

LTF TARA Panel: Andrea Purdy (LTF Chair & Queenswood TARA), Pearl McCardle – Saxton Gardens TARA, Madeline Hunter – Button Hill TARA, Wendi Carson – Queenswood TARA, Kim Frangos – New Wortley TARA, Maureen Ingham – New Wortley Community Association, Susan Kerrigan – St Augustine’s Court 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, Jeff Gantschuk – Westfield TARA, Ann Maughan – Sandringham TARA, Neruka White – Gipton Area Representative

Leeds Tenants Federation
MINUTES –TARA Panel Meeting

Friday 16 September 2016
Westminster Buildings, New York St
4.30 – 6.00pm

Name	Initials	Position
Andrea Purdy	AP	LTF Chair and Queenswood TARA
Patricia Jackson	PJ	Hunslet TARA
Maddie Hunter	MH	Button Hill TARA
Margaret Foster	MF	Thorpe TARA
Jan Cleverly	JC	Housing Officer - Tenant Involvement
Tracey McGarry	TM	Housing Assistant – Tenant Involvement (Minutes)
Jackie Worthington	JW	Secretary of Leeds Tenants Federation
Neruka White	NW	Gipton Area Rep
Sue Clifford	SC	Lakeland Court TARA
Jeff Gantschuk	JG	Westfield TARA
Ann Maughan	AM	Sandringham TARA
Rachel Moore	RM	Carers Leeds
Apologies		
Michelle Fieldhouse	MF	St Lukes TARA
Sue Howarth	SH	Leeds Federated Housing Association Rep
Sue Kerrigan	SK	St Augustine’s Court
Pearl McCardle	PMc	Saxton Gardens
Sarah Webster	SW	Rothwell TARA
Sarah Lockwood	SL	Housing Leeds

Item No		Owner
1.0	Introductions and Apologies	AP
1.1	AP opened the meeting and apologies were given. AP announced that Sandra Ogden had decided to withdraw from further involvement on the TARAs Panel and Management Board.	
2.0	Conflicts of Interest	AP
2.1	AP explained this item on the agenda to new panel members.	
2.1.1	No conflicts of interest were raised.	
3.0	Matters Arising	AP
3.1	3.5 - SL to check capacity for Housing Assistants to assist with contacting the attendees for TARAs Panel. Completed.	
3.2	5.1.2 - AP to review the current membership of the panel and contact members. Ongoing. JG gave positive feedback on the production of / usefulness of the TARAs Guide.	

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3.3	This has been echoed by Involvement Officers who have shared The Guide with their TARAs.	
3.4	MH requested a copy for a new group in her area. AP confirmed that the document is available online and is able to be printed. JC mentioned that a list of the TARAs who have a copy of the TARAs Guide is recorded. This will enable other TARAs to receive The Guide via their Tenant and Community Involvement Officer. JC will send out an up-to-date copy of the Tenant Involvement Officers to panel members	TM
3.5	<p>JC shared the outcomes from the recent TARA conference:</p> <ul style="list-style-type: none"> ▪ A digital provision is planned at Lincoln Green Community Centre over a 26 week programme part funded by the inner east HAP with match funding from the Wellbeing Fund to be confirmed. ▪ A 10 week digital course is starting at Neruka’s Soup Kitchen in October – match funding from the inner east HAP / Wellbeing Fund is confirmed. ▪ The Greendoctor will be delivering additional sessions and attending the inner east HAP meeting in October. ▪ NW gave an overview of the positive opportunities at the event. <p>AP asked that these outcomes be shared with Housing Leeds as part of the evaluation of the TARA Conference. JC confirmed this has taken place</p>	
4.0	Carers Leeds – How to help you and your communities	RM
4.1	Rachel Moore gave a presentation to the panel of Carers Leeds’ services and how it supports carers. RM gave details about how the service can be accessed and the different profiles of carers.	
4.2	TM spoke about her personal experiences and found the presentation helped to recognise the roles of carers. She identified how helpful the service can be to so many people across Leeds, especially where sometimes no medical diagnosis had been confirmed or where no other agencies were involved. TM mentioned this would support a lot of young families who care for a child with additional needs and who could benefit from a non-judgemental person to speak with from time to time.	
4.3	PJ shared some positive feedback about how the service has helped people within her local community.	
4.4	RM explained that Carers Leeds is a registered charity and has a contract with Leeds City Council. It can access funding through the NHS and clinical commissioning groups. MF suggested promoting the service through GP surgeries and RM spoke of the ‘yellow card service’ that GPs use to signpost patients.	
4.5	AP asked the group to think about how the TARAs can become more aware of Carers Leeds. JC captured some key points from the panel to form a Communication Action Plan for the panel going forward. RM agreed to provide a Carers Leeds leaflet for the TARAs Panel to share with their members / communities. JC will email the leaflet to TARAs citywide along with useful web links from the Carers Leeds website. She will post the leaflet to panel members who are not online	
4.6	The panel thanked RM for a really informative and useful presentation and RM shared her email address to the group. RM is happy to go along to individual TARAs and groups to give extra talks to promote the volunteer run Carers Leeds charity.	

