

Andrea Purdy (AP) – Chair, Margaret Foster - Deputy Chair, Wendi Carson (WC) – Treasurer, Jackie Worthington (JW) – Secretary, Madeline Hunter (MH), Jim Ojelade (JO), Roderick Morgan (RM), Neruka White (NW), Jeff Gantshuck (JG), Tony Hepworth (TH), Sue Clifford (SC), Patricia Jackson (PJ), Don Belford (DB), Bill Reynolds (BR), Co-optee: Sarah Webster (SW)

**Leeds Tenants Federation
Management Board – Monday 3rd October 2016
At Westminster Buildings, Leeds LS2 7DT**

MINUTES

In Attendance	Initials	Position
Andrea Purdy	AP	Chair
Margaret Foster	MF	Vice Chair
Sue Clifford	SC	Board Member
Neruka White	NW	Board Member
Jim Ojelade	JO	Board Member
Jackie Worthington	JW	Secretary
Wendi Carson	WC	Treasurer
Roderic Morgan	RM	Board Member
Jeff Gantshuck	JG	Board Member
Tony Hepworth	TH	Board Member
Patricia Jackson	PJ	Board Member
Ian Montgomery	IM	Housing Manager – Tenant Involvement
Tracey McGarry	TM	Housing Assistant – Tenant Involvement (Minutes)
Apologies		
Maddie Hunter	MH	Board Member
Bill Reynolds	BR	Board Member
Don Belford	DB	Board Member

Item No.		Owner
1.0	Introductions and Apologies	
1.1	The Chair opened the meeting and welcomed new members. Introductions were made and apologies were given for JS, MD, BR and DB.	
1.2	The Chair confirmed that Sandra Ogden had previously resigned from involvement on the TARA panel and the Management Board.	
1.3	The Chair confirmed that she has been re-elected as Chair of LTF and Margaret Foster had been elected to the role of Vice-Chair. WC and JW were re-elected as Treasurer and Secretary.	
1.4	The Chair confirmed that Joe Salmon had not stood for re-election to the Board at the AGM as he was moving out of the area and she thanked him for his support.	
2.0	Conflicts of interest	
2.1	No conflicts of interest were raised.	
3.0	Minutes of the previous meeting	
3.1	The board approved the previous meeting Mon 4 th July 2016 minutes as a true record.	

4.0	Matters Arising from the previous minutes not on the agenda	
4.1	<u>5.6</u> – The Chair updated the board of progress about the decision to move to mobile ways of working in April 2017.	
4.2	<u>6.1</u> – The Chair to confirm date for printing of the TARA panel guide. This is on the agenda.	
4.3	<u>13.1</u> – The Chair and SL to arrange a date for discussing presentations for TARA conference. <u>Completed and AP will update in item 9.</u>	
4.4	<u>13.3</u> – The Chair to send out confirmation details of Sept AGM. <u>Completed.</u>	
5.0	Future of LTF: IT, accommodation and ways of working	
5.1	The Chair reminded the group that LTF will no longer have accommodation provided at Westminster Buildings from 1 st April 2017. She explained Housing Leeds have reduced funding to LTF. Funding is available to offer support for work with HL tenants and TARAs but not for rental and accommodation.	
5.2	The Chair reminded the Board that the decision was made at the previous board meeting to adopt more ways of mobile working and develop a work from home approach.	
5.3	She explained that although there is no dedicated administrative support, Housing Leeds are providing some administration support and communication outlets through social media.	
5.4	Housing Leeds will commit to sourcing meeting rooms on behalf of LTF from April 2017.	
5.5	The Chair delivered an overview of the purpose of LTF for the new board members.	
5.6	The Chair confirmed that relevant training and devices will be provided to ensure that volunteers are equipped to efficiently work from home.	
5.7	LTF's IT support will disconnect the current server in Westminster Buildings and allow files to be cloud hosted so they can be accessed from anywhere using a specific login.	
5.8	The Chair predicted that the management of the accounts should be easier as with no services to pay the running of the accounts will be similar to that of a small group.	
5.9	Some of the board mentioned they are willing to come into the offices to assist with the tidy up of existing paperwork etc. The Chair to contact outside of meeting.	
6.0	Membership validation exercise	
6.1	The Chair updated the board that there are 1400 individuals and 100 + groups within the list of LTF members. However, there are a large number of people on this list who do not engage. She committed to writing to the current members to ask if they would like to remain a member of LTF.	AP
6.2	The Chair informed that Housing Leeds are committed to assisting LTF records are up to date through data sharing and IM mentioned that Housing Assistants are ongoing with this task.	

