

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 9th January 2017
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
Bill Reynolds	BR	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
Neruka White	NW	Board Member

Item No.		Owner
1.0	Introductions and Apologies	
1.1	AP opened the meeting and welcomed members and wished all a Happy New Year. Introductions were made and apologies were given.	
2.0	Conflicts of interest	
2.1	No conflicts of interest were raised.	
3.0	Minutes of the previous meeting	
3.1	<u>6.1- Ongoing contact to be made with existing groups to check membership status.</u> AP explained that contact can start to be made when LTF begin the new ways of working.	
3.2	<u>6.5- Additional column on TARA spreadsheet to show regularity of groups.</u> TM confirmed that this task has been completed.	
3.3	<u>11.1.1- Housing Leeds Annual Report to be attached.</u> TM printed a copy out for the board and AP attached them to the pack via email.	
3.4	<u>11.2 - Include Communities Can evaluation to minutes.</u> TM provided copies on the tables.	

3.5	<u>12.1- AP to arrange clearance days at LTF and invite the members who volunteered.</u> AP confirmed that various clean up days have been done at Westminster Buildings to sort through paperwork and files. AP to address on the agenda,	
3.6	<u>13.1- Update on Atlanta Street Community Centre to TH.</u> IM informed that a meeting was held last November to capture views from residents. Since the meeting there have been visits from Sheltered Support Officers and the aim going forward is to make this consistent.	
3.7	The board approved the draft minutes as a true record.	
4.0	Matters Arising from the previous minutes not on the agenda	
4.1	AP gave an overview of the presentation from Carers Leeds at the September TARA panel. Information can be found here – www.carersleeds.org.uk .	AP
4.2	JG requested the contact details of Lisa Keyworth who delivered the scams/frauds information to the panel at the previous meeting. AP to action.	
4.3	WC addressed 10.2 of the previous actions and confirmed that the exact amount remaining in the LTF account as of Decembers statement is £12,523.07.	
4.4	Members of the board gave positive feedback of the presentation from White Rose Energy at the November TARA panel. For more information visit the website - www.whiteroseenergy.co.uk .	
4.5	WC informed the board of her attendance at the Winter Friends training and provided positive feedback from the session and mentioned that the networking between the attendees and the trainer was useful and beneficial for all.	
4.6	WC added that she had informed the attendees of Real Junk Food in Pudsey and the board had a discussion about the benefits of the project.	
5.0	Exit from Westminster Buildings: Plan and Update	
5.1	AP responded to the boards queries about the loss of funding to LTF from Housing Leeds. AP informed that funding has been reduced as a result of Leeds City Council having to make savings due to 1% decrease in housing rents for the next 4 years.	TM/AP
5.2	Due to Housing Leeds no longer providing the accommodation costs, the board decided that the option to no longer having an office base to work from and to begin a process to adapt to a mobile working approach.	
5.3	AP advised that Housing Leeds will continue to provide administrative support for meetings and the access to rooms to continue holding meetings and conferences.	
5.4	AP informed that the current IT server has been decommissioned and changed to the Cloud software. AP advised that this gives access to the files from any Wi-Fi port and the board were happy with schedule and the new ways of working going forward. AP assured the board that access to the LTF files will still remain password protected.	
5.5	AP informed that no venue has been arranged for the next Board meeting. TM to look at availability at Civic Hall for both the board and the TARA panel 2017 dates and send to AP to confirm.	

