



Housing Strategy Group

Held: *Wednesday 10th June, 10:00-12:30 hours*
Phoenix House

Minutes

Present:

Tony Oram (Chair) (TO)	Strategy Manager, DAAT
Ben Curran (BC)	Team Manager, Outreach, Julian Housing
Steven Ford (SF)	Great Yarmouth Borough Council
Claire Leborgne (CL)	Strategic Housing Manager, Norfolk Probation Area
Andrew Cleveland (AC)	Manager, NORCAS
Steph Ross –Wagenknecht (SRW) (Mins)	Finance & Administration Manager, DAAT
Richard Price (RP)	Drug Availability Liaison Officer, Norfolk Constabulary
Lisa Prior (LP)	Senior Substance Misuse Worker (Housing Pathways), NORCAS
Polly Kane (PK)	Strategy Officer, NOAF
Emma Smith (ES)	Housing Strategy Officer, Norwich City Council
Katie Smith (KS)	Supported Housing Manager, Merchants Terrace
Darrell Yaxley (DY)	Acting Service Manager, Homeless Outreach, NORCAS
Rob Cooper (RC)	Planning Officer, Supporting People
Apologies:	
Allan Cooper (AC)	Deputy Manager, TADS
Lesley Caines (LC)	Herring House Trust
Gaynor Collin (GC)	Herring House Trust
Jacqui Westrop (JW)	Drug Interventions Programme
Lorraine Douglas (LD)	Principle Officer Housing Needs, KLWNBC
John Hales (JH)	Operations Manager, St Martins Housing
Karen Lester	PA to Strategy Manager, DAAT
Chris Hancock (CH)	Housing Strategy Officer, Norwich City Council

Item	Subject
1.	Declaration of Interest There were none.
2.	Apologies for absence and introductions. As above
3.	Acceptance of minutes from previous meetings of the 8th April 2009 (including any confirmation of any part of the minutes exempt under the FoI Act) Minutes were accepted as a true and accurate record, with the following changes: Page 2, rendered to read surrendered. Lisa Prior's post is SMHPO. Page 3, delete CL suggested an offenders' forum.
4.	Matters arising from the minutes of the previous meeting held on 8th April 2009: Action: Item CBW2 (LP) suggested a subgroup be formed for developing the

	<p>conference. (PK) who has organised the NOAF conferences offered her help.</p> <p>Action: LP has still to speak to Karen Hill regarding advice and protocol.</p> <p>Action: YP 1 & 2 (RC) suggested Alison Spalding as an appropriate representative. SF reported that there had been two recent items at the House of Lords that will change the strategy, the security of tenure and the 'beefing up' of social services with regard to children</p>
5.	<p>Flagging alerts in hostels (TO) explained that this item had arisen at another N-DAP meeting where the processes of alerting another agency, in the event of an unknown but suspected problematic client, were discussed. Group were unsure whether it was appropriate for them to discuss this issue for hostels as they would have protocols in place. However, it was agreed that this could be an issue with a self-referral. Bishopbridge, Norwich and Beaulough House, Great Yarmouth may have a need as they are direct access hostels. The group discussed at length all aspects of the issue. This included data protection that can be dealt with where there was a risk of harm. The clarity of what can be shared and the consistency of what is shared was questioned. Group members shared examples both positive and negative. It was agreed that there was a lot of on-going work in this area; (RC) reported that this area is being looked at in the Hostel Review; (PK) has been working with Dawn Clark on guidance for front line staff; (SF) believes there is a training issue and is having a meeting with Probation. (CL) said that there is a need to take more of a risk because if these people are not managed at all they are even more risk. She gave an example of a case where all the details put together looked like a nightmare. However, understanding all aspects of this case enabled a risk management plan that turned out to be a successful case. It was agreed by the group that what is needed is:</p> <ul style="list-style-type: none"> • clarity, • trust, • willingness to stay engaged. <p>As the SPOC is being developed agreed to return to this subject but presently the group to stay focussed on what it was presently developing.</p> <p>Action: (PK) is willing to share the work she is developing with the group.</p>
6.	<p>The £94K question – examining the options we have for using this resource to tackle substance misuse/housing issues faced by substance misusers county-wide</p> <p>TO reported that there was agreement from the AJCG that decisions on spend should be based around the work of Shirley Magilton. He also reported that there was a NTA capital programme circa £8.9m (nationally), the details of which he had not yet seen. The group asked whether the £94K had to be spent this financial year. SRW explained that it was the residue of LPSA funding which was granted a few years ago and, therefore, it must be spent this financial year. The group discussed the merits of having a bidding process, specifying what outcomes were wanted and what should be measured. RC said there were 4/5 areas that Shirley Magilton had identified. The group discussed at length the issues regarding what was needed in Norfolk inter alia, types of accommodation, 'moving on', what the group is unaware of is what is being thought of project wise by other agencies, linking with other schemes. The group agreed that a bidding process was the way forward and that bids should range between 5 - 94K. There will be a contract for successful bids. Any bids put forward as pilot schemes needed to clearly outline outcomes, an exit strategy and realistic options for mainstream funding access. There must be 100% clarity on any revenue support needs and where this resource will come from if needed by project.</p> <p>Action: TO to send details of the NTA programme to the group, if appropriate. RP and RC to meet to pick out key priorities that are linked to capital as identified by the work of Shirley Magilton.</p>
7.	<p>Senior Substance Misuse Worker (Housing Pathways) - Update</p> <p style="text-align: center;"><u>SMHPO Update – 10th June 2009</u></p> <p>1) Initial weeks spent in training and doing a general 'Meet & Greet' of partners across the county & promotion of my role and the Housing & SM Pathways Project'</p> <p style="text-align: center;">Within that I have now completed:</p>

