pension | £10,910 |  |  |  |  |
| Recharges | £9,460 |  |  |  |  |
|  |  | Total salary and on costs Plus inflation @ 4% from year 2+ | £89,690 | £93,278 | £97,009 | £100,889 | £104,925 |
|  | Other SRC costs | Petrol & parking est. | £200 |  |  |  |  |
|  |  | Public transport est. | £200 |  |  |  |  |
|  |  | Annual CIH membership | £394 |  |  |  |  |
|  |  | Annual Inside Housing subs | £164 |  |  |  |  |
|  |  | Total other costs Plus inflation @ 4% from year 2+ | £958 | £996 | £1,036 | £1,078 | £1,121 |
| Other services | Other services | C&P Insight subs | £3,150 | £3,150 | £3,150 | £3,150 | £3,150 |
|  |  | Hometrack subs | £14,500 | £14,500 | £14,500 | £14,500 | £14,500 |
|  |  | CCC SHMA support service | £12,600 | £12,600 | £12,600 | £12,600 | £12,600 |
|  |  | Total other service costs | £30,250 | £30,250 | £30,250 | £30,250 | £30,250 |
|  |  | **Total annual costs overall** | **£120,898** | **£124,524** | **£128,295** | **£132,217** | **£136,295** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| INCOME | Description | Components | Year 1 (2024/5) | Year 2 (25/26) | Year 3 (26/27) | Year 4 (27/28) | Year 5 (28/29) |
| Partial funding partners | H4C&P | £7,000 including VAT (@20%) fixed (net actual income = £5,600) plus inflation @ 4% | £5,600 | £5,824 | £6,057 | £6,299 | £6,551 |
|  | Cambs County | £7,000 pa plus inflation @ 4%. No contribution to SHMA or CI as CCC runs these | £7,000 | £7,280 | £7,571 | £7,874 | £8,189 |
|  | Peterborough | Cambs Insight | £394 | £394 | £394 | £394 | £394 |
|  |  | Hometrack (1/7 of HT cost in 2024/25, 1/8 of HT in 2025/6 onwards as CPCA aims to fund) plus inflation @ 4% | £2,071 | £1,813 | £1,813 | £1,813 | £1,813 |
|  |  | Peterborough sub-total | £2,465 | £2,206 | £2,206 | £2,206 | £2,206 |
|  | CPCA | Hometrack only plus inflation @ 4% from Year 2+ |  | £1,812 | £1,884 | £1,960 | £2,038 |
| Total from partial funders |  |  | £15,065 | £17,122 | £17,719 | £18,339 | £18,985 |
| Full funding partners |  |  |  |  |  |  |  |
| Cost to be met by full funding  partners |  | equals total annual costs overall minus contributing partners total | £105,833 | £107,402 | £110,576 | £113,877 | £117,311 |
| Annual cost per full funding partner | C E F H S WS | equals cost to be met / 6 | £17,639 | £17,900 | £18,429 | £18,980 | £19,552 |
| **Total contributions** |  | equals total of full and partial contributions | **£120,898** | **£124,524** | **£128,295** | **£132,217** | **£136,295** |
|  |  | Any difference between cost and income | £0 | £0 | £0 | £0 | £0 |

**Detail for 2024/25**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Housing Market | | | Sub-regional support | | | Total | % of total cost each contributes |
|  | Hometrack | SHMA | Sub total | Coordinator | Cambs Insight | Sub total |  |  |
| CC | £1,611 | £1,800 | £3,411 | £11,923 | £394 | £12,317 | £15,728 | 13% |
| ECDC | £1,611 | £1,800 | £3,411 | £11,923 | £394 | £12,317 | £15,728 | 13% |
| FDC | £1,611 | £1,800 | £3,411 | £11,923 | £394 | £12,317 | £15,728 | 13% |
| HDC | £1,611 | £1,800 | £3,411 | £11,923 | £394 | £12,317 | £15,728 | 13% |
| SCDC | £1,611 | £1,800 | £3,411 | £11,923 | £394 | £12,317 | £15,728 | 13% |
| WSC | £1,611 | £1,800 | £3,411 | £11,923 | £394 | £12,317 | £15,728 | 13% |
| PCC | £1,611 | £0 | £1,611 | £0 | £394 | £394 | £2,005 | 2% |
| H4CP | £1,611 | £1,800 | £3,411 | £1,799 | £394 | £2,193 | £5,604 | 5% |
| Cambs County | £1,611 | £0 | £1,611 | £5,389 | £0 | £5,389 | £7,000 | 6% |
| Reserves |  |  |  | £11,923 |  | £11,923 | £11,923 |  |
| Total cost | £14,500 | £12,600 | £27,100 | £90,648 | £3,150 | £93,798 | £120,898 |  |

