

Andrea Purdy (AP) – Chair, Wendi Carson (WC) – Treasurer, Jackie Worthington (JW) – Secretary, Madeline Hunter (MH), Sandra Ogden (SO), Jim Ojelade (JO), Roderick Morgan (RM), Joe Salmon (JS), Neruka White (NW), Sarah Webster (SW)

**Leeds Tenants Federation
Management Board – Monday 4th July 2016
At Westminster Buildings, Leeds LS2 7DT**

MINUTES

In Attendance	Initials	Position
Andrea Purdy	AP	Chair
Maddie Hunter	MH	Board Member
Sandra Ogden	SO	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
Sarah Lockwood	SL	Housing Manager – Tenant Involvement
Tracey McGarry	TM	Housing Assistant – Tenant Involvement (Minutes)
Apologies		
Joe Salmon	JS	Board Member
Sarah Webster	SW	Board Member

Item No.		Owner
1.0	Introductions and Apologies	
1.1	The Chair opened the meeting and apologies were given for JS and SW.	
1.2	The Chair announced that the Vice Chair had resigned from LTF due to increased commitments.	
1.2.1	The Chair proposed not appointing a deputy chair until September’s AGM. Any interest to be discussed with the Chair.	
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 minutes as a true record.	
4.0	Matters Arising from the previous minutes not on the agenda	
4.1	The Chair explained that £35,000 of accrued HL money has been handed back to help with financial pressures.	
4.2	The Secretary and Treasurer mentioned that they were looking into various funding sources and booking a suitable time to meet and discuss further. They are investigating the possibility of applying for lottery funding and other sources, dependent on meeting the criteria required.	
4.3	Housing Leeds had distributed a permissions document to all their current TARA committee members asking if they are happy to share their contact details with LTF.	

4.3.1	So far there had been a 40% response rate and housing assistants will continue to contact those that have not yet responded via telephone and HL will feedback to LTF the level of response received.	
5.0	Future of LTF: IT and accommodation	
5.1	As Housing Leeds had indicated that they were withdrawing accommodation support from 1 April 2017, the board had to agree what the next steps would be.	
5.2	The Chair confirmed the workload responsibilities that come with running an office and asked Board Members if they were willing to provide the administration support required. She recommended working without an office base and informed the Board that support from Housing Leeds would be available for meeting spaces and room bookings, printing and general administration.	
5.3	The Treasurer confirmed that going forward taxi arrangements were to be made individually by the member and claimed back via petty cash. A valid receipt would be required. The Board agreed that this would be a much simpler policy.	
5.3.1	Housing Leeds clarified that this was only when booking taxis for LTF meetings. Housing Leeds will continue to book and pay for taxis on the tenants behalf for their meetings.	
5.4	Access to LTF files and e-mail would be via a cloud hosted service. Changes would be discussed with LTF's IT consultant in due course and LTF would aim to be on the new system by Christmas 2016. Executive Committee Members would be provided with mobile phones and other IT equipment needed to carry on their responsibilities.	
5.5	The executive committee members expressed no issues with the mobile ways of working. The Board voted and all supported the discontinuation of a separate office.	
5.6	The Chair committed to keeping the Board up to date with progress over the coming months.	AP
6.0	Feedback from the TARA Panel meetings	
6.1	Instead of holding a full TARA panel in April, a sub group formed to discuss and review the TARA guide. The document had gone to Housing Leeds for comments and is due to be launched at the TARA conference on 27 July 2016.	
6.2	In May's meeting the panel were consulted on the communication links Housing Leeds have with TARAs and all comments were fed back.	
6.3	Janet Miller from the Leaseholder Team attended the June TARA panel and explained Housing Leeds requirements to consult with leaseholders on any contracts. There is also a legal requirement to consult with TARAs that represent leaseholders.	
6.3.1	TARA members looked through the letters and commented on any changes to ensure the text is clear and understandable.	
7.0	Feedback from VITAL Meetings	
7.1	In May, VITAL were consulted on the Housing Leeds Service Offer. VITAL made suggestions to setting realistic targets to help manage customer expectations.	