5.6	AP circulated the ongoing action plan to vacate Westminster Buildings before end of March 2017.	
5.7	AP informed that there is an inventory of items that can be donated to other groups in need.	
5.8	AP to send email with contact details for former cleaners to JW to arrange the cancellation of the current contract.	
5.9	JW had attended a risk assessment course to gain further ability to carry out the necessary risk assessment needed for the evacuation of the building.	
5.10	AP reminded the board that LTF need to vacate Westminster Buildings before 31st March 2017 and would be very appreciative for members of the board to come along and assist at the next clean-up day on 26 th January from 1.30pm.	
6.0	Informing membership and validation exercise	
6.1	AP advised that due to the upcoming new ways of working in April 2017 that the contacting of current TARAs is to be deferred until then.	
7.0	Feedback from TARA panel meetings (October - December)	
7.1	AP gave a summary of the TARA panel meetings from Oct – Dec 2016.	
7.2	<ul style="list-style-type: none"> ▪ <u>October</u> Information officers from Housing Leeds attended and a special session was held to show the panel how to set up a Facebook page for their relevant groups. Following this session a further more in depth session was held by Housing Leeds at Navigation House and more of these are due to be held in future. AP suggested that phases if the sessions could be divided into beginner and intermediate levels. TM to feed this back to the Information Team.	
7.3	<ul style="list-style-type: none"> ▪ <u>November</u> White Rose Energy and The Green Doctor attended to give advice on how to get the best plan for utility bills and a presentation was given on the White Rose Energy scheme as supported from Leeds City Council.	
7.4	<ul style="list-style-type: none"> ▪ <u>December</u> Lisa Keyworth attended and showed various examples to raise awareness of how Scams and Frauds can be circulated for the panel.	
7.5	AP advised that information has been uploaded to the website and requested for TM to check on the progress of leaflets being uploaded from the previous sessions.	TM
7.6	AP informed that the next TARA panel is Thursday 12 th January when a representative from Leeds Debt Forum and Money Buddies will be in attendance to advise the panel of ways their services can help those in need.	
8.0	Feedback from VITAL meetings (October – December)	
8.1	AP informed the board of previous discussions had at VITAL from Oct – Dec 2016.	
8.2	<ul style="list-style-type: none"> ▪ <u>October</u> Director of Environment and Housing Neil Evans attended and gave an overview of his role including his responsibilities in addition to council housing. He advised that in March 2017 he will become Director of Strategy and Resources for the Council and he will continue to lead on housing.	

8.3	<ul style="list-style-type: none"> ▪ <u>November</u> <p>Gemma Haynes from Housing Leeds Tenancy Fraud team provided VITAL with an overview of tenancy fraud - what it is, what impact it has and the work that is going on in Housing Leeds to tackle it. AP to email the presentation to the board.</p>	
8.4	<ul style="list-style-type: none"> ▪ <u>December</u> <p>Richard Ellis, Head of Finance for Environments and Housing presented the council's initial budget proposals for 2017/18.</p>	
8.4.1	<p>Gerard Tinsdale gave an update to VITAL of the Housing & Planning Act. AP mentioned that the government announced in November 2016 that the Pay to Stay element of the Act that required tenants to pay a market rent if their household income is more the £31k will no longer be mandatory.</p>	
9.0	The Finance Reports for Q3 16/17	
9.1	WC delivered a breakdown to the board of the Quarter 3 LTF finance reports.	
9.1.1	WC advised that on receipt of Januarys Bank statement, WC will attach the full detailed report with the minutes of this meeting.	WC
10.0	TARA Talk and LTF presence at TARA meetings	
10.1	AP informed the board of an upcoming TARA Talk event on Thursday 19 th January from 5pm – 7pm at St. Agnes Church Hall, Burmantofts, LS9 7UG.	
10.1.1	AP explained that this is a good opportunity for TARAs in the area to meet and talk about their individual groups, share ideas and share good practice.	
10.1.2	The event will be rolled out to the East and South part of Leeds in future, if anybody would like information on holding a TARA talk within their areas, please contact AP.	
11.0	Spring meeting – April 2017	
11.1	AP informed that the next Spring general meeting will be held: Saturday 22 nd April, 2017 at Oxford Place.	
12.0	Update from Housing Leeds	
12.1	IM provided the following Housing Leeds updates to the board:	
12.1.1	IM informed that additional resources are in place to WYCAS in order to help manage and finalise group accounts for the end of the 2016/17 financial year.	
12.1.2	IM assured the board that access to WYCAS is available to all groups as part of the service offer between LTF and Housing Leeds. IM informed that the service is there to help with general support and advice also.	
12.2	IM advised that Simon Jordan is now the Tenant Involvement contact for the TARA panel.	
12.3	IM gave reference to LTF for being well represented at Housing Leeds strategic VITAL group and have been involved with the development of the Tenant Involvement framework and having input into the budget consultation as a result of the 2017/18 proposals.	
12.4	AP informed that discussions are ongoing with Housing Leeds about the future of funding to LTF for the 2017/18 financial year.	

13.0	AOB	
13.1	AP informed that the next Executive Committee meeting will be on Monday 16 January, 2017 at 3.30pm.	
14.0	Date and Time of Next Meeting	
15.1	The next meeting will be on Monday 3 rd April, 2017 at 4pm. Venue: Civic Hall, Room 3, First Floor.	
Item No.	Summary of Actions	Owner
4.2	JP to send contact details to JG for Lisa Keyworth.	AP
5.5	TM to draft dates for Civic Hall availability for LTF meetings.	TM
7.5	TM to feedback to SL/SJ about website content from previous TARA panels.	TM
9.1.1	Full Q3 financial report to be attached with minutes of the meeting.	WC