|  |
| --- |
| **The Housing Board****Cambridgeshire | Peterborough | West Suffolk** 7th May 2025: 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** |
| * Housing providers: Ali Manji (AM), Cross Keys Homes
* Bev Hill at Accent / Cara Jackson at Accent
* Karen Mayhew, Homes for Cambridgeshire & Peterborough (H4C&P)
* Stephen Hills (SH), CHS
* District / city councils Anne Keogh and Bobby Duke, Peterborough
* Julie Fletcher and Heather Wood (HW), South Cambridgeshire DC, HW = chair
* Jon Collen (JC) and Pam Scott (PS), Huntingdonshire DC
* Lucy Flintham, East Cambs
* Sam Shimmon (SS) Cambridge City
* Tom Walczak at East Cambs and Fenland
* Public Health Dallas Owen & Sarah Dougan (SD), Cambs Public Health
* David Norton, Peterborough Public Health
* Iain Green (IG), Peterborough Public Health
* Zoe Peyton-Jones, Peterborough Public Health national trainee
* Other Hayley Neal at Cambs ACRE
* Sue Beecroft (SB), Housing Board Coordinator
 | * Anna Hill at Cambridge
* Azma Ahmad-Pearce (AAP), CPCA
* Carol Pilson at Fenland
* Chris Hill, Cambs and Peterborough ICS
* Dan Horn (DH), Fenland DC
* Danae Evans at Cambs DASV
* Elaine Field, South Cambridgeshire DC
* Helen Reed, Cambridge City
* Jane Wilson at Cambridge (request remove form list)
* Jess Pickman, Cambs and Peterborough ICS
* Jo Evans at Fenland
* Jon Bartrum (JB) ICB
* Kim Langley at West Suffolk
* Lisa Sparks (LS), Adult Social Care, Cambs County
* Samantha Shimmon at Cambridge
* Sarah Scase at Peterborough
 |
| **Previous Notes** |
| Previous meeting notes are available at <https://cambridgeshireinsight.org.uk/housingboard/>**Please note:** This document includes brief notes of the latest meeting and action points. Earlier meeting notes are found in previous documents. Each time action notes are produced, the previous meeting’s notes are removed leaving only the action points. So only on the meeting notes when an item is presented will you fin notes on the item and any discussion, with its related actions. The actions are updated and progressed at the following meetings. Key to the table:* In grey, brief notes, not full minutes. If more detail is needed, please contact sue.beecroft@cambridge.gov.uk
* Numbered items = actions. When action is complete it is reported back to the following meeting, then removed from the table.
* **Please note from May 2025 we are experimenting with AI generated notes, via Co-Pilot. We are especially grateful for any additional notes and thoughts you want to contribute to the notes, in light of this new approach.**
 |

|  | Items | Lead | To do | Doing | Done |
| --- | --- | --- | --- | --- | --- |
|  | **May 2025** |  |  |  |  |
|  | Item 1: Welcome/apologies and actions of previous meetings (Heather Wood, chairing today) |  |  |  |  |
|  | * Minutes from the last meeting were approved without objections. Actions from previous minutes were reviewed.
* Year Planning: Sue B presented a draft plan for the year. Feedback and comments invited.
* IDVA Service Decoupling: Correspondence from the Domestic Abuse and Strategic Violence (DASV) Partnership was discussed. New referral routes for different cases were highlighted.
* Growth Plan: Dan was assigned an action related to the growth plan. Sue Beecroft to discuss the growth plan with Karen Mayhew.
