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| **The Housing Board**  **Cambridgeshire | Peterborough | West Suffolk**  6 September 2024: 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 Board Coordinator * Jon Collen (JC), Huntingdonshire DC * Alex Francis (AF), Accent Housing * Iain Green (IG), Public Health, Peterborough City * Stephen Hills (SH), CHS * Joe Lacey-Holland (JLH), Cambridgeshire County * Karen Mayhew (KM), Homes for Cambridgeshire & Peterborough (H4C&P) * Ali Manji (AM), Cross Keys Homes * Ana Palutek (AP), Cambridgeshire and Peterborough ICS * Jess Pickman (JP), Cambs and Peterborough ICS * Sam Shimmon (SS), Cambridge City * Sue Tuffnell (ST), Housing Advice and Homelessness Team Leader, South Cambs DC * Tom Walzcak (TW), Housing Enabler, Fenland DC and East Cambridgeshire DC * Heather Wood (HW), South Cambridgeshire DC | * Jonathan Bartram, NHS * Elaine Field, South Cambridgeshire DC * Julie Fletcher, South Cambridgeshire DC * Chris Hill, Cambs and Peterborough ICS * Helen Reed, Cambridge City * Caroline Rowan, Peterborough * Matthew Ryder, National Probation Service * Sarah Scase, Peterborough City * Pamela Scott, Huntingdonshire DC * Cristina Turner, OPCC |
| **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 |
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|  | 6 September 2024 |  |  |  |  |
|  | Item 1: **Show and Tell – capturing work done on income maximization & tenancy training** |  |  |  |  |
|  | South Cambridgeshire DC   * Income Maximisation service running for two years at SCDC, with three Officers currently. Applicants started October 2022, closed 406 cases to date with 252 positive results. Biggest challenge is non engagement, which was a total of 124. Most contact directly, or via Home-Link asking for cheaper accommodation, or via Rents team (nonpayment) and other third parties. Have to engage with that service before making any Homeless application. Seen reduction in Advisor caseload and work. LIFT purchased, a programme that allows report generation on determining if people may be deprived. Will look to contact those, and carry out community events. That covers 80% of the teams’ work, other 20% is tenancy sustainment workshop, 6 workshops so far held within the District, designed for those who have never held a tenancy or lost it. By invitation, with follow-ups. Social Care had contacted us to provide a workshop for 16-17 year olds leaving care, first session to be held in October during Care Leavers week. Engagement in workshops was discussed. HW explained how the funds were sourced for staff. South Cambs part fund a CAB role which sits within Cambridge CAB.   CHS   * Running a project now in its third year, triggered by the cost of living crisis, also a Money Matters Team working with tenants and customers to maximise income. Carried out data analysis and contacted tenants directly, had high levels of engagement with positive feedback. Young single parents primary focus. CLASS programme ran by CHS for Cambridgeshire County Council which helped. CHS maintained low rent arrears, proven to be effective. * SH suggested that partners could pull work together. IG mentioned the WorkWell Project, targeting those that are unemployed but have a disability or mental health condition struggling with work, also about income maximisation, may be referral pathway between the two. Fenland are carrying out a pilot for residents, referrals from DWP and GP practices   Homes for Cambridgeshire & Peterborough (H4C&P)   * KM had asked the RP’s for examples of what they are doing in this area, most HA’s would have resource including hardship funds, training, courses, etc. AF updated that at Accent Group, this work is part of the Housing Partners’ roles on an individual basis, believe this is having an impact on rent arrears. Their Community Development Team may be interested in workshops and outreach events carried out by South Cambs. SB mentioned six monthly interviews.   Huntingdonshire   * Hunts do not have an income maximisation team, however interesting to hear how that sort of service eases the work of Housing Advice and Homeless prevention, JC will follow up with South Cambs on that. Different tenures can have people who struggle, particularly private rented. Have an income maximisation service at case Officer level, also CAB at Pathfinder House (referrals both ways). Job Centre also at Pathfinder House, links into DWP and work coaches. Since the Covid pandemic helped people with cost of living crisis, picked up issues around affordability through that work under Communities Team, who then created a residents advice service. JC mentioned the tenancy ready package. Also looking at care leavers group.   Fenland   * Fenland work similar to Hunts, as part of process with the Housing Options Officers, however interested in looking at things differently. DH mentioned collating a list of RP’s Income Maximisation contact names.   