

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 Gantschuck (JG), Tony Hepworth (TH), Sue Clifford (SC), Patricia Jackson (PJ)

**Leeds Tenants Federation Management Board  
Monday 3<sup>rd</sup> July 2017  
at the John Lewis Community Hub, Leeds**

**MINUTES**

<b>In Attendance</b>	<b>Initials</b>	<b>Position</b>
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
Maddie Hunter	MH	Board Member
Jim Ojelade	JO	Board Member
<b>Apologies</b>		
Sarah Lockwood	SL	Housing Leeds - Tenant Involvement Manager
Jim Ojelade	TM	Housing Leeds – Housing Assistant
Jeff Gantschuk	JG	Board Member

<b>Item No.</b>		<b>Owner</b>
<b>1.0</b>	<b>Introductions and Apologies</b>	
1.1	Apologies were made for Jeff Gantschuk. Bill Reynolds has resigned from the Board and he was thanked for his support.	
<b>2.0</b>	<b>Conflicts of interest</b>	
2.1	No conflicts of interest were raised.	
<b>3.0</b>	<b>Minutes of the previous meeting</b>	
3.1.1	MH questioned whether due to the recent attacks if security had been tightened at the Civic Hall. AP to confirm with Housing Leeds that no additional checks or identity confirmations were needed.	<b>AP</b>
6.5	SL to share dates of events/galas with LTF.  The board agreed that the minutes were a true record.	<b>SL</b>
<b>4.0</b>	<b>Matters Arising from the previous minutes not on the agenda</b>	
4.1	4.1 Feedback was given about the Facebook training on the 27 <sup>th</sup> June. Comments included that it was chaotic and could have been run better. It was felt that the mixture of abilities did not facilitate learning for individuals at the right level. Trainers carried out some of the activities for the attendees instead of showing them how to do it. PJ said she was involved with VAL and would speak to them about it.	<b>PJ</b>
4.2	13.5.1 AP said it was not clear how LTF accessed the services from TPAS now their membership was part of that of Housing Leeds. SL to update on the process.	<b>SL</b>

<b>5.0</b>	<b>Finance</b>	
5.1	WC provided details of the monies spent during April-June 2017 which were £2,559.10. This was up to 1 June.	
5.1.1	Expensive items included new IT equipment after the move from Westminster Buildings, LTF's annual liability insurance, an overlooked final bill from Konica for lease of the photocopier during January-March and payment for the Spring Meeting at Oxford Place in May.	
5.1.2	LTF are awaiting the rest of the monies from Housing Leeds for 17/18. This will be paid in one deposit instead of quarterly, as previously supplied.	
5.1.3	The agreed total budget for LTF work with Housing Leeds tenants, which includes running of the organisation, had been agreed to be £10,000.	
<b>6.0</b>	<b>Governance</b>	
6.1	AP reminded Board Members that annual appraisals were being undertaken and she would contact the remaining Board Members individually.	
6.2	It was expected that these would set out (a) work Board Members had signed up to support LTF (b) any training that was required.	
6.3	AP had already contact the Board about individuals leading on topics for the organisation and the following were agreed at the meeting:	
6.4	<p>WC Mental health / Funding</p> <p>JC Homelessness</p> <p>TH Health and Safety and First Aid</p> <p>MF Disability / Funding</p> <p>SC Older people</p> <p>MH Homelessness / Funding</p> <p>JO Tenant welfare and welfare reform</p> <p>PJ Communications and raising LTF profile</p> <p>RM Communications and raising LTF profile</p> <p>NW Food banks and social care</p>	
6.5	AP would support them all on all topics. JG to confirm what topic he would like to lead on. A sub-group including AP, WC, MF and MH would meet to look at funding opportunities.	<b>AP/JG</b>
6.6	AP confirmed that the Executive Committee would be made up of the Chair, Vice Chair, Treasurer and Secretary. However formal meetings would not take place every month but as and when needed as the Committee were in touch with each other very often informally and formal meetings were not always needed.	
<b>7.0</b>	<b>Feedback from the TARA Panel meetings</b>	
7.1	<u>April</u> – Claire Welling from WYCAS came to talk to the panel about finances and end of year accounts. She explained that groups who were given grants by Housing Leeds had to have their accounts checked by WYCAS and that groups should contact them to book in some time to do this.	
7.2	<u>May</u> – Tom Donahue from the West Yorkshire Police contact centre explained	

