

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), Tony Hepworth (TH), Sue Clifford (SC), Patricia Jackson (PJ), Alan Mann (AM), Dennis Moody (DM), Mick Dodds (MD)

**Leeds Tenants Federation Management Board**  
**Monday 2<sup>nd</sup> October 2017**  
**at Committee Room 1, Civic Hall, 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
Maddie Hunter	MH	Board Member
Wendi Carson	WC	Treasurer
Tony Hepworth	TH	Board Member
Roderick Morgan	RM	Board Member
Alan Mann	AM	Board Member
Dennis Moody	DM	Board Member
Mick Dodds	MD	Mick Dodds
<b>Apologies</b>		
Ian Montgomery	SL	Housing Leeds - Tenant Involvement Manager
Jim Ojelade	JO	Board Member
Pat Jackson	PJ	Board Member

<b>Item No.</b>		<b>Owner</b>
<b>1</b>	<b>Introductions and Apologies</b>	
1.1	Apologies were made for Jim Ojelade, Pat Jackson and Ian Montgomery.	
<b>2</b>	<b>Conflicts of interest</b>	
2.1	No conflicts of interest were raised.	
<b>3</b>	<b>Minutes of the previous meeting</b>	
3.1	The board agreed that the minutes were a true record.	
<b>4</b>	<b>Matters Arising from the previous minutes not on the agenda</b>	
4.1	All matters arising are covered by the agenda.	
<b>5</b>	<b>Finance</b>	
5.1	Money in the bank at the end of September was £9,021.73.	
5.1.1	LTF received the rest of the monies from Housing Leeds for 17/18. This was paid in one deposit instead of quarterly, as previously supplied. It will be provided as one	

	deposit in the future.	
<b>6</b>	<b>Governance</b>	
6.1	<p>At the AGM held on the 23<sup>rd</sup> September, 2 directors stood down and 3 new ones were elected.</p> <p>Outgoing: Neruka White and Jeff Gantshuck New: Alan Mann, Dennis Moody and Mick Dodds.</p>	
6.2	<p>AP had already confirmed the individuals leading on topics for the organisation and the following were agreed at the July meeting:</p> <p>WC    Mental health / Funding JC    Homelessness TH    Health and Safety and First Aid MF    Disability / Funding SC    Older people MH    Homelessness / Funding JO    Tenant welfare and welfare reform PJ    Communications and raising LTF profile RM    Communications and raising LTF profile</p> <p>The new directors elected at the AGM will be leading/supporting on the following topics:</p> <p>AM    Community welfare issues and anti-social behaviour MD    Older people DM    Disability</p> <p>AP would support them all on all topics.</p>	
6.3	AP thanked the outgoing directors for all their help and support.	
<b>7</b>	<b>Feedback from the TARA Panel meetings</b>	
7.1	<p><u>July</u> – the topic was funding and Voluntary Action Leeds went through the resources available via the Funding Leeds portal at <a href="https://www.idoxopen4community.co.uk/lcc">https://www.idoxopen4community.co.uk/lcc</a>. A summary of other sources is being produced to share with groups.</p>	
7.2	There was no meeting held in August.	
7.3	<p><u>September</u> – the topic was the Private Rented Sector and Joanne Hartley talked about the information and help available for tenants in this sector from Housing Leeds Private Rented Sector team. Contact e-mail: <a href="mailto:prs.housing@leeds.gov.uk">prs.housing@leeds.gov.uk</a></p>	

<b>8</b>	<b>Feedback from VITAL meetings</b>	
8.1	<u>July</u> – Fire safety was a major topic on the agenda after the terrible tragedy at Grenfell Towers in June. Housing Leeds updated on the work done on materials testing and the consultation with all high rise blocks.	
8.2	<u>August</u> – we discussed Fire Safety assurance and looked at the Tenant Engagement Framework.	
8.3	<u>September</u> – Yvonne Craggs told us about the Rent First initiative, to try and get in as much rental income as possible. The Housing Leeds Annual Report was also shared for comment before its publication.	
<b>9</b>	<b>Review of policies</b>	
9.1	LTF policies will be reviewed and updated to reflect any changes since their last review (which for some hasn't been for a long time) by the end of March 2018	<b>AP</b>
<b>10</b>	<b>TARA visits schedule</b>	
10.1	Further visits to groups have been scheduled for Q3.	
10.2	The issue of data sharing has meant that there has been wasted effort trying to contact groups that may no longer exist. Details are being updated as we receive responses or intelligence about closed groups.	<b>AP</b>
<b>11</b>	<b>TARA Talk and the TARA Conference</b>	
11.1	TARA Talk West was held on 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 were invited to hear about LTF and what we can offer and to share their ideas and best practice. Food and refreshments were provided.	
11.1.2	An event in the south of the city is scheduled for Q3.	<b>AP</b>
11.2	The 3 <sup>rd</sup> Annual TARA conference will be held at Oxford Place on the 18 <sup>th</sup> October. Speakers will be Parent Champions, TPAS and Hope for Justice. All groups have been invited.	
<b>12</b>	<b>Local Federation networking</b>	
12.1	Plans were discussed to do more networking with local Tenant Federations to facilitate support and share best practice.	
12.1.1	AP to initiate discussions with other Federations to find out if they want to be involved.	<b>AP</b>

<b>13.</b>	<b>Update from Housing Leeds</b>	
13.1	There was no update from Housing Leeds as a member of staff was not available to attend.	
<b>14</b>	<b>Other issues</b>	
14.1	<u>Landlords Conference</u> – this usually takes place in November. Tickets for 2 Board Members to attend will be sourced.	<b>AP</b>
14.2	<u>Xmas meal</u> – WC will be organising the LTF Xmas meal. This is free to all Board Members.	<b>WC</b>
<b>15</b>	<b>Any other business</b>	
15.1	MF fed back about her attendance at the BITMO AGM. Some interesting information was shared, particularly about foodbanks and some contacts made.	<b>MF</b>
<b>16</b>	<b>Date and Time of Next Meeting</b>	
15.1	The next meeting will be on Monday 8th January 2018 at 4pm. Venue: Committee Room 3, Civic Hall, Leeds.	
<b>Item No.</b>	<b>Summary of Actions</b>	<b>Owner</b>
11.1.2	Tara Talk South to be arranged for Q3	AP/HL
12.1.1.	Initiate discussions with local Federations	AP
14.1	Landlords Conference tickets to be obtained	AP
14.2	Xmas meal to be arranged	WC