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5.0	Communication Plan – Open Discussion	ALL
5.1	<p>Following on from the previous agenda item, the panel discussed the possible ways that communication links can be made to ensure TARAs are aware of services, such as Carers Leeds, and other agencies / services that have presented at the panel.</p> <p>Their ideas included:</p> <ul style="list-style-type: none"> ▪ Production of a factsheet / leaflet – which can be shared with the TARAs Panel via email and post. Panel members will share this information with their members / community. ▪ Leaflets will be shared with other TARAs citywide to share with their members and other groups within their community. ▪ Tenant Involvement Officers will distribute / share information leaflets in local community centres / housing offices etc. ▪ Use of social media tools – Facebook/Twitter and links to the LCC pages to gather a following and network as widely as possible. ▪ Make use of Community noticeboards to display / share information. ▪ Link in to schools / mum & tots / activity groups to attract family and parent audiences. ▪ Create a quarterly TARA Panel newsletter to celebrate the achievements and include information of event dates and training opportunities etc. ▪ TARAs Talk sessions in local areas to network and share good practice and ideas of what has been happening in other areas. ▪ Dedicated Information Champion volunteers from amongst the panel members to work on / communicate information about issues / projects (e.g. - to assist with getting a channel within surgery waiting rooms to deliver community involvement projects etc.) 	
5.0	TARA Panel – 1 year anniversary	AP
5.1	<p>AP explained that VITAL have supported an evaluation into the tenant involvement service. All citywide groups were given the opportunity to discuss the following four questions:</p> <ol style="list-style-type: none"> 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? 	
5.1.1	All the comments from the TARAs Panel were fed back to Housing Management and collated to give an overall report of tenant involvement that was presented to VITAL in the August meeting.	
5.1.2	TM advised the panel that the evaluation notes captured in the previous TARAs Panel meetings have been included within the papers for information.	
6.0	Forward Plan to March 2017	ALL
6.1	Members were presented with the TARAs Panel forward plan for Sept 2016 – Mar 2017. The panel were happy with the layout of the plan and the topics suggested for discussion.	

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7.0	Any Other Business	ALL
7.1	None	
8.0	Date of Next Meeting	
	<p>The next meeting will be held on Friday 14th October 2016 at Westminster Buildings. Time: 4.30– 6.00pm. Helen Seddon and Dawn Appleyard from the Communication Team will do practical demonstrations and tasks to enable the panel to develop and use Social Media.</p> <p>Please bring any equipment you may have – e.g. smart phone, tablet, laptop etc. - to the meeting to practice social media skills. Equipment will be provided for those who don't have their own access to this equipment.</p>	

Item No.	Summary of Actions	Owner
3.4	JC will send out an up-to-date copy of the Tenant Involvement Officers to panel members	JC
4.5i	RM agreed to provide a Carers Leeds leaflet for the TARAs Panel to share with their members / communities.	RM
4.5ii	JC to send out the leaflet to TARAs city wide along with useful web links from Carers Leeds website. She will post the leaflet to panel members who are not online	JC