

Andrea Purdy (AP) – Chair, Phillip Metcalfe (PM) - Deputy Chair, Wendi Carson (WC) – Treasurer, Jackie Worthington (JW) – Secretary, Madeline Hunter (MH), Sandra Ogden (SO), Jim Ojelade (JO), Roderick Morgan (RM), Joe Salmon (JS), Neruka White (NW), Sarah Webster (SW)

Leeds Tenants Federation Management Board
Monday 4th April 2016
Westminster Buildings, Leeds LS2 7DT

MINUTES

In Attendance	Initials	Position
Andrea Purdy	AP	Chair
Phil Metcalfe	PM	Vice Chair
Jan Cleverly	JC	Tenant Involvement Officer
Maddie Hunter	MH	Board Member
Joe Salmon	JS	Board Member
Roderic Morgan	RM	Board Member
Amanda Britton	AB	Tenant Involvement Service Manager
Tracey McGarry	TM	Housing Assistant – Tenant Involvement (Minutes)
Apologies		
Wendi Carson	WC	Treasurer
Jackie Worthington	JW	Secretary
Jim Ojelade	JO	Board Member
Neruka White	NW	Board Member
Sarah Webster	SW	Board Member

Item No.		Owner
1.0	Introductions and Apologies	
1.1	AP opened the meeting and apologies were given on behalf of WC, JW, JO, NW and SW.	
2.0	Conflicts of interest	
2.1	No conflicts of interest were raised.	
3.0	Minutes of the previous meeting	
3.1	The board approved the minutes as a true record.	
4.0	Matters Arising from the previous minutes not on the agenda	
4.1	AP informed the Board that funding will reduce in 2017/18 as Housing Leeds will no longer be supporting the cost of LTF accommodation. Housing Leeds will continue to provide for the work LTF carry out for tenants.	
4.1.1	AP mentioned that Wendi Carson and Jackie Worthington are searching for other sources of funding that LTF can apply for.	
4.1.2	Options for other locations are being explored although these will be dependent of costs. JS advised the board of some low cost offices situated at Ebor Court. AP said that Housing Leeds had committed to providing admin support and booking of rooms for LTF if it is agreed that LTF decide to stay within a permanent office space or not. Further discussions will be needed.	

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4.2	WC and JW have both attended courses for minute taking and Quickbooks training.	
4.3	AP said that a cheque for £35K had been handed over to AB covering historical unspent funding.	
4.4	LTF have attended the Homelessness forum and a new homeless strategy is being launched in April. More information will be given at the Spring meeting.	
4.5	JC mentioned that no comments of concern were raised relating to the service offer.	
4.6	2 new banners are being produced and photographs are to be agreed. Consent for the taking of photographs was discussed and AB said that at Navigation House, although members have previously signed photograph permission a sign goes up in the meeting to let people know that cameras are to be present so they can opt out of being included on pictures etc.	
5.0	Future of LTF – New Partnership Agreement and proposals for 16/17	
5.1	The new partnership between Housing Leeds and LTF has been signed, and a meeting to discuss the service plan for 2016/2017 has been planned for 21 st April 2016. Due to funding reductions from 1 April 2017 LTF will no longer receive support from Housing Leeds for accommodation charges, although will support with arranging locations for meetings as well as providing necessary literature.	
5.1.1	WC and JW are looking into possible external funding sources.	
5.1.2	The option of not having a permanent office for LTF was discussed and the savings that can be made from not paying the building running costs.	
5.1.3	AP informed that the current webmail servers are being looked at to see if they can connect to a cloud base system which will enable access to files through internet connection.	
5.1.4	The board discussed the pros and cons of each of the options and the responsibilities that come with running a permanent office versus more of a mobile approach to working.	
5.1.5	AP suggested that there is possibility of post being sent to a freepost address and the provision of a mobile phone being supplied.	
5.1.6	A smaller room within Westminster Buildings was suggested to keep as a base. AP will retrieve details of the cost to use the premises.	AP
5.1.7	JS committed to sending details of the office costing for Ebor Court across to AP.	AP
6.0	Feedback from the TARA Panel meetings (Jan – Mar) – minutes attached	
6.1	3 panel meetings that have been held since January 2016 and the minutes were discussed.	
6.2	A new version of The Guide for TARAs is being produced to ensure that it includes as much help and useful information for groups. This will be launched at the TARA conference on 27 July 2016 during Tenant Involvement Week.	
6.3	AP announced that she had given details and promoted the Housing Summit that	