- a) Met with most of the substance Misuse workers & agencies (Norcas Shadowing HOT, Hostel In-reach, Matthew Project / Impact / Hebron, Merchants Terrace (SMH) etc)
- b) Spent time at TADS watching assessment stage for DRR & SDP programs
- c) Met and arranged meetings with all LA housing advice team managers in order to discuss 'substance misuse champions' in each of their teams. This was to establish better working practises between agencies and to increase knowledge within the councils. I have been able to confirm 2 SM champions in place currently at Breckland & KL & meetings with North Norfolk later today and South Norfolk, NCC & Broadland next week & finally GY arranged for August. Hope to establish contacts in each authority to assist in training and better communications and outcomes for clients.
- d) Time spent with Shirley Magilton who produced the 'Needs Assessment consultation document'.
- e) (DAG2) As per action point in previous HSG meeting – I have completed some research on if a guide to working with 'young people and substance misuse' was required and the results from this survey confirmed that it was and that training needs on SM was also identified within hostel provisions. Cannabis was mentioned on several responses as being something that is most common with their service users.

Currently working on:

1) Working on (CBW5) the 'Substance Misuse Housing Strategy' alongside Emma Smith @ NCC and I am about to start a piece of work on this involving past and present Substance misuse service users in order to establish 'What outcomes they would like to see' from the Housing Strategy document. (This will involve questionnaire based document which myself and SM workers will ask to their clients) (Report Sept 09)

2) Working on (CBW2) completing the 'Key Messages Pack' in order to distribute & present this to the management teams of the supported accommodation providers across Norfolk in order to prepare them for the audit of their service in the autumn.

NOTE: (Circulate core message pack pages to ensure all happy & note any changes required prior to print run)

3) (CBW3) Working on producing a toolkit with Darrell in order to do Audit later in year with each individual hostel. We will circulate this document to each member for comments or bring to next meeting (depending on time)

8.

HSG work plan – progress to date

CBW1 Completed

CBW2 Champions pack – work is ongoing, still receiving training requests from housing providers.

CBW3 Lisa to meet with management teams and conduct an audit one month after.

CBW4 Details of findings from Housing Needs Assessments. To encourage agencies to use findings to plan own investment and services development strategies and associated policies – Lorraine has done this for REAP. Shirley Magilton has presented to Supporting People. TO – we should take the opportunities as and when they arise.

Action: TO to take to Senior Management Team of ASSD

CBW5 On track.

DAG1 Draft guidance is now completed. Will go to COG on Friday to formally adopt. 51

	<p>booked on training. Group talked about a launch and agreed Dereham Football Club, if available, invites to managers, agencies, Shareen Sadiq and hold this in September.</p> <p>DAG2 Young People. Lisa has consulted on whether a youth specific guide was required and it was. Also training on cannabis and housing. SF said that MAP had worked on the 'Norfolk Toolkit' and it would be useful for Lisa to meet Dan Mobbs of MAP.</p> <p>Action: Lisa to arrange to meet Dan Mobbs.</p>
9.	<p>Producing a housing and substance misuse strategy for Norfolk – Paper circulated (RC) said it was always intended to tie together what the group is doing and will be doing with the work of Shirley Magilton sitting at the 'heart' of the work. Have started to think about three key themes, which are listed at the bottom of the paper. Assume that the group would want to be consulting as it has taken the lead in this work (timetable by April 2010). (LP) and (ES) are seeking service users and agreed to put together a project plan and bring this back to the group. Matrix and the Magdalene Group were suggested, to be approached for the survey. The group provided key stakeholders to be added to the group already identified. These include YOT, NOAF members, probation and statutory mental health. L questioned whether there was a need for question 2. TO replied that it was there to tease out opinion from evidence; to evidence the outcomes.</p>
10.	<p>Update on issues facing members of HSG</p> <p>SF – working on a social enterprise scheme pilot to reduce homelessness. Bretts is now called Aspire – Young People's Centre. In September 10 of the young people have signed up to go sailing and have set up music activities.</p> <p>AC – In the interim he is working alongside Darryl for NORCAS' homeless team.</p> <p>PK is working on a PQQ which has to go in on Friday. RSL Stonham are leading the bid which is for £500k until March 2011. Daniel Harry came to a multi-agency meeting to help work on the bid and it has to be led by third sector agencies.</p> <p>RP – RSLs are asking for information due to the proliferation of cannabis factories.</p> <p>RC - Supporting People's Planning and Contract Officers ensure compliance with drug and alcohol policies. SP has commissioned BC to offer training to the team to support this.</p>
11.	<p>Any other business There was none.</p>
12.	<p>Date, time and venue of next meeting: Wednesday 12th August 2009, (10:00 – 12:30), Phoenix House Conference Room</p>

Copies of Minutes and papers can be obtained from:-

Elaine Horn

PA to Strategy Manager, DAAT

Norfolk DAAT

Phoenix House, Hall Road

Norwich NR4 6DG

Tel: 01603 677577

Email: Elaine.horn@norfolk.gov.uk