* Renters Reform Bill: Discussion on scheduling and reviewing the Renters Reform Bill.
 |  |  |  |  |
|  | Finalize and circulate the Board’s year plan. Discuss the growth plan with Karen Mayhew. | SB |  | ✓ |  |
|  | All to review and provide feedback on the draft year plan. | All | ✓ |  |  |
|  | DASV: Ensure the new referral routes information is included with the minutes. **Email on referrals was circulated 13 May 25.** | HW |  |  | ✓ |
|  | Provide updates on the growth plan to Housing Board as and when progress is made | DH | ✓ |  |  |
|  | Keep progress on the Renters Reform Bill under review and schedule discussions as needed. | All | ✓ |  |  |
|  | Item 2: Update / discussion on effect of local and mayoral elections (All) |  |  |  |  |
|  | * Changes in the membership of the health & wellbeing board due to the new mayor. Potential ripple effects on working groups within CPCA. Uncertainty about the new mayor's stance on health, public health, housing and climate change.
* Affordable Housing Programme: Discussion on the new mayor's stance on the £100,000 Homes programme.
* Energy Hub Relocation: Sue B mentioned the relocation of the energy hub from Alconbury following the election outcome. The mayor's list of pledges and commitments, many of which are transport-related, was discussed.
 |  |  |  |  |
|  | All to monitor the impact of the mayoral elections on the wellbeing board and related working groups. | All | ✓ |  |  |
|  | Sue to send a link to the mayor's pledges. Agreement to keep the mayoral impact item on the agenda for future meetings. | SB |  |  | ✓ |
|  | Item 3: Health matters (Iain Green Srarh Dougan Sue Beecroft & David Norton) • Actions for housing & health in 2025/26• Plan for a new housing JSNA• Agree how best to progress the actions • Audit of housing assessments – completed  |  |  |  |  |
|  | * Iain presented on the changes in ICS and ICB, including a 50% reduction in their baseline budget. Discussion on setting up a subgroup to drive forward the JSNA (Joint Strategic Needs Assessment).
* **Subgroup Formation**: Agreement to form a subgroup to work with Iain and Sue on the JSNA. Volunteers to be sought via email. Stephen Hills inquired about the timeframe and frequency of subgroup meetings.
* **JSNA** Timeline: The JSNA is expected to be presented at the December 2025 or January 2026 wellbeing board meeting. Timeline is approximately 8 months. Initial push for JSNA work, followed by as-needed meetings. Skills and experience needed for the subgroup to be shared. Potential workshop to scope out JSNA content. Matrix Approach: Suggestion to use a matrix approach to identify personnel / role overlaps between housing, health, and poverty. Aim to multitask and avoid having too many people on the subgroup.
* **Audit of Housing Assessments**: Next agenda item to cover the audit of housing assessments. Sue Beecroft and David to present a slide deck on this topic. Importance of community profiles and data for regulatory compliance. Discussion on linking JSNA priorities with housing and health data. Need for a correlation exercise to target work effectively.
* Data Sharing and Updates: Importance of sharing housing data with social care and other sectors. Discussion on keeping the data updated and under review. Plan to store data on Cambridgeshire and Peterborough Insight. Discussion on the next steps for the audit of housing assessments. Consideration of reviewing and updating the data annually.
 |  |  |  |  |
|  | Share the slide pack on ICS and ICB changes. Seek volunteers for the JSNA subgroup via email. Ensure ICB representatives are included in the subgroup.  | IG |  | ✓ |  |
|  | Share skills and experience needed for the JSNA subgroup. Iain to coordinate with Sarah to plan a workshop for scoping out JSNA content. IG to set up a meeting with Sue and Sarah to discuss the matrix approach. | IG / SD / SB | ✓ |  |  |
|  | Prepare side headings for the matrix approach.  | SB | ✓ |  |  |
|  | Share slide deck on the audit of housing assessments  | SB |  |  | ✓ |
|  | Review the skills and experience needed for the JSNA subgroup. Participate in the workshop for scoping out JSNA content. | All | ✓ |  |  |
|  | Item 4: Update on Cambridgeshire Poverty Commission report (Sue B)  |  |  |  |  |
|  | * The Cambridge Poverty Commission report has been published and includes a substantial section on housing. It emphasizes human learning systems, lived experience and feedback loops, co-production of solutions with service users. Related work by the Changing Futures (aka Counting Every Adult) team on homelessness in Cambridge may be relevant for the Homelessness Strategy Group.
