

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 9th April 2018

in Committee Room 5, Civic Hall, Leeds

MINUTES

In Attendance	Initials	Position
Andrea Purdy	AP	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
Jim Ojelade	JO	Board Member
Mick Dodds	MD	Board Member
Peter Greenwood	PG	Housing Leeds
Apologies		
Alan Mann	AM	Board Member
Maddie Hunter	MH	Board Member
Dennis Moody	DM	Board Member
Margaret Foster	MF	Vice Chair

Item No.		Owner
1	Introductions and Apologies	
1.1	Apologies were made for Alan Mann, Maddie Hunter, Dennis Moody and Margaret Foster.	
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	Some clarification was given around what is happening around some of the council office moves: Some services are being moved to the newly refurbished Merrion House to save money – this includes the One Stop on Great George Street.	

	Housing Leeds, Property and Contracts, Health and Housing and the Private Rented Sector team will remain in Navigation House.	
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 have met Housing Leeds to discuss budgets for 18/19 and expect to get around £9,500, showing a 5% efficiency saving as contribution to the housing budget shortfall. The budget is likely to continue at the level until the cap on rents is lifted when there may be more money available.	
6	Governance	
6.1	All our policies have been updated and were shared with Directors by e-mail or by hard copy at the meeting. Hard copies will be sent to Maddie Hunter.	
6.2	The Chair went through all the policies and Directors were asked to forward any comments or suggested changes to the Chair as soon as possible.	
7	Update from Housing Leeds	
7.1	HL tenancy agreements have been changed and all tenants have been sent copies of proposed new content. Actual changes will commence in the summer. On the whole there is little new content, more clarification on what is expected around issues such as the pet policy, tenant behaviour, keeping gardens tidy etc. This enables Housing Leeds to take more robust action against poorly behaved tenants.	
7.2	The Annual Home Visit form is being revised and we have seen the proposed new form at VITAL. AP raised concerns about data protection and the new regulations as this means tenants can ask to see what is being written about them. Tenants should ask to see the content before signing the form.	
7.3	High Rise Strategy – trialling free wi-fi at 4 blocks in the city promoting digital inclusion. Digital notice boards also proposed.	
7.4	New Housing Leeds IT solution is progressing with access being phased in for various modules e.g. rents, repairs, lettings etc.	
7.5	There is an ongoing review of the Housing Area Panels.	
8	Feedback from the TARA Panel meetings	
8.1	The January TARA Panel topic was Crime and Prevention and David Lawson talked to us about staying safe and protecting ourselves and our homes. A presentation is available.	

8.2	The February TARA Panel topic was mental health and we found out about all the help and services available in Leeds from Engage Leeds.	
8.3	There was no meeting in March.	
9	Feedback from VITAL meetings	
9.1	<u>January</u> VITAL provided feedback to the budget proposals and performance measures for reporting action from the STAR survey of tenants. We also heard about progress with the new IT system.	
9.2	<u>February</u> Cllr Barry Anderson was invited along to talk about the Scrutiny Board and links to VITAL.	
9.3	<u>March</u> The tenancy agreement changes and the new Annual Home Visit form were the major topics in March. All minutes are available at https://www.leeds.gov.uk/residents/housing/council-housing/getting-involved/vital	
10	TARA visits Q1 and support for emerging groups	
10.1	We were asked to help the setting up of the Kingsway TARA in Drighlington by attending their meeting and advising on policies and procedures.	
10.2	We have also been asked to attend the meeting of a new group in Ireland Wood and are planning to go to the Methley and Mickletown TARA as a result of the TARA Talk south event.	
11	Training and appraisal discussions	
11.1	This is an annual task around Q1. AP will be in contact with individuals to have this discussion and come up with action plans for 18/19.	
11.2	Directors should also think about what training (if any) they would like so we can see if this can be arranged.	
11.3	Training on social media has been offered and we will be arranging a date for those Directors who are interested and have suitable access to the internet.	
12	Feedback from Q4 events and meetings	
12.1	4 Directors attended a meeting at Rotherfed on 26 January about social housing. There were 4 workshops.	

12.2	We held a TARA Talk South event on 15 th March in Middleton. The event was well attended by groups and many issues and best practice were shared, with networking opportunities.	
12.3	AP met Mandy Sawyer to review work done in Q3. Housing Leeds are very happy with progress.	
13	Q1 events	
13.1	LTF General meeting will be held on 21 st June 2018. Suggestions for topics are welcome.	
14	Any other business	
14.1	None.	
Next meeting		
Monday 1 st October 2018, 4.30-6pm, venue to be confirmed.		

Actions		
6.2	Any comments on policies to be sent to the Chair.	All