

ANDREA PURDY – CHAIR LTF & QUEENSWOOD TARA, PEARL MCARDLE – SAXTON GARDENS TARA, MADDY HUNTER – BUTTON HILL TARA, KIM FRANGOS – NEW WORTLEY TARA, MAUREEN INGHAM – NEW WORTLEY COMMUNITY ASSOCIATION, SUSAN KERRIGAN – ST AUGUSTINE’S COURT TARA, SANDRA OGDEN – GAMBLE HILL, DAWN COLES – JOHN O’GAUNTS TARA, PATRICIA JACKSON – HUNSLET TARA, SUE CLIFFORD – LAKELAND COURT, MARGARET FOSTER – THORPE TARA, YVONNE CROWTHER – WHITE ROSE TARA, ROSE HODGKINSON – ROSEDALE PATCH (BITMO), SARAH WEBSTER – ROTHWELL TARA

**Leeds Tenants Federation
TARA Panel Meeting Minutes
Friday 15th July 2016
Westminster Buildings, New York Street, Leeds
4.30-6pm**

Name	Initials	Position
Andrea Purdy	AP	Chair LTF
Patricia Jackson	PJ	Hunslet TARA
Maddie Hunter	MH	Button Hill TARA
Susan Kerrigan	SK	St Augustine’s Court
Margaret Foster	MF	Thorpe TARA
Mick Dodds	MD	St Augustine’s Court
Jan Cleverly	JC	Housing Officer - Tenant Involvement
Sarah Lockwood	SL	Housing Manager – Tenant Involvement Team
Tracey McGarry	TM	Housing Assistant – Tenant Involvement (Minutes)
Apologies		
Rose Hodgkinson	RH	Rosedale Patch (BITMO)
Sandra Ogden	SO	Gamble Hill TARA
Kim Frangos	KF	New Wortley TARA
Sue Clifford	SC	Lakeland Court
Yvonne Crowther	YC	White Rose TARA

Item No		Owner
1.0	Introductions and Apologies	
1.1	AP opened the meeting and apologies were given for RH, SO, KF, SC and YC.	
2.0	Conflicts of Interest	
2.1	No conflicts of interest were raised.	
3.0	Matters Arising	
3.1	<u>3.1</u> – JC apologised for the delay and explained recent changes to her role. JC Said that the Training and Skills matrix will be sent out on Monday 18 July.	
3.2	<u>5.4</u> – Following the input that TARAs gave to Janet Miller regarding the Leaseholder consultation, JC explained that there is opportunity to be involved through the progress of the procurement process. Any panel member interested to contact JC.	
3.3	<u>5.7</u> – JC corrected the panel that the details to be shared were of the East Repairs Forum.	
3.4	<u>6.4</u> – TARA guide on agenda.	

3.5	6.6 –23 people had confirmed attendance at the TARA conference. JC committed to contacting previous attendees. AP suggested that Housing Leeds assist with contacting the TARAs, SL will check the workload capacity of the Housing Assistants.	SL
3.6	AP gave positive feedback of the Kirkstall Festival and mentioned that the event gave good opportunity for 20 new members to sign up to LTF.	
4.0	TARA Guide – first look at finished product	
4.1	AP circulated the final content of the TARA guide and confirmed that the document had gone to the print unit to be produced in a binder style.	
4.1.1	Copies of the printed version will be available at the Tenant Conference on Wednesday 27 July when the guide will be launched and AP clarified that all TARAs will have a copy provided.	
4.1.2	The panel agreed that the guide is a good start to anyone starting up a new group but is also a very useful tool to have to remind existing TARAs of beneficial information.	
5.0	Recruitment to the Panel	
5.1	Following the resignation from a number of members, the TARA panel are looking for new representatives to join.	
5.1.1	AP suggested that the TARA conference would give an opportunity for members to say a few words about their experience of what has been useful. AP feels that if members explain the benefits of being involved in a TARA it will help with encouraging others to take part. MF, PT and MD confirmed they would be happy to help.	
5.1.2	AP committed to reviewing the current membership and contacting the existing members of the panel to confirm they still wished to be members.	AP
5.1.3	AP suggested it would be useful if Housing Leeds social media and In the Loop advertised that places were available.	
5.1.4	MD reminded the panel that it is important to continue ensuring that geographic representation is maintained on the panel.	
6.0	Evaluation of Tenant Involvement Forums	
6.1	SL gave a presentation on how far tenant involvement has evolved in the last 12 months. SL covered the different styles of engaging with tenants and residents and the positive impact that is shown when consultations are involving the diversity within a community.	
6.1.1	SL explained that 750 tenants and residents are formally engaging through a group, and many prefer this type of engagement and this is still important to Housing Leeds.	
6.1.2	However, SL mentioned that there are other ways to interact with tenants that can open up further opportunities to hear the views and thoughts of the community.	

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6.1.3	SL spoke and showed pictures of some positive examples of how tenants and residents have been involved with consultation in their communities, especially to the groups of people who are under-represented.	
6.1.4	SL explained that VITAL have supported an evaluation into the tenant involvement service. Each tenant group will have the opportunity to answer the same questions in an open discussion and then each members of the groups will have a personal evaluation to complete.	
6.2	<u>The four questions for the panel to discuss were:</u> 1. What works well in this group? 2. What can be done differently? 3. What difference has been made to tenants and residents? 4. What are the group achievements?	
6.2.1	SL captured the points made from the discussion and the notes made will be fed-back to Housing Management and collated to give an overall report that will be presented to VITAL in the August meeting. SL circulated the personal evaluation forms for the panel to complete and return so SL could capture the views of each member individually.	
7.0	Any Other Business	
7.1	MF thanked SL for the help in resolving an issue that was raised at the previous meeting.	
8.0	Date of Next Meeting	
7.1	The next meeting will be held on Friday 16 th September 2016 at Westminster Buildings. Time : 4.30– 6.00pm	

Item No.	Summary of Actions	Owner
3.5	SL to check capacity for HAs to assist with contacting the attendees for TARA Panel.	SL
5.1.2	AP to review the current membership of the panel and contact members.	AP