

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), Bill Reynolds (BR)

**Leeds Tenants Federation
Management Board – Monday 3rd April, 2017
At Civic Hall, Calverley Street, LS1 1UR**

MINUTES

In Attendance	Initials	Position
Andrea Purdy	AP	Chair
Margaret Foster	MF	Vice Chair
Sue Clifford	SC	Board Member
Jackie Worthington	JW	Secretary
Neruka White	NW	Board Member
Maddie Hunter	MH	Board Member
Wendi Carson	WC	Treasurer
Tony Hepworth	TH	Board Member
Patricia Jackson	PJ	Board Member
Tracey McGarry	TM	Housing Assistant – Tenant Involvement (Minutes)
Sarah Lockwood	SL	Housing Manager – Tenant Involvement
Apologies		
Maddie Hunter	MH	Board Member
Jim Ojelade	JO	Board Member
Jeff Gantschuk	JG	Board Member

Item No.		Owner
1.0	Introductions and Apologies	
1.1	Apologies were made for Jeff Gantschuk, Jim Ojelade and Maddy Hunter.	
2.0	Conflicts of interest	
2.1	No conflicts of interest were raised.	
3.0	Minutes of the previous meeting	
3.1	<u>4.2 - JP to send contact details to JG for Lisa Keyworth.</u> Completed	TM
3.1.1	<u>5.5 – TM to draft dates for Civic Hall availability for LTF meetings.</u> TM awaiting the TARA panel meeting at John Lewis Hub on 13 th April and will progress with the bookings following the visit.	
3.1.2	<u>7.5 - TM to feedback to SL/SJ about website content from previous TARA panels.</u> SL informed a meeting is yet to be arranged to discuss this with AP and the Information team. To be discussed outside the meeting.	
3.1.3	<u>9.1.1- Full Q3 financial report to be attached with minutes of the meeting.</u> WC to provide the panel with this at a later date.	
3.2	The board were in agreement that the minutes were recorded as a true record.	

4.0	Matters Arising from the previous minutes not on the agenda	
4.1	Following on from NW's comment regarding a Facebook training session, SL explained that they had been coming up against a number of issues with creating community pages on Facebook. WC requested that a session be set up to enable assistance with social media.	
4.1.1	SL to explore the possibility of sourcing someone to deliver further sessions.	SL
5.0	Exit from Westminster Buildings: Plan and Update	
5.1	AP thanked WC, JW, TH and SL for their support in the vacating of Westminster Buildings.	
5.1.1	SL mentioned that the effort has been appreciated by Housing Leeds also.	
5.1.2	AP confirmed that many items were donated to other local community groups, this included LS14 trust who gave thanks.	
5.1.3	AP explained that all confidential waste has been collected and disposed of by McCarthy's and as many items as possible have been recycled.	
5.1.4	Contact information has been included in the meeting pack and AP clarified the details with the board.	
5.1.5	AP stressed the importance of ensuring that mobile phones are secured and pin protected for user access only.	
5.1.6	The board in attendance had no objections to their home address and contact details to be used in correspondence for Companies House.	
6.0	Expectations on input from Directors for 17/18 and appraisals	
6.1	AP mentioned to the board that they are to be encouraged to have more of a proactive approach. AP explained this would mean attending various meetings and local TARAs to raise the profile of LTF and promote the TARA panel.	
6.2	AP explained that an annual appraisal process will begin this quarter for directors and AP will arrange dates to discuss objectives for the year ahead.	
6.3	WC invited the board to volunteer to assist with the Kirkstall festival (Saturday 8 th July). WC mentioned that Queenswood TARA representatives will be present and anyone interested to please contact WC.	
6.4	AP requested that any other known events and fairs taking place where a LTF presence would benefit please get in touch with WC to retain costs for stall prices etc.	
6.5	The board were asked to contact AP with dates and times of events for a timetable to be produced. SL to share calendar of events/galas with LTF.	SL
7.0	Feedback from the TARA Panel meetings (Jan- March)	
7.1	<u>January</u> – AP told how the topic was debt and the panel heard from guest speakers of West Leeds Debt forum and Ebor Gardens. The information has been shared amongst local groups and been well received.	

