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Date Not Specified

To: Councillors A Bubb, S Collop, A Kemp, C Rose, S Sandell and
Mrs V Spikings

Dear Member

Homelessness & Housing Delivery Task Group

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Monday, 13th November, 2023 at 11.30 am** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. **Appointment of Chair for the remainder of the Municipal Year**
2. **Appointment of Vice-Chair for the remainder of the Municipal Year**
3. **Apologies for absence**
To receive any apologies for absence.
4. **Notes from the previous meeting** (Pages 3 - 6)
5. **Matters arising**
6. **Declarations of interest** (Page 7)

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not

already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member of an item or simply observing the meeting.

7. Urgent Business

To consider any business which, by reason of special circumstances, the Chair proposes to accept as urgent under Section 100(b)(4)(b) of the Local Government Act 1972.

8. Members attending under Standing Order 34

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and on what items they wish to be heard before a decision on that item is taken.

9. Chair's correspondence

10. Terms of reference (Pages 8 - 10)

11. Presentation on Homelessness Overview - Trends and Challenges

12. Homelessness & Rough Sleeping Strategy review timetable

13. Feedback from District Council Network Emergency Homeless Summit

14. Date of next meeting

To be arranged.

Officers: Duncan Hall, Nikki Patton, Andy King

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

HOMELESSNESS & HOUSING DELIVERY TASK GROUP

Minutes from the Meeting of the Homelessness & Housing Delivery Task Group held on Wednesday, 1st March, 2023 at 10.30 am in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT:

Councillors Miss L Bambridge, C Bower, A Bubb, S Collop,
A Holmes and J Rust (Chair)

Also present:

Duncan Hall, Assistant Director
Nikki Patton, Housing Strategy Manager

1 APPOINTMENT OF CHAIR FOR THE MEETING

RESOLVED: That Councillor J Rust be appointed as Chair for the meeting.

2 APPOINTMENT OF VICE-CHAIR FOR THE REMAINDER OF THE MUNICIPAL YEAR

RESOLVED: That Councillor A Bubb be appointed as Vice-Chair for the remainder of the Municipal Year.

3 APOLOGIES FOR ABSENCE

There were no apologies for absence.

4 NOTES FROM PREVIOUS MEETING

The notes of the meeting held on 19 December 2022 were agreed as a correct record.

5 MATTERS ARISING

There were no matters arising.

6 DECLARATIONS OF INTEREST

There were no declarations of interest.

7 **URGENT BUSINESS**

There was no urgent business to report.

8 **MEMBERS ATTENDING UNDER STANDING ORDER 34**

Councillor M de Whalley.

9 **CHAIR'S CORRESPONDENCE**

There was no Chair's correspondence to report

10 **CONSIDERATION OF THE FUTURE ROLE OF THE TASK GROUP AND REPORTING ARRANGEMENTS**

[Click here to view a recording of this item on You Tube](#)

The Assistant Director reminded the Task Group that discussions had been held about bringing this Group to a close and having some other form of reporting arrangements in place around progress on delivering against the Homelessness & Rough Sleeper Strategy. Ultimately the decision was for the Task Group to decide whether to terminate the Task Group or not.

Councillor Bower added that the updates given by officers at the Panel Meetings were appreciated. She considered that unless there was a time when homelessness and housing delivery needed to be looked at more closely, the reports to the Panels were sufficient.

Councillor Bambridge added that the Group had carried out a fair amount of work and she would be sorry if it did not continue. She referred to the news which had said that there were far more people rough sleeping from when the survey was carried out in November. She was added that the housing providers needed to be engaged with again.

Councillor Mrs Collop agreed with the comments made by Councillor Bambridge that the Task Group should not cease but felt that the structure needed to change.

Councillor Bubb added that he considered that the Group should not be disbanded but the meetings should be reduced to 2 per year. The Task Group should receive the reports which had been talked about so that if something urgent occurred then the Group could convene to look at it. He also suggested that there could be a standard item on the Environment & Community Panel agendas relating to the Homelessness & Housing Delivery even if there was nothing to report.

Councillor Holmes added that it would be a bad sign to close this Group down, but it did need to have a purpose. He stated that in view of the forthcoming elections it might be a good time to review the terms of reference for the Group. By keeping the Group, it kept the issue in the public eye.

The Chair acknowledged that she had joined the Group after it had been established but she never understood the real point of what the Group was meeting for and what the Group had achieved. She agreed that it might be the right time to review the Terms of Reference for the Group before the elections.

