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| **The Housing Board**  **Cambridgeshire | Peterborough | West Suffolk**  8 November 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 * Yannick Auckland (YA), Independent Commissioner, Cambridgeshire Poverty Commission * Jonathan Bartram (JB), NHS * 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 * Rob Kemp (RK), Cambridgeshire County * Charlotte Knight (CK), Cambridgeshire County * Frank Mastrandrea (FM), Huntingdonshire DC * Karen Mayhew (KM), Homes for Cambridgeshire & Peterborough (H4C&P) * Ali Manji (AM), Cross Keys Homes * Helen Reed (HR), Cambridge City * Pamela Scott (PS), Huntingdonshire DC * Neil Sloan (NS), Cambridgeshire Police * Sam Shimmon (SS), Cambridge City * Tom Walzcak (TW), Fenland DC and East Cambridgeshire DC * Heather Wood (HW), South Cambridgeshire DC | * Elaine Field, South Cambridgeshire DC * Julie Fletcher, South Cambridgeshire DC * Chris Hill, Cambs and Peterborough ICS * Matt Oliver, Peterborough City * Jess Pickman, Cambridgeshire and Peterborough ICS * Matthew Ryder, National Probation Service * Sarah Scase, Peterborough City * Lisa Sparks, Cambridgeshire County * 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 |
| --- | --- | --- | --- | --- | --- |
|  | 8 November 2024 |  |  |  |  |
|  | Item 1: **Tackling serious organised crime** |  |  |  |  |
|  | Neil Sloan (NS) of Cambridgeshire Police presented slides on Serious Organised Crime (SOC) Awareness:   * SOC involves the use of serious violence, results in substantial financial gain or is conducted by groups working together to commit serious crime (first conviction for those over 21 years would be 3 years’ prison sentence). * SOC takes c.£47b out of the economy annually. NS discussed examples of such crime and the impact on communities. * Organised crime groups target vulnerable people. * Main SOC offenses: supply of drugs, modern slavery/human trafficking, child sexual abuse and exploitation, cybercrime, money laundering, fraud and other economic crime, organised acquisitive crime, international bribery, corruption, sanctions contravention, organised immigration crime, firearms. * NS discussed organised crime groups (OCG) and how they are looked at, they are ‘mapped’ with a lead responsible Police Officer targeting that group. Peterborough highest figure for OCG, followed by Cambridge then East Cambs, Fenland, Huntingdonshire and South Cambs. Diverse crimes right across our community. * SOC Fusion – Fusing the awareness, knowledge, and resources of partner agencies to collectively respond to the SOC threat in Cambridgeshire. Every two months a meeting held with partners, focusing and looking at active OCG’s across the County, presented by lead responsible Officer who outlines what the threat is, and asks for information partners may hold. Quarterly, SOC Fusion anti-slavery working group, to bring key agencies together. * NS discussed SOC Fusion knowledge events (all online) held recently: serious and organised crime in January 2024, modern slavery in April, July county lines, October organised acquisitive crime, December financial crime. NS could set this up specifically for Housing staff. KM mentioned Housing Associations to be added to the group of partners. IG requested Public Health be included in the knowledge training. |  |  |  |  |
|  | NS to deliver online bespoke SOC knowledge events for housing staff. Start with Housing Associations via KM. | KM/NS | ✓ |  |  |
|  | Item 2: **Housing Delivery stats 2023/24** |  |  |  |  |
|  | Frank Mastrandrea (FM), and Rob Kemp (RK) from the Quality and Insight Team, Cambs County, presented:   * Cambridgeshire Housing Completions. Methodology is to visit most planning permissions with a visual inspection, between April and May every year, then collate data and finalise figures for districts’ AMR (Annual Monioring Report) - we do not publish data until each district has published their annual monitoring report (AMR). East Cambridgeshire carry out their own monitoring. RK talked over the figures and completions for the region via graphs, and reasons for those figures. * FM mentioned how Enablers monitor differently to Planning colleagues, and can be at different stages of data, FM discussed figures and variances of stages and reasons for that. RK mentioned consistent liaison with Planning teams on data and processes. Peterborough do their own monitoring and are usually prompt with their AMR. * IG advised that Public Health have taken on public health business intelligence for the housing focus, now coordinate that data on behalf of the City Council. |  |  |  |  |
|  | Item 3: **Adaptations Review** |  |  |  |  |