Inflation at 4% pa

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EXPENSES** | Description | Component | Year 1 (2024/5) | Year 2 (25/26) | Year 3 (26/27) | Year 4 (27/28) | Year 5 (28/29) |
| Sub regional service cost | Sub-regional coordinator salary | Salary | £62,020 |  |  |  |  |
| NI | £7,300 |  |  |  |  |
| Pension | £10,910 |  |  |  |  |
| Recharges | £9,440 |  |  |  |  |
|  |  | Salary + on-costs + inflation | £89,670 | £93,257 | £96,987 | £100,867 | £104,901 |
|  | Other coordinator costs | Petrol & parking est. | £100 |  |  |  |  |
|  |  | Public transport est. | £100 |  |  |  |  |
|  |  | Annual CIH membership + Inside Housing Subs (394+164) (note charged Jan to Jan for both) | £559 |  |  |  |  |
|  |  | Total other costs + inflation | £759 | £789 | £821 | £854 | £888 |
|  | C&P Insight | C&P Insight subs | £3,150 | £3,150 | £3,150 | £3,150 | £3,150 |
|  | Sub-total for sub-regional service |  | £93,579 | £97,196 | £100,958 | £104,870 | £108,939 |
| Housing market assessment costs | Hometrack | Hometrack subs | £14,500 | £14,500 | £14,500 | £14,500 | £14,500 |
|  | SHMA maintenance | CCC SHMA support service | £12,600 | £12,600 | £12,600 | £12,600 | £12,600 |
|  | Sub-total SHMA costs |  | £27,100 | £27,100 | £27,100 | £27,100 | £27,100 |
| **Total annual costs overall** |  |  | **£120,679** | **£124,296** | **£128,058** | **£131,970** | **£136,039** |

| **INCOME from partial funders** | Component | Year 1 (2024/5) | Year 2 (25/26) | Year 3 (26/27) | Year 4 (27/28) | Year 5 (28/29) |
| --- | --- | --- | --- | --- | --- | --- |
| **H4C&P** | Hometrack subs | £1,611 | £1,450 | £1,450 | £ 1,450 | £1,450 |
|  | SHMA maintenance | £1,800 | £1,800 | £1,800 | £1,800 | £1,800 |
|  | Coordinator | £1,795 | £2,180 | £2,413 | £2,655 | £2,907 |
|  | Cambs Insight | £394 | £394 | £394 | £394 | £394 |
| H4C&P Total | See note[[1]](#footnote-1) | £5,600 | £5,824 | £6,057 | £6,299 | £6,551 |
| **Cambs County** | Hometrack subs | £1,611 | £1,450 | £1,450 | £1,450 | £1,450 |
|  | SHMA maintenance | £- | £- | £- | £- | £- |
|  | Coordinator | £5,389 | £5,830 | £6,121 | £6,424 | £6,739 |
|  | Cambs Insight | £- | £- | £- | £- | £- |
| CCC total | See note [[2]](#footnote-2) | £7,000 | £7,280 | £7,571 | £7,874 | £8,189 |
| **Peterborough** | Hometrack subs | £1,611 | £1,450 | £1,450 | £1,450 | £1,450 |
|  | SHMA maintenance | £- | £- | £- | £- | £- |
|  | Coordinator | £- | £- | £- | £- | £- |
|  | Cambs Insight | £394 | £394 | £394 | £394 | £394 |
| PCC total |  | £2,005 | £1,844 | £1,844 | £1,844 | £1,844 |
|  |  |  |  |  |  |  |
| **CPCA** | Hometrack subs [[3]](#footnote-3) | £- | £1,450 | £1,450 | £1,450 | £1,450 |
|  | SHMA maintenance | £- | £- | £- | £- | £- |
|  | Coordinator | £- | £- | £- | £- | £- |
|  | Cambs Insight | £- | £- | £- | £- | £- |
| CPCA total |  | £- | £1,450 | £1,450 | £1,450 | £1,450 |
|  |  | **£14,605** | **£16,398** | **£16,922** | **£17,467** | **£18,034** |

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| --- | --- | --- | --- | --- | --- | --- |
| **TOTAL INCOME from partial funders** | Component | Year 1 (2024/5) | Year 2 (25/26) | Year 3 (26/27) | Year 4 (27/28) | Year 5 (28/29) |
| SHMA | Hometrack subs | £4,833 | £5,800 | £5,800 | £5,800 | £5,800 |
|  | SHMA maintenance | £1,800 | £1,800 | £1,800 | £1,800 | £1,800 |
| SRC | Coordinator | £7,184 | £8,010 | £8,534 | £9,080 | £9,646 |
|  | Cambs Insight | £788 | £788 | £788 | £788 | £788 |
|  |  | £14,605 | £16,398 | £16,922 | £17,467 | £18,034 |