6.3	The Chair and Secretary attended the BITMO AGM and the Chair requested dates and times of upcoming TARAs so that she and other board members can go along to promote work of LTF including the TARA panel and TARA guide.	
6.4	The board members were in agreement that the work connecting with TARAs is to be ongoing and that it is beneficial to have a good understanding of the work other groups do within the local areas.	
6.5	IM suggested that an additional column within the spreadsheet that includes information on regular dates / times of when groups come together.	TM
7.0	Feedback from the TARA Panel meetings (July and Sept)	
7.1	The Chair gave feedback on the TARA panel meetings July – September 2016. <u>July</u> – TARA guide finalised Recruitment to panel Evaluation Exercise for Housing Leeds Tenant Involvement Review <u>Sept</u> – Presentation from Rachel Moore at Carers Leeds Developed a communication plan for the next 6 month	
7.2	The Chair updated the Board on the content of the TARA Panel Forward Plan <ul style="list-style-type: none"> ▪ <u>Oct</u> – Social Media discussion with Housing Leeds Information team ▪ <u>Nov</u> – Information on White Rose energy and Green Doctor. ▪ <u>Dec</u> – Safer Leeds and Scams and Fraud campaign ▪ <u>Jan</u> – Debt Forum ▪ <u>Feb</u> – Leeds Anti-Social Behaviour team ▪ <u>Mar</u> – Experience with parking issues. Highways and police attending. 	
7.3	The Chair addressed the ways to communicate the information out to other groups and TARAs. Suggestions were : <ul style="list-style-type: none"> ▪ Copies of TARA panel minutes circulated at groups. ▪ The Chair to send link to LCC website where past 3 approved minutes are available. ▪ Minutes of Management Boards are used to promote good practice. ▪ Details of AGM to be updated on LCC website. ▪ Inform local Councillors of the TARA panel through update at groups. ▪ Produce and display 2 – page ‘factsheet’ / newsletter in noticeboards. 	
8.0	Feedback from VITAL meetings (July – September)	
8.1	IM provided some background to the strategic tenant group VITAL (Voice of Involved Tenants Across Leeds) which was formed in May 2015 to create a wider tenant voice into Housing Leeds.	
8.2	VITAL is made up of two representatives from each of the citywide groups to connect and capture different views.	
8.3	The Chair gave a summary of what VITAL have discussed from July- Sept 2016 :	

8.3.1	<p><u>July</u></p> <ul style="list-style-type: none"> ▪ Simon Costigan delivered an Asset Management review and informed the group about the district heating scheme. ▪ VITAL were consulted on the Housing Strategy. ▪ Presentation from Jackie Fox about Social Value. ▪ Tenant Evaluation exercise 	
8.3.2	<p><u>August</u></p> <ul style="list-style-type: none"> ▪ Councillor Coupar accepted an invite to attend and meet the members to discuss the councils Housing Strategy. ▪ Catriona Purdy gave feedback on the Lettings Consultation Review ▪ VITAL began a discussion on the budget commitments, this is to continue. ▪ Presented with HAP Annual Report ▪ The group decided to discontinue the In the Loop E-bulletin as it was felt that the content was duplicated through social media ports and there were significant low numbers reading the document. 	
8.3.3	<p><u>September</u></p> <ul style="list-style-type: none"> • Most of the meeting was taken up looking at the choices for budget allocation in 2017/18. 	
9.0	Feedback from TARA Conference and AGM	
9.1	NW and JW told the board that the TARA conference was a positive and enjoyable event.	
9.2	NW felt that the various agencies that were in attendance were very informative.	
9.3	The Chair mentioned that information on training availability and funding sources being refreshed was important and knowledge was shared.	
9.4	The Treasurer found the information from WYCAS interesting and that the representatives were approachable and helpful.	
9.5	The group felt that the event is a really great way to share good practice and advice amongst the different groups.	
9.6	The AGM had a larger attendance than was expected and a positive outcome was that some members showed interest in joining the TARA Panel and Management Board.	
9.7	The Chair delivered a presentation on behalf of White Rose Energy.	
10.0	The Finance Reports for Q2 and Q3 16/17	
10.1	The Treasurer mentioned that no finalised reports were available for Q2 and Q3.	
10.2	The Treasurer confirmed however that approximately £15,000 remains in the account.	
10.3	She confirmed that merchandise purchased covered some costs but most of the outgoings were payments for rent and billing for Westminster Buildings.	
11.0	Update from Housing Leeds	
11.1	IM informed that Amanda Britton had left Neighbourhood services to work in a different role within Leeds City Council.	
11.1.1	IM mentioned that Housing Leeds Annual Report to report is available on the LCC website as from 1 st October deadline. TM to attach in the minutes.	TM

11.2	IM gave some positive feedback from the Communities Can week in July that replaced the previous tenant conference. IM gave an overview of how the events that were organised through the week helped to target areas where particular issues affected wider communities. TM will attach the evaluation to the minutes.	TM
11.3	IM raised Public Health had attended the Cross City Chairs Group with a proposal to fund a citywide project on Winter Wellbeing. The group are keen to develop a Winter Friends Network and for this to include a number of Housing Officers and tenants.	
11.3.1	The board agreed that a community friendly version could be developed for active TARA groups. The Chair to liaise with IM in relation to promoting and communicating the idea.	
11.4	IM informed that Housing Leeds have been undergoing a review of the Tenant Involvement framework. IM explained the importance of the review and reassured that all citywide groups have been reflecting upon their group outcomes over the past few months.	
12.0	Update on LTF downsizing / Inventory and Archive Tasks outstanding	
12.1	The Chair will update the board of future dates for tidy up days to clear the LTF office space at Westminster Buildings.	AP
13.0	AOB	
13.1	TH asked about Atlanta Street Community Centre and how he's been struggling to get any news about planned improvements from both his housing office and the local supported housing officer. IM will take this away and feedback to TH outside the meeting.	IM
13.2	MF felt that communication overall could be improved with the local teams, for example, being updated about what was going on with her Community Centre (Stanhope Gardens) and being kept informed about improvements, repairs, or the situation with the committee and taking over the running of the building.	
14.0	Date and Time of Next Meeting	
15.1	The next meeting will be held at Westminster Buildings on Monday 9 th January 2017 at 4pm.	
Item No.	Summary of Actions	Owner
6.1	Ongoing contact to be made with existing groups to check membership status.	AP
6.5	Additional column on TARA spreadsheet to show regularity of groups.	TM
11.1.1	Housing Leeds Annual Report to be attached.	TM
11.2	Include Communities Can evaluation to minutes.	TM
12.1	AP to arrange clearance days at LTF and invite the members who volunteered.	AP
13.1	Update on Atlanta Street Community Centre to TH.	IM