|  | * Helen Reed (HR) presented slides on the review of the Cambridgeshire Housing Adaptations and Repairs Policy 2024/25 (policy for disabled facilities grants and other assistance). Discussed current policy and objectives (agreed in 2019) working well, now after 5 years some proposals for amendment to the policy. * 3 versions of policy across the County depending on local agreements:   + Cambridge City, South Cambridgeshire and Huntingdonshire share a home improvement agency called Cambs HIA. Council housing adaptations in Cambridge City and South Cambs also not included.   + East Cambs and Fenland.   + Peterborough not included (own policy)   + All similar but some differences reflecting different priorities and funding. * HR explained types of assistance:   + disabled facilities grants (mandatory)   + disabled facilities grant top up (discretionary)   + relocation assistance (discretionary)   + repairs / improvements and other works for owner occupiers (discretionary)   + other specific projects to meet policy objectives * Mentioned the various routes of funding and discussed the amounts which can be allocated, and in which circumstances. * Discussed the minor changes to the policy, and which partner will be consulting with. Finalising draft policy for comments, then seek approval by end March 2025 and adopt revised policy April 2025. * Q&A   + For RP’s, responsibility for the works was discussed, the RP or the tenant? HR will liaise with Peterborough, and links with other similar policies in the area was discussed. AF will discuss with Accent Housing’s Adaptations Co-ordinator.   + Digital enabled care mentioned, IG said worth discussing with ICS as they have a project on digital care to relieve the burden in primary care.   + Rules of funding options and allocations was discussed. |  |  |  |  |
|  | HR will liaise with Peterborough and others in the area around RP landlord vs tenant responsibility for works. | HR | ✓ |  |  |
|  | AF will discuss with Accent Housing’s Adaptations Co-ordinator and update Helen as needed. | AF / HR | ✓ |  |  |
|  | IG to help Helen link with ICS on their project on Digital enabled care. | IG / HR | ✓ |  |  |
|  | Item 4: **Poverty Commission and housing** |  |  |  |  |
|  | * Item from Yannick Auckland who works for the independent commissioners for Cambridgeshire County Council, now will be moved to December Housing Board. |  |  |  |  |
|  | SB to send questions to Housing Board re Poverty Commission and Housing item at December meeting. | SB |  |  | ✓ |
|  | Item 5: **Public health, JSNA and HWBB catch-up** |  |  |  |  |
|  | Iain Green (IG) updated:   * Healthy places JSNA was approved at the Health and Wellbeing Board in October. That afternoon held a development session, with members of that Board and Planning Officers across the district. Showed a disconnect between Planning, Health and the members. IG to attend Planning Policy Forum in December to discuss. JSNA published on Cambs insight: <https://cambridgeshireinsight.org.uk/healthy-places-jsna/> * Gives specific recommendations around Housing Policy and Local Plan Policy (particularly within housing element). Expectation of all system partners that they will adopt and implement the recommendations. * Health and Wellbeing Board Housing priorities - SB and IG meet with Liz watts the SRO on a monthly basis, the housing part has not progressed, therefore need to focus on key items achievable by Housing Board in 2025. Probably focus on cold and damp mouldy homes, and discharge and pathways. Within Cambridgeshire there is a wish to look at the 4 priorities and ensure they are correct for Cambridgeshire. Peterborough happy to take the priorities as stated. IG has picked up the lead on anti-poverty work within Peterborough City Council. IG still holding housing health aspect across Cambs and Peterborough, and will look for a Public Health expert for Cambridgeshire to drive the work within the five districts. In terms of public health in general, IG still doing some shared work until April 2025. After that Peterborough and Cambridgeshire Health will be two separate teams. * Peterborough Public Health will fund the contribution to Sue Beacroft’s post within Housing Board, therefore Peterborough City can be part of the Board. * HW mentioned that sub regional homeless needs are looking at priorities and actions where they are shared. Impact as homeless needs is mostly around discharge policies, protocols and pathways, already have strong links into those. IG discussed further and how this is working from NHS reports and others, could be a perception issue or some delays are not being addressed, needs to be explored. * SH mentioned appreciation for this vast piece of work by IG, and DH agreed. |  |  |  |  |
|  | Item 6: **AOB** |  |  |  |  |
|  | * Homelessness Review item to come to December Housing Board, provided Government Statistics are available. * RP’s and RSL’s in Peterborough patch, holding a Littering Workshop to tackle issues of fly tipping and littering in Peterborough. IG asked for Housing Board attendance at that. 26 Nov 9-1.00 at Sandmartin House, Peterborough. * IG trying to do some work on homelessness and temporary accommodation within Peterborough, in terms of bringing data sources together. * SB asked, can we add everyone on Housing Board to the Changing Futures mailing list? SB explained benefits. The group discussed and agreed. |  |  |  |  |
|  | Advise IG if can attend the Littering Workshop in Peterborough on 26 November. | All |  |  | ✓ |
|  | 4 October 2024 |  |  |  |  |
|  | Cancelled |  |  |  |  |
|  | 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 |  | ✓ |  |