Under Standing Order 34, Councillor de Whalley spoke against disbanding the Group. He stated that it was a credit to the Group and officers that the number of rough sleepers in West Norfolk was low compared to other authorities to the east and west. He added that there was a lack of social housing, squeeze on private tenancies, housing associations that were struggling, a cost-of-living crisis and very significant issues with mental health support in this County. He supported the adjustment of the Terms of Reference ready for the new Councillors in May.

Councillor Bubb proposed that an item be placed on the Environment & Community Panel agenda meeting after the elections to review and update the Task Group's Terms of Reference. This was seconded by Councillor Bower.

The Assistant Director stated that officers were more than happy to continue with the Group and added that there had never been a more important time for officers and members to work together in the most effective way on refining and developing the approach on how these issues were dealt with.

Since the last meeting, consideration had been given to the type of information Members required and the best way to do that in advance of a meeting, giving the Task Group time to scrutinise the information given.

He suggested that the meetings might have a more strategic approach, and the E&C Panel had an agenda item for an update from the Group.

Councillor Holmes suggested that a short paper should be prepared with a revised terms of reference for the Task Group post-election to consider would be a good idea.

RESOLVED: (1) That the E & C Panel be informed that the Homelessness & Housing Delivery Task Group should continue and not be disbanded.

(2) That officers prepare a paper with some revised terms of reference for the Task Group post-election to consider.

11 **DATE OF NEXT MEETING**

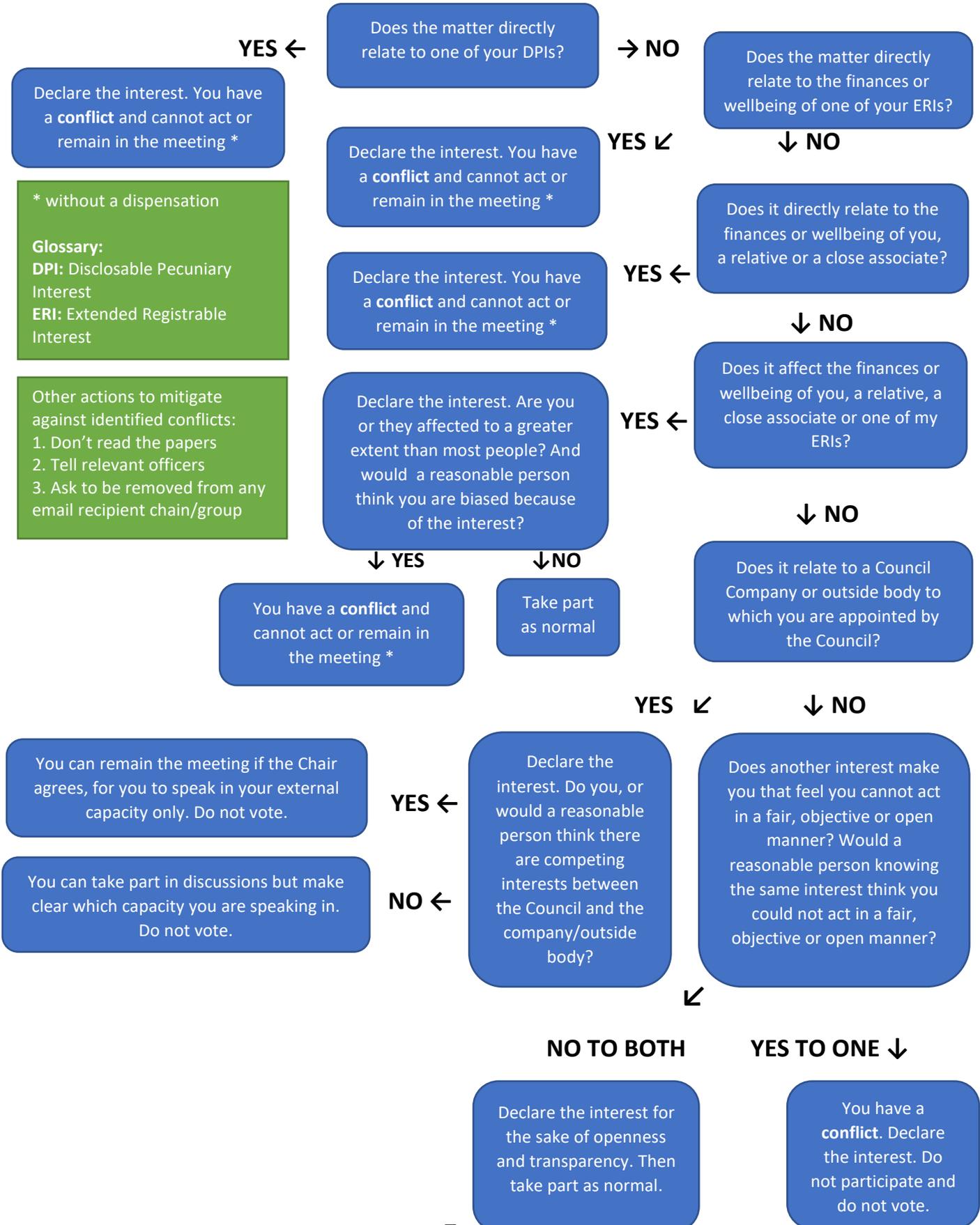
To be arranged.