	<p>about the 101 services and offered the panel a visit to the centre.</p> <p><u>June</u> – The topic was the Adult Safeguarding Board and Kieron Smith talked to us about how to report the abuse of people receiving social care, whether at home or in a residential care home. The update of the panel's terms of reference was discussed and will be agreed at the July meeting.</p>	
<b>8.0</b>	<b>Feedback from VITAL meetings</b>	
	<p>Minutes from VITAL meetings can be found at <a href="http://www.leeds.gov.uk/residents/Pages/HSG-VITAL.aspx">http://www.leeds.gov.uk/residents/Pages/HSG-VITAL.aspx</a></p>	
8.1	<p><u>April</u> – VITAL had a useful presentation from Joanne Hartley from the Private Rented Sector team. They also discussed the update of Sheltered Housing Support Models and a revision to their terms of reference.</p>	
8.2	<p><u>May</u> – VITAL learned about how rent from tenants is spent and had an update from the Enhanced Income Support team. Frank Perrins talked about the STAR survey, where tenants are asked their opinions about a range of issues that impact communities.</p>	
8.3	<p><u>June</u> – We had an update after the terrible fire at Grenfell Towers on the situation within Leeds and a commitment from Housing Leeds to keep everyone up to date on the actions that arise. John Gittos from the Tenant Scrutiny Board talked about opportunities for closer working between the two groups and asked if VITAL had any topics/issues that they wanted scrutiny to investigate. Other topics included the 16/17 Annual Report and the STAR Survey action plan, which sets out what Housing Leeds is going to do in response to the issues raised by tenants.</p>	
<b>9.0</b>	<b>Bullying and harassment policy</b>	
9.1	<p>LTF do not have a formal bullying and harassment policy. This became an issue after a serious complaint was made from one member about another.</p>	
9.2	<p>AP provided a copy of a new policy that covered all cases of bullying and harassment and the process that the Board would carry out if such a situation arose, either internally or externally.</p>	
9.3	<p>The Board voted to accept the policy as written.</p>	
9.4	<p>LTF will also supply a model policy to groups who received the TARA Guide and update the pdf on the website.</p>	
<b>10.0</b>	<b>TARA visits schedule – ways of working</b>	
10.1	<p>LTF have committed to visit every TARA/local group (that want us to) during 17/18. In the first quarter, we have been trying to pull together the lists of groups that LTF hold (historically) and information held by Housing Leeds.</p>	
10.2	<p>For those groups that have no e-mail contact, 60 letters have been sent, setting out who we are, what we can offer and our desire to come along to their meetings. It also invited them to attend the TARA panel and our TARA conference.</p>	
10.3	<p>From the middle of July visits will start to be scheduled to those we can contact and have provided details of their meetings.</p>	

10.4	All board members have agreed to represent LTF at local meetings and an information pack will be provided for them to take along.	
<b>11.0</b>	<b>TARA Talk West and the TARA Conference</b>	
11.1	Because of the very successful TARA Talk East held in January, TARA Talk West has been scheduled for the 2 <sup>nd</sup> August between 5-8pm at Burley Greenhow Community Centre, Haddon Road, Leeds.	
11.1.1	Groups from the west of the city will be invited to hear about LTF and what we can offer and to share their ideas and best practice. Food and refreshments will be provided.	
11.2	The 3 <sup>rd</sup> Annual TARA conference will be held at Oxford Place. Initially the date was to be the 16 <sup>th</sup> August but this has subsequently been changed to October so we can increase attendance after we have visited some of the groups that haven't been before.	
<b>12.0</b>	<b>Annual General Meeting</b>	
12.1	AP confirmed that the AGM will take place on Saturday 23 <sup>rd</sup> September at Oxford Place.	
12.1.1	Half the Board and all the Executive Committee will stand down. This will include those who have been Directors for 2 years. AP will contact those members up for election and offer the opportunity to the membership and groups as set out in our M&As.	<b>AP</b>
<b>13.0</b>	<b>Update from Housing Leeds</b>	
	As no Housing Leeds staff could attend an e-mail update was provided.	
13.1	<u>Fire safety update</u> – Housing Leeds have established an urgent task group to co-ordinate their response to the Grenfell Tower fire. Leeds has 116 council owned high rise blocks which are let as council housing. <b>None</b> of these have the Aluminium Composite Material (ACM) cladding that was used on Grenfell Tower. They have written to council residents and are currently undertaking resident engagement sessions at all council owned high rise blocks across the city to offer residents the opportunity to ask any questions and raise any concerns. Drop-ins will have been held at all blocks by Friday 14 <sup>th</sup> July. A special High Rise Advisory Group meeting has been arranged with tenants to discuss the Housing Leeds response to the fire and a further update will be provided at VITAL on 12 <sup>th</sup> July.	
13.2	<u>VITAL update</u> – this had already been discussed earlier in the agenda.	
13.3	<u>Community Payback</u> – After the start of the citywide partnership, 320 referrals have been made and completed with some good feedback about the work on estates picked up on social media. The funding of this directly from the HRA is welcomed by HAPs as it allows them to fund other community and environmental projects.	
13.4	<u>General tenant engagement</u>	
13.4.1	30+ tenants attended the CIH conference courtesy of Mears, being able to hear about innovation in the sector and meet tenants from other landlords.	

13.4.2	Social media training for community groups by Voluntary Action Leeds held 27 <sup>th</sup> June.	
13.4.3	Tenants attended the Efficiency North Annual Conference, hearing about innovative and cost-effective procurement solutions for Yorkshire and Humberside social landlords.	
13.4.4	Committee skills training – two days of workshops to support tenants and community groups to work well together and adopt positive behaviours, as well as practical skills e.g. how to run effective meetings. These will be held on 11 <sup>th</sup> July and 25 <sup>th</sup> September so please contact the engagement team if anyone is interested in attending.	
13.4.5	Engagement with many tenants at the Middleton Funding Fair, signposting and demonstrating the new Funding Leeds webpage, a one-stop shop to find out what funding is available and how you can access support.	
<b>14.0</b>	<b>AOB</b>	
14.1	None.	
<b>15.0</b>	<b>Date and Time of Next Meeting</b>	
15.1	The next meeting will be on Monday 2 <sup>nd</sup> October 2017 at 4pm. Venue: TBC but either John Lewis Community Hub or the Civic Hall.	
<b>Item No.</b>	<b>Summary of Actions</b>	<b>Owner</b>
3.1.1	To confirm security arrangements at the Civic Hall.	AP
6.5	Tenant Involvement GALA spreadsheet to be shared.	SL
4.1	Discuss with VAL the feedback regarding their social media training.	PJ
4.2	Confirm arrangements for access to TPAS services	SL
6,5	Contact JG to confirm the topic he will lead on.	AP/JG
12.1.1	Confirm members who will stand down at the next AGM.	AP