* Proposal for June Meeting: Defer discussion of the Poverty Commission reports to the June meeting, or when we can get an expert witness along to share highlights with the Board. Plan to bring together both Cambridge and Peterborough Poverty Commission findings, with a focus on housing and poverty. Peterborough has also conducted significant poverty work, including council-led and third-sector initiatives.
* For June Meeting: Yannick to be invited to present the Cambridge report. Iain to identify a representative from Peterborough’s Poverty Commission work. Suggestion to invite relevant colleagues (e.g. income maximization teams) to attend the June session.
 |  |  |  |  |
|  | Coordinate with Yannick to attend and present at the June meeting. Explore whether Home-Link subgroup findings can be shared. | SB |  | ✓ |  |
|  | Identify and invite a representative from Peterborough’s Poverty Commission work. Coordinate to align the Poverty Commission insights with the JSNA. | IG / SD / SB | ✓ |  |  |
|  | Add the Poverty Commission reports to the June agenda, and if they can attend invite relevant colleagues (e.g. income maximisation team) to attend the June session. | HW | ✓ |  |  |
|  | Review the Poverty Commission documents ahead of the June meeting. Consider who else from their teams or networks might benefit from attending the housing and poverty discussion. | All | ✓ |  |  |
|  | Item 5: Feedback from annual review meeting (draft plan for meetings circulated) (Sue B) |  |  |  |  |
|  | * Annual Review Feedback & Forward Plan: Sue circulated a draft forward plan for future meetings.
* Suggestions welcomed for guest speakers or topic leads.
* Plans to invite a representative from Birmingham to speak on the Supported Housing Act. Also a speaker from the Cambridgeshire Energy Partnership.
* Agreement to prioritize the Poverty Commission item in June. The Local Growth Plan update may also be included if time allows. Dan Horn is asked to provide an update on the growth plan.
* Heather praised Sue’s draft plan and confirmed flexibility in agenda items. Topics like Home-Link and Supported Housing are scheduled for upcoming meetings. Sue reminded the group about confirming financial contributions for 2025/26 sub-regional work. A change in financial support staff may cause some delays in processing invoices.
* Action Review: Heather proposed reviewing and updating the action tracker with Sue after the meeting. Group agreed not to go through the action list during the meeting.
 |  |  |  |  |
|  | Confirm open invite for the June meeting and structure the agenda accordingly. Prioritize the Poverty Commission item as the first agenda item. Coordinate with Dan Horn regarding chairing and agenda planning. | HW, DH | ✓ |  |  |
|  | Finalise and circulate the draft forward plan. Continue outreach to potential speakers (e.g. Birmingham, Energy Partnership). Adjust the June agenda to accommodate both poverty and growth plan items if possible. | SB |  | ✓ |  |
|  | Invite poverty leads from districts and other sectors to the June meeting. | IG | ✓ |  |  |
|  | Suggest potential speakers or leads for future agenda items. | All  | ✓ |  |  |
|  | Confirm and communicate 2025/26 financial contribution amounts to partners. Coordinate with finance to issue invoices despite staff changes. | SB | ✓ |  |  |
|  | Supported Housing Regulation Consultation paper |  |  |  |  |
|  | * Supported Housing Consultation: Discussion on the Supported Housing Regulation consultation, which closes on 15 May. Heather asked if others had submitted responses.
* Stephen Hills raised serious concerns about the consultation’s flaws: Inclusion of extra care housing despite CQC regulation, while youth services are excluded due to Ofsted oversight—seen as inconsistent. Omission of consumer standards for housing associations, which are highly relevant. Administrative burden on local authorities, especially in two-tier systems where commissioning and licensing responsibilities are split. Risk of disproportionate regulation affecting well-regulated providers due to issues caused by a minority of poor providers (notably in Birmingham). Heather Wood confirmed that South Cambs is drafting a response and welcomed Stephen’s input. Both agreed on the need for strategic oversight and licensing, but with targeted and proportionate implementation.