7.1.1	VITAL reviewed the new Tenant & Community Involvement performance dashboard and offered a number of suggestions for how the dashboard could be improved. They will now review this regularly.	
7.1.2	VITAL agreed that each of the citywide groups that it represents will adopt a 'Plan on a Page', to help groups understand some of the key issues affecting the tenants and assist in prioritising what work they do.	
7.1.3	The group (in a special follow up session to the May meeting) considered in detail the six support models being explored by the Sheltered Housing Service.	
7.2	In June, Chief Officer Jill Wildman introduced herself to VITAL and encouraged the group to keep communications strong in terms of promoting the work that VITAL do in representing tenants at a strategic level.	
7.2.1	VITAL were consulted by the Housing Support Team who explained about the training that is being developed to support younger tenants who don't have any experience of managing a tenancy, before they move into a council home.	
7.2.2	VITAL reflected on the progress and achievements the group have made in its first year and how, across all the involvement forums that VITAL represents, they have engaged with lots of tenants. They were encouraged to think now about new challenges around engaging with more tenants and have supported the idea of producing an evaluation.	
7.3	To support LTF at VITAL, confirmation has been made that the Treasurer will attend July's meeting and the Secretary will attend in August with the Chair.	
8.0	Feedback from Homelessness Forum meetings	
8.1	The Homelessness Strategy 3 year policy had been presented at LTF's Spring Meeting. JW confirmed that at this moment the policy is still at print.	
8.2	The next forum is to be held 12 July 2016 and will be at St Georges Centre from 10am – 12pm. The topic is Rough Sleeping.	
9.0	Private Rented Sector Forum	
9.1	The Chair said that Cllr Hamilton chaired the forum and is in support of setting up new TARAs and to include private sector tenants and residents in existing groups.	
9.1.1	Housing Leeds informed that a plan is in place to hold a larger forum with the support of LTF and Housing Leeds in Moortown.	
11.0	The Finance Reports for Q1 16/17	
11.1	The board were presented with the finance summary and profit / loss figures for April and June 2016.	
11.1.1	The Treasurer mentioned the credit from an over payment of room hire for the spring meeting. There was also a miscellaneous credit from Southern Electric and all outstanding issues had been resolved.	
11.1.2	There had been some delays in getting bank statements and the suggestion was to contact the banks and request an electronic version be sent via email.	
12.0	Update from Housing Leeds	

12.1	Events were being held to launch #CommunitiesCan week.	
12.1.2	The week begins on Saturday 23 July 2016 with Little London Community fun-day. There are other events going on across the city to promote the Tenant Involvement team and other partners and Housing Officers who will be present.	
12.1.3	Activities have been planned around the issues that matter to those communities. Events are being promoted locally to help bring the tenant community together. The monthly e-bulletin In the Loop will contain details of the planned events and hard copies would be shared in community centre and local housing offices.	
12.2	Update on Housing Advisory Board (HAB): the June agenda included Tenant Scrutiny Board and the Lettings Policy Review consultation. Minutes are included on the LCC website.	
12.3	Councillor Coupar is due to attend the August VITAL meeting.	
13.0	TARA Conference, Kirkstall Festival and September AGM.	
13.1	The Chair reminded the board that the TARA conference was being held in the middle of #CommunitiesCan week on Wednesday 27 July 2016. Along with the launch of the TARA panel guide there would be numerous presentations and some organisational stalls. A date was confirmed with Housing Leeds to discuss the presentations.	AP
13.2	Kirkstall Festival is to be held on 9 th July, Some Board members would be in attendance. The new LTF merchandise would be available to hand-out to people and there will be various stalls and tables.	
13.3	The Chair announced that the next AGM will be on the 24th September at St George conference centre. Details will be confirmed and sent out to members.	AP
14.0	Update on LTF downsizing / Inventory and Archive Tasks outstanding	
14.1	As the board had come to an agreement to adopt a mobile way of working from April 2017, work would be done to clear out premises at Westminster Buildings. A date was set for 29th July to start recycling and sorting through paperwork. Three month's notice is required to vacate the premises.	
15.0	Any Other Business	
15.1	A Board Member mentioned that she had attended a 'Me and my Home' meeting to discuss the adaptations made to homes to meet the needs of elderly people.	
16.0	Date and Time of Next Meeting	
16.1	Monday 4 th October, 2016 at Westminster Buildings from 4.00pm – 6.00pm.	
Item No.	Summary of Actions	Owner
5.6	Chair to inform the board on the progress and decision to mobile working in Apr 17.	AP
13.1	The Chair and Housing Leeds to arrange a date for discussing presentations for TARA conference.	AP
13.3	The Chair to send out confirmation details of Sept AGM.	AP