

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 8th January 2018
at Committee Room 3, Civic Hall, Leeds

MINUTES

In Attendance	Initials	Position
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
Patricia Jackson	PJ	Board Member
Alan Mann	AM	Board Member
Apologies		
Ian Montgomery	SL	Housing Leeds - Tenant Involvement Manager
Jim Ojelade	JO	Board Member
Dennis Moody	DM	Board Member
Mick Dodds	MD	Board Member

Item No.		Owner
1	Introductions and Apologies	
1.1	Apologies were made for Jim Ojelade, Mick Dodds and Dennis Moody.	
2	Conflicts of interest	
2.1	No conflicts of interest were raised.	
3	Minutes of the previous meeting	
3.1	The board agreed that the minutes were a true record.	
4	Matters Arising from the previous minutes not on the agenda	
4.1	All matters arising are covered by the agenda.	
5	Finance	
5.1	We are expecting to hit our budget target for 17/18, if no unexpected bills arise. This will still leave us with our contingency fund. We will be meeting Housing Leeds to discuss budgets for 18/19 and expect to get around £10,000.	

6	Governance	
6.1	We need to review all our policies and updated versions will be tabled at the April meeting, to be agreed by the Board.	
6.2	Discussions around the frequency of Board Meetings and communication between Board Members were had. The Board agreed that the current quarterly timetable would remain but could be revisited at any time. Bi-monthly was also suggested.	
6.3	With regards to communications between the Board Members, we all should put more effort into keeping each other updated on issues and events. Board Members can send updates to the Chair and she will e-mail/post to others. AM suggested that Board Members could provide updates of what has been happening in their topics.	
6.4	It was suggested by the Chair that a monthly update e-mail could be sent out. She will look in to starting that for 18/19. This could also be sent to local groups and members with e-mail addresses.	
8	Feedback from the TARA Panel meetings	
7.1	There was no meeting in October because the TARA Conference was held the week after.	
7.2	<u>November</u> – the topic was the Personal Independence Payments and Yvonne Craggs talked about the information and help available from the Enhanced Income Team in Housing Leeds. Those claiming need to phone 0800 917 2222 and a form will be sent out on which a claimant can describe the impact of a disability or health condition on specific daily living and mobility.	
7.3	<u>December</u> – with the cold weather we heard about Winter Friends from Richard Porter and Jenna Robinson. Resources such as indoor thermometers can be ordered by local groups from Richard.Porter@leeds.gov.uk The Warmth for Wellbeing scheme also offer free home visits to those who need advice on heating their home.	
9	Feedback from VITAL meetings	
9.1	<u>October</u> – We had updates about fire safety assurance, the new lettings policy and changes to tenancy agreements. New agreements are expected to clarify some issues and come into effect in April 2018.	
9.2	<u>November</u> – The last meeting of the Housing Advisory Board was on the 21 st November. Options are being considered on how to avoid duplication and align any current boards to scrutiny and the Housing Strategy. Any new boards are expected to start after the elections.	

9.3	<u>December</u> – Head of Finance, Richard Ellis, talked to us about the potential budget for 18/19 which is to be agreed by Council in February 2018. There were proposed rises to High Rise and Sheltered charges. Housing Leeds has a significant shortfall in its HRA due to the imposed reduction in rents, which will continue for 2 more years.	
10	TARA Talk South and TARA Panel 18/19	
10.1	We tried to host a TARA Talk South event in December 2017 but there was little interest. Another attempt will be made in Q4.	AP
10.2	A new set of topics is being gathered for 18/19 with the first meeting in April. All suggestions and ideas welcome.	
11	Update from Housing Leeds	
11.1	The contract with WYCAS has been renewed for £10,000 per year to support local groups that receive Housing Leeds grants.	
11.2	TPAS membership has also been renewed. This gives free access to all groups supported by Housing Leeds, including Leeds Tenants Federation for tenant engagement advice and information.	
11.3	The Tenant Engagement Strategy is being reviewed and with it the roles and support for citywide groups as part of VITAL. Leeds Tenants Federation underwent its review a couple of years ago.	
11.4	The running and membership of local Housing Advisory Panels is also under review, trying to open out access to the wider community. Also how Community Committees and HAPs can work together more effectively, whilst recognising that funding comes from different sources. The quality of work carried out under HAP bids is also being scrutinised, to ensure we get the best value for money and that it is consistent and timely. Budgets for HAPs will remain the same as last year.	
11.5	There will be further investment in the High Rise Strategy and pilots for providing free Wi-Fi and digital notice boards in blocks. Sheltered blocks are not within this scope at the current time.	
11.6	Housing Leeds is currently investing in a new IT system to replace current old, disparate systems, to provide a better experience for tenants when they are reporting repairs, paying rents etc.	
11.7	Housing Leeds have taken on 55 new staff.	
12	Feedback from other Q3 events and meetings	
12.1	We attended the Landlords Conference in November. There was a lot of positive feedback about the event and we networked with other organisations.	AP

12.2	Thanks to WC for organising this year's Xmas dinner.	
12.3	AM attended a Prevent Strategy meeting on how to help de-radicalization of Islamic and far right sympathies in our communities. Community representatives and faith organisation attended. There were presentations from the Home Office and various workshops on fake news, media and how to improve communications.	
13	Date and time of next meeting	
13.1	The next meeting will be on Monday 9th April 2018 at 4pm. Venue: Committee Room 5, Civic Hall, Leeds.	