The meeting closed at 10.52 am

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary Interest

ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

YES ←

→ NO

YES ↙

↓ NO

YES ←

↓ NO

YES ←

↓ NO

↓ YES

↓ NO

YES ↙

↓ NO

YES ←

NO ←

↙

NO TO BOTH

YES TO ONE ↓

Name of the group: Homelessness & Housing Delivery Task Group

Officer contact:

Duncan Hall: 01553 616445

duncan.hall@west-norfolk.gov.uk

Timescale and delivery expectations

The expectation is that the group will meet (initially) monthly until the Homelessness and Rough Sleeper Strategy has been agreed and the Local Plan Review is finalised. The Group will examine proposals that seek to respond to homelessness and rough sleeping locally and give feedback/ make recommendations to the Environment & Community Panel. There will be a particular focus on the Council's role in supporting the delivery of affordable housing and other housing supply matters. It is expected that this work will feed into the Local Panel Review, and therefore this matter should be considered before the end of the year.

The group will also monitor the council's performance in relation to homelessness and the action plan of the Homelessness and Rough Sleeper Strategy on an ongoing basis.

Task Group Status

It was proposed by the Environment and Community Panel that the group would be established on a formal basis. In this regard the group members will undertake (with the support of officers including Democratic services) to:

- Appoint a chair person
- Participate in meetings
- Prepare / agree meeting agenda items
- Agree and publish agenda
- Meet in public – with the exception press and public for reasons including commercial sensitivity or details appertaining to another organization
- Complete and publish minutes of meetings held

Membership

The task group will be made up of 5 members, which is representative/ proportional to the Councils political composition. Group Leaders will nominate members to the group.

Purpose / role of the group

The purpose of the group is to examine and determine appropriate policy and practice proposals to the Council's Environment & Community Panel.

The task group will look at the following key areas:-

- The requirements of the National Rough Sleeper Strategy August 2018

And the suitability of Councils emerging Homelessness & Rough Sleeper Strategy.

- The effectiveness of the Councils newly commissioned services in relation to preventing homelessness-
 - The Rough Sleeper Outreach & Inreach Service
 - The Benjamin Foundation Young Persons Tenancy Support Service
 - Housing First Service

- The Councils policy on the use of Discretionary Housing approach in relation to homelessness prevention (in conjunction with relevant Portfolio and Directorate) and make recommendations for new approaches taking into account Government Guidance and recent advice from Ministry of Housing Communities and Local Government specialist.

- Consider and review the impacts of Universal credit on the Councils existing housing and benefit policies and make recommendations for new approaches where necessary.

- Scrutinise and review the Councils existing approaches to the delivery of affordable housing and wider housing delivery. Make recommendations for new approaches to address identified housing delivery issues.

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Meeting arrangements

Initial scoping meeting - with the purpose of agreeing a work plan. Further meetings will be arranged to discuss options, and review progress of work plan.

It is envisaged that the first meeting will be held before the **end of September 2018**.

Working methods

- Involvement / contributions from other officers and specialists who might be invited to present material at a meeting. Important source of pre-meeting material is to be found at:

- **Rough Sleeper Strategy August 2018**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/733421/Rough-Sleeping-Strategy_WEB.pdf

- **National Planning Policy Framework July**
<https://www.gov.uk/government/publications/national-planning-policy-framework—2>

- **Discretionary Housing Payments guidance manual March 2018**
<https://www.gov.uk/government/publications/discretionary-housing-payments-guidance-manual>

- **The homelessness monitor: England 2018(Crisis)**
https://www.crisis.org.uk/media/238700/homelessness_monitor_england_2018.pdf