Cambridge City   * Have a number of tenancy sustainment / income maximisation / financial inclusion roles across the Council. Some are HRA dedicated, and some grant funded sitting in the Homelessness side, currently looking at bringing that resource together into a central team that has a tenure neutral approach. Also fund the CAB and use LIFT.   Cross Keys Homes   * Devised a pre tenancy e-learning course with Peterborough City Council, people cannot go on the housing register until carried out that e-learning. Hope can replicate across other areas. Work in hostels and temporary accommodation settings with vulnerable people. Those under age 25 will have a dedicated worker with them for a number of weeks when they move into permanent tenancies. Also have a money advisor and a tenancy sustainment team. Be Kind fund, when red flags raised they can help with utility debts, furniture, etc., pre eviction protocol, can help people with bedroom tax problems. Low arrears, and low level of evictions. AM will circulate link to e-learning course. |  |  |  |  |
|  | List to be collated of RP Income Maximisation contact names. | ? | ✓ |  |  |
|  | DH will discuss Income Maximisation with Fenland colleagues. | DH | ✓ |  |  |
|  | Item 2: **Update on Household Support Fund and Poverty Commission** |  |  |  |  |
|  | Joe Lacey-Holland, Cambridgeshire County Council:   * Household support fund confirmed for extension. * County has a priority around supporting those who live in poverty, commitment to consider what role they might play in the aftermath of the Household Support Fund, develop with partners collectively how to support, and undertake evidence gathering work then come back with recommendations. Formed a delivery group which brought together representatives from each District and City Councils, and other statutory bodies, and a representative from the local voluntary and community sector. Issued a call for advice asking for organisations and residents to feedback what they thought we should commission and the role of commissioner; then held a workshop with local organisations. Using the set of names produced invited them to apply to become a commissioner, now contacting shortlist. Bring together in September and launch commission in October, then follow process of evidence gathering. Hold workshops with those of lived experience of poverty. Intention is that the commission can draft a report and recommendation first quarter of 2025. Then system consider how best to respond to the recommendations. Individuals from the housing sector were on the shortlist for the commission. Poverty and how it affects health was discussed. |  |  |  |  |
|  | Item 3: **Benefits up-take project** |  |  |  |  |
|  | SB mentioned a concern raised at the Financial Capability Forum, and at Housing Board, reasons people are not taking up the benefits they could claim. |  |  |  |  |
|  | SB will be working on the Benefits Take Up Project and will discuss with DH to look at contacts. | SB | ✓ |  |  |
|  | Item 4: **AOB** |  |  |  |  |
|  | SB has sent a summary of the findings from the Grenfell disaster, the Board discussed:   * Registration monitoring of fire risk assessment work. New requirements around that could be wide ranging, possibly that fire risk assessment be carried out by qualified monitored groups. * Chair of the Private Sector Housing Group that works across the County (Jo Evans) wanted to raise the point that each District authority has a different approach to identifying and assessing high and medium rise flats within their districts. Cambridge City have received some funding for an Officer to work with Building Control and the Fire Service and have already completed their risk assessments of high rise buildings and are now moving on to the 11-18 metre buildings. However feel as a County need to be confident that the Cambridgeshire Fire and Rescue Service have a clear action plan as to who they will be working with in each district authority, to ensure their identifying and assessing is under way. SS added that the private sector group have a different remit to that of Cambridge City Council but have focus as a landlord. There is a recommendation that definition of high risk building is reviewed - nature of residents may add risk even if not high rise. * Perhaps do some early work with some of our properties that will fall within that newer definition in the building safety act. |  |  |  |  |