	took place on 12 March 2016 after meeting with Steve Skinner from ‘Hands Off Our Homes.’	
6.4	JS raised concerns about people not having direct details to contact their local TARA or a list of all TARAs being available. AP and JC responded to JS and assured her that contact details can be requested through Housing Leeds. AB said that new tenants will have the name of their local TARA included on the front of their sign-up packs.	
6.5	AP clarified that LTF do not have permission to share personal details due to the Data Protection Act. Not all TARAs can be contacted through email due to personal choice. JC informed that even with additional support from JS the suggestion to contact all TARA members is a task that will have a large impact on workloads due to the details being on a separate database which is on Access for use by LTF.	
6.6	AP said that some groups may decide to use social media to publicise their individual group but this is not desired by all of the TARAs. Although the board agreed that an updated version of TARA contacts is desirable/essential.	
6.7	AP updated the board about the working group meeting on 15 April that will go ahead instead of the TARA panel to focus solely on the guide content.	
7.0	Feedback form VITAL Meetings (Jan – Mar)	
7.1	The minutes for VITAL are on Housing Leeds website.	
7.2	Made in Leeds TV came along to the meeting to interview members Jo Hourigan and Tracey McGarry on their representation at VITAL. They also spoke to Amanda Britton for the Housing Leeds perspective. The reporter then filmed the group whilst during the meeting and showed clips of conversations taking place.	
7.3	VITAL have also had a press release within the Yorkshire Reporter newspaper.	
7.4	AP confirmed that VITAL discussed and signed off the Housing Leeds training offer.	
7.5	An update of the Tenant Involvement Strategy was presented to the group.	
7.6	AP reminded the meeting that Tenant Involvement Week will start on Monday 25 July 2016.	
8.0	Feedback from Homelessness Forum meetings	
8.1	A representative from Housing Leeds will present the new Homelessness Strategy to the Spring Meeting on 30 th April. The next Forum meeting is in July.	
9.0	Private Sector inclusion: Trial to extend TARAs in 3 areas - progress	
9.1	AP mentioned that inclusion of the private sector will begin in Summer with the support from Cllr Hamilton.	
10.0	Housing Leeds Service Offer	
10.1	AB confirmed that the Housing Leeds Service Offer went to VITAL on 16 March 2016 with Roisin Donnelly giving an update. VITAL provided further feedback and the finalised version will be presented to SLT before it is launched as a public document.	

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11.0	The Finance Reports for Q4 15/16	
11.1	The board was presented with the invoice summary and profit / loss figures for January and February 2016. JC explained that petty cash figures were not included on the reports although is recorded on the reconciliation for February.	
11.1.1	JC explained that a refund of £123.29 will be coming back to LTF due to the over-estimation regarding utility billing.	
11.1.2	JC explained that she is planning a date to meet with Claire Welling from WYCAS with WC to tidy up issues.	
11.1.3	The finance report was agreed as a true record.	
12.0	Update from Housing Leeds	
12.1	AB updated the board that the monthly newsletter has gone out to tenants with information about the consultation for the proposed Lettings Policy. AP requested a copy for the 30 April 2016 Spring meeting.	
12.2	The delivery of training courses will be 'in house' on as many dates as possible and some courses will be available to download online. AB mentioned that material can be adopted from other training sessions and composed into modules. Promotion of the courses being offered will be signposted nearer the time.	
13.0	Spring Meeting and TARA conference	
13.1	The Spring meeting will take place on 30 April 2016 with attendance from Sarah Kemp to deliver a presentation on Welfare Reform and its impact on the private sector. Kath Bramall will be presenting the Local Lettings Policy consultation. Phil Windle will talk about the new Homelessness Strategy.	
13.2	JC and PM confirmed that the Health and Safety checks have all been undertaken at the venue.	
13.3	The TARA conference will begin at 6.00pm on Wednesday 27 July 2016 at St. Georges Hall. Refreshments will be available from 5.30pm and will include the launch of the updated TARA guide. Attendees should confirm with JC.	
14.0	Update on LTF downsizing / Inventory and Archive Tasks outstanding	
14.1	Moving forward JC and TM have a plan to archive the backlog of LTF admin files. TM will be assisting with typing up and adding relevant information and documents electronically.	
15.0	Any Other Business	
15.1	AP said that she was approached from Wakefield District Housing (WDH) at a recent conference and was asked to offer advice on the setting up of TARAs, as there were none at present. They explained to AP that there was tension in some communities. AP explained to WDH about tenant involvement in Leeds and advised them to make contact with a previous member of LTF who is now based in Wakefield.	

Item No.	Summary of Actions	Owner
5.1.6	AP to retrieve charge for using the smaller premises in Westminster Buildings.	AP
5.1.7	JS to get quote for Ebor Court office space.	JS