* Heather reiterated the importance of understanding the impact on providers, especially ethical ones. Stephen agreed to share his notes with Lisa and Heather. Sue mentioned Lisa was interested in seeing responses and offered to keep a repository of submissions for future reference. General agreement that individual responses were more practical than a coordinated one due to the complexity of the consultation.
 |  |  |  |  |
|  | Submitting CHS’s response to the consultation. Share key points and notes sent to the National Housing Federation with Heather for inclusion in the South Cambs response. | SH |  |  | ✓ |
|  | Will finalise and submit South Cambs’ consultation response after cabinet member approval. Will incorporate Stephen’s feedback, especially regarding: Extra care housing and CQC regulation, consumer standards omission, administrative burden in two-tier authorities. | HW |  |  | ✓ |
|  | Review the consultation on supported housing regulation if not already done. Submit organisational responses by the 15 May deadline. | All |  |  | ✓ |
|  | Acronyms and Jargon Glossary: Stephen Hills requested help finding a glossary of housing-related acronyms and jargon to support new board members. Heather and others agreed to check if they have resources to share. | All | ✓ |  |  |
|  | Item 6: AOB: ECDC housing strategy (Sue B) |  |  |  |  |
|  | * Support for East Cambridgeshire Housing Strategy: Sue Beecroft is assisting East Cambridgeshire with their housing strategy, due to staff absence. This is a one-off support task, not setting a precedent for regular involvement. Mention of DAHA Accreditation: East Cambridgeshire’s work on DAHA (Domestic Abuse Housing Alliance) accreditation was praised. Sue will ensure this is included in the housing strategy.
 |  |  |  |  |
|  | Sue invited partners to share other useful content, project examples, or photos for inclusion in the strategy. Also to get in touch with Sue or Dan Horn if any objections to Sue providing this support to ECDC | All |  |  | ✓ |
|  | AOB: Meeting admin |  |  |  |  |
|  | For the first time, these notes have ben generated using AI (Copilot). Using the meeting transcript it has taken approx. 2 hours to produce them. **MEMBERS FEEDBACK ON ACCURACY ETC WOULD BE MOST WELCOME.** *Of course, they may improve as I get the hang of it (Sue)* |  |  |  |  |
|  | Next H4C&P meeting: 24th June – Karen Mayhew will ensure formal invites are sent.  | KM | ✓ |  |  |
|  | Heather and Sue to review and update the action tracker for this Board with Sue post-meeting. | HW, SB | ✓ |  |  |
|  | Next meeting (10am – 12 noon) 6 June 2025. Note: “new” calendar appointments to be sent round from Sue.  | SB |  |  | ✓ |
|  | **March 2025: annual review meeting** |  |  |  |  |
|  | Item 1: Welcome/apologies and actions of previous meetings (Dan Horn) |  |  |  |  |
|  | All to watch out and share info on decoupling of IDVA service | All |  |  | ✓ |
|  | Item 2: Introduction Sue B “Where are you on the sheep scale?” – testing use of MIRO |  |  |  |  |
|  | Don’t use MIRO today – maybe if determined to use, set up quick intro before using in future, or use other methods 😊. (Means a slight reorganisation of the agenda so we made best use of the time.) |  | ✓ |  |  |
|  | Item 2 Annual review: The group’s purpose & way of working |  |  |  |  |
|  | Sue to get feedback from group and review TORs, check cc and bcc list, update where needed, bring back to HB to agree, then share on Cambs Insight | All, SB | ✓ |  |  |
|  | Item 4: Upcoming topics for 2025-6 e.g. putting wellbeing at the centre of housing agendas (Marmot editorial), devolution (white paper here), new strategic partnership: Homes England & CPCA |  |  |  |  |
|  | Dan H to check if can share the growth plan in its current state | DH | ✓ |  |  |