|  | IG updated on the Joint Strategic Needs Assessment (JSNA) recommendations:   * Taking to various groups to give a heads up as to what will be recommended assuming it will get approval in October. * Needs assessment carried out on healthy places. Five chapters: Demography and Households, Climate Change, Built and Natural Environment, Infrastructure and Services, Communities and Social Cohesion. IG discussed each chapter, sources of information, outcomes and recommendations. * Elements of built environment and health was discussed, and links to the JSNA. Extensive evidence review carried out. * JSNA is the main document that should influence Housing Strategies, Local Plan Development and Commissioning Strategies. The go to resource for policy or strategy and fits together with the joint health and wellbeing integrated care plan (title of Altogether for Healthier Futures). Four main aims to achieve across Cambridgeshire and Peterborough. * Recommendations will be published alongside the JSNA, when they are agreed by the Board they will become a golden thread for all system partners and has a legal status. Every six months the board will want a report on progress on actions. * IG talked through the recommendations most relevant to the Housing Board (Planning, Housing Strategies and others). * The Board discussed further. KM mentioned a HCP meeting in a December, which is joint enablers and RP partners, IG agreed to attend that meeting. SH mentioned the CHS place making and sustainability strategies. SB mentioned the Planning Policy Forum, IG will be presenting to that group. |  |  |  |  |
|  | SB updated:   * Discussed a project starting about mental health and housing, Tom Stansfield works across the region with three of the Integrated Care Partnerships (Cambs and Peterborough being one of them) will provide some support to look at the passage of people through mental health support across the system, where hold ups are in the system in helping people get accommodation and remain housed. Transfers of care was mentioned too. * Another piece of work that the North Care Partnership want to take to its board in October, actions and asks of partners about housing and health, coming through Rob Murphy who leads that partnership, can make links with ICS and health. * It Takes a City is setting up a homelessness charter, which is 6 pillars of trying to end homelessness. Could invite them to come to Housing Board. *Will invite first to Homelessness Strategy Group.* * Updated chart of groups for Housing Board. Noticed a few gaps and one around climate change and carbon. Started to reach out to the contact at the Action on Energy Partnership across Cambridgeshire. Anyone on any partnership about climate or carbon change agenda, let SB know. * South Cambs and Cambridge City, along with collation of over 100 stock holding authorities, signed up to a report around securing the future of Council Housing. Key asks of government. |  |  |  |  |
|  | * IG stated that Peterborough have set up its own Integrated Housing Board, three main priorities. |  |  |  |  |
|  | * DH mentioned work going on through all mayoral combined authorities, relating to what the new government is asking of those authorities. All been asked to develop local growth plans, work going on around that and what it would look like. will ascertain priorities. Next steps is that after October budget, a letter will come out from MHCLG with the three to five priorities, to the CPCA, then potential interventions that come from that will lead into the spring budget and funding. |  |  |  |  |
|  | Ask Jo Evans’ of County Housing Group to look at the issue relating to the Fire Service, to ensure that in each District there’s an understanding of the activity between the Fire Rescue service and the Councils, to gain connections. | Jo E | ✓ |  |  |
|  | 12 July 2024 |  |  |  |  |
|  | Item 1: **Domestic abuse policies, support, and links** |  |  |  |  |
|  | HW and IG to discuss data which DE might need for the Safe Accommodation Strategies; how different partners can help. | HW / IG | ✓ |  |  |
|  | All to let SB know if signed up for the Homes for Cathy commitment and also if DAHA accredited, for the Housing Providers list. | All |  |  | ✓ |
|  | SB carrying out an audit of needs assessments, therefore any needs about DA or violence against women and girls, let SB know. | All |  | ✓ |  |
|  | Item 2: **Home-Link annual update** |  |  |  |  |
|  | HW to look at turnover of older properties, and new builds meeting high level of demand comparison (could use Diamond Affordability analysis model which includes graphs on housing stock, relets and new build). | HW | ✓ |  |  |
|  | 7 June 2024 |  |  |  |  |
|  | *Notes to follow from Sue Beecroft* |  |  |  |  |
|  | 10 May 2024 |  |  |  |  |
|  | Item 1: **End Furniture Poverty** |  |  |  |  |
|  | SH to share with Housing Board, details of CHS Local Assistance Scheme when complete. | SH | ✓ |  |  |
|  | Look to key housing provider forums to present to (includes own stock Cambridge City and South Cambs DC). | SB/DH | ✓ |  |  |
|  | Item 3: **Cambs County Strategic Commissioning Intentions** |  |  |  |  |
|  | LS to send a list to DH, of contacts within Cambs County with whom we can start Strategic Commissioning Intentions discussions. | LS | ✓ |  |  |
|  | 1 March 2024 |  |  |  |  |
|  | Item 3: **AOB** |  |  |  |  |
|  | Invite the new CPCA Director Judith Baker to Housing Board, send meeting invites and add to distribution list. | SB/EF |  | ✓ |  |
|  | 12 January 2024 |  |  |  |  |
|  | Item 2: **Update from October Health and Wellbeing Board** |  |  |  |  |
|  | IG to bring a paper back to Housing Board in January on gaps as stated above. Update: To bring to February Housing Board. | IG |  | ✓ |  |