7.2	<p><u>February</u> – The topic for discussion was Anti- social behaviour with Lisa Ramsden, manager of ASB for the South Leeds area. As a result of issues being raised about ASB in Queenswood Heights, there has been attendance from the LASBT team to investigate and good efforts to resolve the problems.</p> <p>Tom McCarthy from Halton Moor spoke to the group about a football project with the LUFC foundation.</p>	
7.2.1	SC provided positive feedback from her experience with the improvement of complaints responses.	
7.3	No March meeting was held.	
7.4	AP confirmed that the TARA panel will be held on a Thursday (4.30 – 6.00pm) going forward to fit in with the availability of members who wish to attend frequently.	
8.0	Feedback from VITAL meetings (October – December)	
8.1	AP informed that VITAL have been focussing on the new Tenant Engagement framework and discussed the three strands: - Tenant Engagement, Tenant Involvement and Tenant Investment. VITAL signed off the document and presented the newly proposed framework to HAB (Housing Advisory Board).	
8.2	VITAL have now moved on to reviewing the current Terms of Reference to ensure that this reflects the principle of gaining a wider view of the community through more engaging activities.	
8.3	The group have been revising the Housing Leeds performance dashboard and analysing complaints data.	
8.4	VITAL fed into Leeds City Councils overall budget consultation given the proposal to cut the HAPs funding by 50%. The decision remained to decrease the HAP budget from 900K to 450K for the 2017/18 financial year.	
8.5	At the next VITAL meeting, Joanne Hartley from Private Rented Sector is on the agenda to attend and discuss the service offer from LCC to provide support to private tenants.	
9.0	The Finance Reports for Q3 and Q4 (so far)	
9.1	WC gave a brief overview of the accounts for LTF.	
9.1.1	From 1 st April 2016 to 1 st March 2017 WC explained that Leeds Tenants Federation spent £43,907.11. This included the £35,000 refunded to Housing Leeds.	
9.1.2	WC confirmed that exact figures can be shared once the latest bank statement is available on 7 th April.	
10.0	Membership validation exercise	
10.1	AP said that a letter is due to be sent out to individual and group members to ask if they would still like to be a member of LTF. It will also ask for e-mail addresses to save postage costs.	
10.1.1	AP will then update the membership.	AP
10.1.2	AP updated that the files and emails are now managed via Microsoft online.	

11.0	Spring meeting – Saturday 13th May 2017	
11.1	AP reminded the board that the Spring meeting will be held on Saturday 13 th May at Oxford Place from 10.00am – 1.00pm and invited as many of the members to come along.	
11.2	AP said that repairs, tenancy fraud and TARA panel meetings would be the subjects.	
11.3	AP/SL to meet to discuss and finalise the agenda.	AP/SL
11.4	Invitations to be circulated in the week ahead to give time for replies to allow for confirmation of numbers expected.	AP
12.0	Forward look 17/18	
12.1	AP discussed the forward plan of LTF events that are in the pipeline: <ul style="list-style-type: none"> ▪ July – Kirkstall Festival ▪ August – Annual TARA conference ▪ September – Annual General meeting (AGM) with upcoming re-election of LTF Directors, who are due to be nearing the end of their 2 year term and the Executive Committee. ▪ AP plans to generate a programme of TARA visits to allow the sharing of information and promote the TARA panel. These will start in Q2. ▪ TARA Talk – plans to hold further sessions in West and South following the success of January's east event. 	AP
13.0	Update from Housing Leeds	
13.1	Housing Leeds is now under the new directorate, Resources and Housing.	
13.2	Although Communities Can week was held in 2016, it has been decided that the various events that bring together local communities should be recognised throughout the year to result in an overall approach to wider engagement.	
13.3	SL confirmed that for the foreseeable she will remain the Housing Leeds contact for LTF whilst Simon Jordan is absent.	
13.4	Housing Leeds have renewed the membership with the Tenant engagement expert TPAS. SL confirmed that all groups who are associated with Housing Leeds receive automatic membership to access TPAS services.	
13.5	SL to share details as a reminder of this with the LTF and the TARA Panel and how to access services.	
13.6	SL shared that WYCAS membership has been renewed for 1 year to continue with commissioned support. SL reminded members that Claire Welling is due to attend the TARA panel in April.	SL
14.0	AOB	
14.1	NW mentioned that the information coming to the TARA panel has been very useful and had been shared at Neruka's Soup Kitchen.	

14.2	MH requested additional copies of the TARA guide. SL informed that there is a log to track which groups have received hardcopies but advised there is a pdf version available to print online.	
14.3	AP informed that the May TARA panel will be chaired by MF.	
15.0	Date and Time of Next Meeting	
15.1	The next meeting will be on Monday 3 rd July, 2017 at 4pm. Venue: John Lewis Community Hub	

Item No.	Summary of Actions	Owner
3.1.1	Booking of future LTF meetings at desired locations.	TM
4.1.1	Possibilities to be explored in sourcing Facebook support.	SL
6.5	Tenant Involvement GALA spreadsheet to be shared.	SL
10.1.1	Membership validation letter to be amended to include email request.	AP
11.3/11.4	Finalising of Spring meeting agenda.	AP/SL
12.1	Schedule of TARA visits to be arranged.	AP
13.5.1	SL to provide the necessary TPAS info for LTF to access the service.	SL