|  | Housing task group and via that, Housing Board, to support work with CPCA on the local growth plan. | DH / All |  |  |  |
|  | To put on agenda at a good moment in the year (to be decided when) | SB | ✓ |  |  |
|  | To put on agenda at a good moment in the year (to be decided when) | SB | ✓ |  |  |
|  | Can Housing Board link with the separate meeting? SB to explore / clarify who to link with | SB | ✓ |  |  |
|  | Invite Birmingham to share their learning (to be scheduled in) | SB |  |  |  |
|  | Housing Board to support as and when it can. | All | ✓ |  |  |
|  | Ask CPCA and Homes England for more info as and when it can be shared, schedule onto HB agenda | SB | ✓ |  |  |
|  | Dan H to keep Housing Board informed of progress | DH | ✓ |  |  |
|  | HW, Sam Shimmon and possibly JC to attend inaugural meeting and feedback to HB | HW SS JC | ✓ |  |  |
|  | SB and IG to explore, with new Cambs PH housing lead Sarah Dougan (her first meeting today) and discuss approach to JSNA  | SB IG SD | ✓ |  |  |
|  | Item 5: Are the right partners round the table to make this happen?  |  |  |  |  |
|  | Any additions or corrections to SB please! | All |  |  | ✓ |
|  | Item 6: Reminder of headlines of our 6 priorities - are our 6 priorities fit for purpose?  |  |  |  |  |
|  | Any more additions or corrections to SB please! Sue then to circulated update version , Board to edit, share on Cambs Insight. **No edits** | All |  |  | ✓ |
|  | Item 7: Mechanics: quick review of admin changes for 2025/26 Sue B |  |  |  |  |
|  | Peterborough to be added back to all invite lists for HB and sub-groups asap (where previously removed due to funding cut last year, now restored) e.g. CSHG, enablers, homelessness strategy group | All (SB, FM, JC) |  |  | ✓ |
|  | SB to action the above in budget for 2025/26 and circulate plan to all funding partners | SB |  | ✓ |  |
|  | All agreed SB can set up a “to do”, “in progress” and “done” report based on these monthly notes, to help keep track of what needs to be progressed between meetings. These notes are not easy to summarize at the end of the year, better if we can show what’s been completed etc. Aim for May meeting. | SB, all to review |  | ✓ |  |
|  | SB to set up new “to” and “cc” list for Housing Board (quite a few changes since Elaine has been unavailable) and to set up new calendar dates for 2025/26 – first change is to suggest moving May date from 2nd May to 9th May due to election count clashes. | SB |  |  | ✓ |
|  | Agreed to keep the “regular items” on the Housing Board annual plan e.g. review of new build, review of Home-Link, Review of homelessness and rough sleeping, and organise other items for 2025/26 for meetings around these dates | SB |  | ✓ |  |
|  | Item 8: AOB |  |  |  |  |
|  | Need to be watchful on the progress of resettlements and the arrangements proposed. | All | ✓ |  |  |
|  | **10 January 2025** |  |  |  |  |
|  | Item 1: Safe Accommodation Strategies and IDVA service updates Danae Evans (DE) |  |  |  |  |
|  | Danae to share slides and links to trauma informed training (Shelter webinar) | DE | ✓ |  |  |
|  | SB to add page of Cambs Insight showing which local partners are DAHA accredited | SB |  | ✓ |  |
|  | Danae does info collation for MHCLG and would like to share that info more widely – SB to assist and to explore the idea of info sharing for DA as a trauma -informed “mission” or project | SB/DA |  | ✓ |  |
|  | 6 December 2024 |  |  |  |  |
|  | Item 1: **Annual review of homelessness and related issues** |  |  |  |  |
|  | SB to invite a contact to a future Housing Board meeting – *Birmingham suggested by LS*. | SB |  | ✓ |  |
|  | Item 3: **AOB** |  |  |  |  |
|  | HW to take making information more SEND friendly, to Sub Regional Home-Link Board as a possibility for the future. | HW | ✓ |  |  |