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| --- | --- | --- | --- | --- | --- | --- |
| **INCOME NEEDED FORM FULL FUNDERS [[4]](#footnote-4)** | Component | Year 1 (2024/5) | Year 2 (25/26) | Year 3 (26/27) | Year 4 (27/28) | Year 5 (28/29) |
| SHMA | Hometrack subs | £9,667 | £8,700 | £8,700 | £8,700 | £8,700 |
|  | SHMA maintenance | £10,800 | £10,800 | £10,800 | £10,800 | £10,800 |
| SRC | Coordinator | £71,323 | £86,036 | £89,274 | £92,641 | £96,143 |
|  | Cambs Insight | £2,363 | £2,363 | £2,363 | £2,363 | £2,363 |
| Funds in reserves at 1 April 2024 |  | £29,116 |  |  |  |  |
| Total from reserves (2024/25 only) | (to co-ordinator line) | **£11,922** |  |  |  |  |
| Remaining reserve [[5]](#footnote-5) |  | £17,194 |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TOTAL NEEDED FROM FULL FUNDERS** | Component | Year 1 (2024/5) | Year 2 (25/26) | Year 3 (26/27) | Year 4 (27/28) | Year 5 (28/29) |
| SHMA | Hometrack subs | £1,611 | £1,450 | £1,450 | £1,450 | £1,450 |
|  | SHMA maintenance | £1,800 | £1,800 | £1,800 | £1,800 | £1,800 |
| SRC | Coordinator | £11,887 | £14,339 | £14,879 | £15,440 | £16,024 |
|  | Cambs Insight | £394 | £394 | £394 | £394 | £394 |
|  | Total | £15,692 | £17,983 | £18,523 | £19,084 | £19,668 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Summary table** | Hometrack subs | SHMA maintenance | SHMA related total | Coordinator | Cambs Insight | Sub regional service total | Overall total |
| Cambridge | £1,611 | £1,800 | £3,411 | £11,887 | £394 | £12,281 | £15,692 |
| East Cambs | £1,611 | £1,800 | £3,411 | £11,887 | £394 | £12,281 | £15,692 |
| Fenland | £1,611 | £1,800 | £3,411 | £11,887 | £394 | £12,281 | £15,692 |
| Huntingdonshire | £1,611 | £1,800 | £3,411 | £11,887 | £394 | £12,281 | £15,692 |
| South Cambs | £1,611 | £1,800 | £3,411 | £11,887 | £394 | £12,281 | £15,692 |
| West Suffolk | £1,611 | £1,800 | £3,411 | £11,887 | £394 | £12,281 | £15,692 |
| Peterborough | £1,611 | X | £1,611 | X | £394 | £394 | £2,005 |
| H4C&P | £1,611 | £1,800 | £3,411 | £1,795 | £394 | £2,189 | £5,600 |
| Cambs County | £1,611 | X | £1,611 | £5,389 | X | £5,389 | £7,000 |
| Total per component | £14,499 | £12,600 | £27,099 | £78,506 | £3,152 | £81,658 | £108,757 |
| Transfer from reserves |  |  |  |  |  |  | £11,922 |
| **Total** |  |  |  |  |  |  | **£120,679** |

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| --- | --- | --- |
| **INVOICES for 2024/25** |  |  |
|  |  |  |
| **H4C&P** | Hometrack subs | £1,611 |
|  | SHMA maintenance | £1,800 |
|  | Coordinator | £1,795 |
|  | Cambs Insight | £394 |
|  | **H4C&P total** | **£5,600** |
|  |  |  |
| **Cambs County** | Hometrack subs | £1,611 |
|  | Coordinator | £5,389 |
|  | **CCC total** | **£7,000** |
|  |  |  |
| **Peterborough** | Hometrack subs | £1,611 |
|  | Cambs Insight | £394 |
|  | **PCC total** | **£2,005** |
|  |  |  |
| 6 x Districts |
|  |  |  |
| SHMA | Hometrack subs | £1,611 |
|  | SHMA maintenance | £1,800 |
| Sub-regional service | Coordinator | £11,887 |
|  | Cambs Insight | £394 |
| **Total** |  | **£15,692** |
|  |  |  |
|  |  |  |

