

3.0	Minutes of the previous meeting	AP
3.1	<u>4.2- AP to chase factsheet information from VAL.</u> Ongoing. PJ volunteered to make effort to get in touch.	
3.2	<u>4.5- AP send paper to Cllr Coupar regarding the Cleaner Neighbourhoods team.</u> Ongoing	
3.3	<u>5.2.1- AP to raise issues with fly-tipping. MF to forward photographs.</u> Ongoing	
3.4	<u>7.12- YC to send contact details out for the Income Officers.</u> TM to check if this can be completed.	TM
3.5	<u>9.1- TM to circulate invites for South TARA Talk event on 6th December.</u> TM explained that although emails were sent to all those on the spreadsheet, unfortunately due to low numbers, the event has had to be rescheduled for after the New Year. TM will be in touch once details have been finalised.	
3.6		
3.7	<u>9.2- AP to finalise arrangements for the LTF directors Christmas meal.</u> AP and those who attended informed that the event was well attended and enjoyed.	
3.8	<u>9.4.2- AP to update the panel with progress from December's VITAL meeting</u> The panel agreed that this item can be covered on the agenda.	
4.0	Feedback from Julys meeting – Funding Leeds	
4.1	The panel expressed that they felt the previous meeting was very informative and many found it interesting hearing from Yvonne Craggs in the Income team and gained a lot from the experiences that were shared from panel members.	
4.2	MH mentioned that she had been in contact with someone out of the meeting and found this helpful.	
5.0	Winter Friends – Richard Porter/Jenna Robinson	
5.1	RP and JR introduced themselves to the panel and guided members through the presentation handout informing others how to advice vulnerable people to 'Stay Well this Winter' and be a network of Winter Friends.	
5.2	RP addressed the importance of indoor temperatures with homes and showed the risks to health that can be caused when the room temperature decreases from the Department of Health recommended 21°C.	
5.2.1	RP circulated indoor thermometers to the panel that are included within the available free pack. RP advised that the panel can get in touch to order these packs for local groups and reassure that order forms are included – Richard.Porter@leeds.gov.uk .	
5.3	RP distributed a winter wellbeing checklist to ensure that the correct interventions are being considered when people come across a vulnerable person throughout adverse cold weather. The panel felt that this is a very useful tool to use and told how it helps to reassure that the right questions are asked for more effective signposting.	
5.4	RP spoke of other agencies that are linked in to the campaign; Warmth for Wellbeing and Green Doctors Scheme, further information and contact details are included in packs.	

5.4.1	JR spoke to the panel about the focus to involve more third sector agencies and visits scheduled to Adult Social Care, Housing teams and the Contact Centre staff.	
5.5	The panel discussed some experiences and TM suggested that advice is supplied to all ages and to include thermostat control to reassure that those on a low budget can heat their home effectively without a result in high cost.	
5.5.1	RP advised that the Warmth for Wellbeing scheme offer a free home visit who can offer advice on heating the home and talk through any concerns or worries.	
5.6	JR mentioned experience of elderly tenants losing confidence after a fall in the home and advised that there is an Adaptations service can be accessed through Leeds City Councils Contact Centre 0800 1884000.	
5.7	MF spoke of free flu jabs and had concerns that although these are available at local community centres it can be difficult for some people to access especially in snow/ice conditions.	
5.7.1	JR mentioned that people are able to order prescriptions online and can request a delivery service of medicines through speaking with the registered GP surgery.	
5.8	PMA asked about the previous provision of Winter Warmth packs and RP informed that on evaluation it showed that with the finance cuts the new approach to Winter Friends has proven to be more effective and reaches a broader range of people.	
5.8.1	PG informed that a large surplus of 2016 winter packs were available for Housing Officers to distribute at their discretion and provision is available if an emergency situation is identified.	
5.8.2	SC advised that instructions should be provided to homes with storage heaters and tenants should be well informed of the kitchens manual heating systems through the viewing process. PG committed to feedback this comment to the Housing Leeds lettings team.	PG
6.0	Communication with other groups	
6.1	The panel discussed the effective ways that the information that has been shared in the meeting can be communicated wider with the citywide TARAs and groups.	
6.2	Suggestions that were agreed were: <ul style="list-style-type: none"> ▪ Promoting on Leeds Tenants Federation Facebook page. ▪ Sharing through social media to local TARA pages. ▪ Check quantity of packs required for each local group and request these from the Public Health Resource Centre. ▪ TM to send email with attachment of quantity form to those on spreadsheet. 	TM
8.0	Any Other Business	
8.1	WC requested support to a known vulnerable tenant who is suffering with mould in the property. PG requested the address from WC so that he can pass this to staff.	PG
8.2	PMC spoke of there being no representation at his local TARA from councillors, police, nor the housing teams. PMC continued to inform that although he was assured that the Police would be in attendance at the most recent meeting, they failed to attend with no apologies made. PMC reassured that good support has been received through Housing staff and Councillors.	

8.2.1	PG has had no experience of this occurring at other meetings without explanation and other panel members had not had this at their meetings but advised that as contact has been made to the policing teams through the local councillor, hopefully this will help to improve attendance in future.	
8.2.2	AP suggested that PMC emails the policing teams 2 days before their January meeting is due to go attend as a reminder.	
8.3	JW and TH expressed their disappointment in lack of Councillor support at their local Atlanta Street meetings.	
8.4	PMA told the panel about an experience she had with a neighbour and how through the use of free mobile phone app itranslate she was able to communicate through having a better understanding to resolve a bathroom flooding issue. PMA wanted to promote this app as being very beneficial in instances when language can be barrier.	
8.5	PMA also gave thanks to the Housing Leeds for the support on Saxton Gardens.	
8.6	TH requested advice about street gritting, PG informed that the Highways department are responsible and advised that they use a mapping system and criteria to identify the areas.	
8.7	AP informed of the VITAL meeting held yesterday, Wednesday 13 th December and briefed the panel on the topics discussed.	
8.8	The panel wished each other a Merry Christmas and Happy New Year and AP thanked all for their contributions and hard work through 2017.	
10.0	Date of Next Meeting	
10.1	The next meeting will be held on Friday 12 th January, 2018. Time: 4.30– 6.00pm at Civic Hall, Committee Room 3.	

Item No.	Summary of Actions	Owner
3.4	TM to chase for details of Income Officers form Yvonne Craggs. Completed	TM
5.8.2	PG to feedback to the lettings team comments about storage heaters.	PG
6.2	TM to email to RP to request electronic copy of quantity form to send to TARAs.	TM
8.1	WC to inform PG of address of tenant so this can be passed to the housing team.	WC/PG