## Signatures

To be separated out ahead of sending to partners

Cambridge City Council (Host Authority) Samantha Shimmon, Assistant Director: Housing and Homelessness [Samantha.Shimmon@cambridge.gov.uk](mailto:Samantha.Shimmon@cambridge.gov.uk) (Full partner)

Signed Date

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East Cambridgeshire District Council – Angela Parmenter, Housing and Community Safety Manager, [Angela.Parmenter@eastcambs.gov.uk](mailto:Angela.Parmenter@eastcambs.gov.uk) (Full partner)

Signed Date

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Fenland District Council – Dan Horn Head of Housing & Community Support [dhorn@fenland.gov.uk](mailto:dhorn@fenland.gov.uk) (Full partner)

Signed Date

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Huntingdonshire District Council – Pamela Scott, Regeneration and Housing Delivery Manager [Pamela.Scott@huntingdonshire.gov.uk](mailto:Pamela.Scott@huntingdonshire.gov.uk) (Full partner)

Signed Date

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South Cambridgeshire District Council – Julie Fletcher, Service Manager Housing Strategy, [Julie.fletcher@scambs.gov.uk](mailto:Julie.fletcher@scambs.gov.uk) (Full partner)

Signed Date

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West Suffolk Council– Julie Baird, Director Growth and Planning [julie.baird@westsuffolk.gov.uk](mailto:julie.baird@westsuffolk.gov.uk) (Full partner)

Signed Date

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Cambridgeshire County Council – Lisa Riddle, Service Director: Communities, Libraries and Skills [lisa.riddle@cambridgeshire.gov.uk](mailto:lisa.riddle@cambridgeshire.gov.uk) (Partial funding partner)

Signed Date

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Peterborough City Council – Anne Keogh, Housing Strategy and Implementation Manager [anne.keogh1@peterborough.gov.uk](mailto:anne.keogh1@peterborough.gov.uk) (Partial funding partner)

Signed Date

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Homes for Cambridgeshire & Peterborough – Claire Higgins, Chair, Homes for Cambridgeshire & Peterborough [claire.higgins@crosskeyshomes.co.uk](mailto:claire.higgins@crosskeyshomes.co.uk) (Partial funding partner)

Signed Date

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## Outline of tasks for 2024/25

Coordinator

* Provide a quarterly housing market bulletin to show how local districts compare to the regional and the rest of England, and to show trends over time
* Work with the ICS accommodation forum to support publication of the ICS accommodation needs assessment
* Work with the Public Health team to deliver the housing actions in the current health and wellbeing strategy and action plan, including a review of local and national stats on the homelessness duty to refer; audit of housing assessments; work with the County Housing Group to develop an area-wide private sector housing sector (spine) document and to an area-wide HMO standards, guidance and data; contribute to reporting on progress, and updating the action plan
* Support the work of *Changing Futures* on system change to support people facing multiple disadvantage
* Making best use of homelessness stats
* Updating the area-wide list of supported housing schemes
* Initiate a project to end furniture poverty in partnership with the Financial Capability Forum and the Housing Board.
* Examine barriers to, and ways to promote, take-up of benefits in partnership with the Financial Capability Forum and the Housing Board.
* Coordinate Housing Board agendas and develop and implement the Housing Board’s work programme for 2024/25, monitoring delivery of its action plan
* Support Housing Board member’s work plans as needed
* Maintain the Housing Board content of C&P Insight including any Open Data.
* Set out and agree a new SLA and funding arrangement for 2024 onwards.

Other partners

* Contribute strategy links, data and examples of good practice, to Cambridgeshire & Peterborough Insight web pages
* Contribute to topic groups of Housing Board, and associated groups, in order to promote housing links and knowledge across the Housing Board area.
* Respond to information requests in a timely fashion
* Contribute to the annual review of Housing Board priorities and agendas, helping set out the key tasks for the meetings, for partners and for the Coordinator in the coming year (usually held in February or March each year).

1. Agreed that H4C&P total of £7,000 includes VAT @20%, so net actual income = £5,600 in 202425 plus 4% inflation in following years [↑](#footnote-ref-1)
2. Cambs County: £7,000 pa plus inflation. No contribution to SHMA or CI as CCC runs these services. [↑](#footnote-ref-2)
3. CPCA looking to contribute to Hometrack only from Year 2+ (2025/26 onwards) (to be confirmed) [↑](#footnote-ref-3)
4. This table sets out the target needed taking into account partial funder contributions – the amounts set out to be divided equally between the 6 full funding partners. [↑](#footnote-ref-4)
5. Exact amounts coming from reserves to be confimred as and when all contributions have been made in 2024/25 [↑](#footnote-ref-5)