

**LEEDS TENANTS FEDERATION
TARA PANEL ACTIONS AND TOPIC SUMMARY
Friday 12th October 2018
Civic Hall Committee Room 1
4.30-6.00pm**

Attendees

| Name | Representing | Initials |
|--------------------|---------------------------------------|----------|
| Andrea Purdy | Chair LTF and Queenswood TARA | AP |
| Nick Carson | Queenwood TARA | NC |
| Wendi Carson | Treasurer LTF and Queenswood TARA | WC |
| Jackie Worthington | Secretary LTF and Atlanta Street TARA | JW |
| Tony Hepworth | Atlanta Street TARA | TH |
| Dennis Moody | LTF Management Board Member | DM |
| Mick Dodds | St Augustines Court | MD |
| Stuart Walton | Broadleas Better Communities TARA | SW |
| Chris Briggs | Queensview TARA | CB |
| Peter Greenwood | Housing Manager – Tenant Involvement | PG |
| Tracey McGarry | Housing Assistant – Tenant Engagement | TM |

Apologies

| | | |
|------------------|--------------------------------------|----|
| Neruka White | Gipton Area Rep | NW |
| Jeff Gantschuck | Westfield TARA | JG |
| Patricia Jackson | Hunslet TARA | PJ |
| Kim Frangos | Worley TARA | KF |
| Alan Mann | Holt Park | AM |
| Sheila Horne | Whincover Grange Area Representative | SH |
| Margaret Foster | Thorpe TARA | MF |
| Ann Maughan | Sandringham TARA | AM |
| Maddie Hunter | Button Hill TARA | MH |
| Angela Kelly | Rothwell TARA | AK |

Conflicts of interest - None

Actions and comments from previous meeting

| | |
|--|------------------|
| TM updated the panel with a reply from Montserrat Rey regarding the waste presentation delivered at June's TARA panel meeting. Groups can contact Montserrat on to present at local meetings, all literature is available on the leeds.gov.uk website. | Completed |
| PG to share the draft service offer with AP. | PG |
| All to feedback comments on the service offer to PG before the end of October. | ALL |

Review of Housing Leeds Service Offer to Tenants and Residents Groups

PG provided a brief background to the service offer and explained that it was produced after Housing Leeds were formed in 2014.

Copies of the Housing Leeds service offer were circulated and the panel with Peter Greenwood reviewed the content and put forward a number of suggestions.

Overall the TARA panel thought the offer should reflect the partnership between LTF and Housing Leeds and as such should promote the Guide rather than duplicate it.

The title of the document was discussed, the group felt that the front cover should give reference to its aim to provide help and support for local people to set up a group within the community.

Views were expressed to change the language of the wording throughout to a less formal format and be more user friendly and noted the importance to try to appeal to younger generation also.

Make clear:

- Who the offer is for? Ensure that the document mentions support to TARAs, small community groups, block champions and area champions (previously referred to as area representatives).
- What is a TARA? Mention that it can be any group of any sort that covers all the community regardless of tenure living in the community.

The group considered changing the name of groups from TARAs. Some suggestions were Community Associations or Groups. PG/AP advised that all groups are able to name themselves as they choose.

Proposal to use a mixture of logos to represent current community groups are displayed as a collage on the front cover to enable the front cover to be more eye-catching.

Short discussion on the presentation of Leeds Tenants Federation and Leeds City Council logos. Idea from AP to change to allow them to still be present but to fit to the bottom corner of the inside pages.

The group felt that much of the content is already within the TARA Guide that was produced in 2016. Instead of duplicating information, it was agreed that the service offer can instead be used to give initial interest and to signpost people to wanting to find out more. *(After the meeting PG informed his management of TARA panel opinion on this and they agreed in principle. They suggest a Service Offer of no more than 2 pages that could become part of the Guide with LTF agreement as well as a standalone document.)*

Guidance should be included to explain how groups can get a copy of the TARA guide. MD suggested copies could be made available in local libraries and community hubs for people to access easily.

Highlight the further support available from Tenant Engagement officers. Importance to ensure that delivery is consistent across the service.

Make clear that to set up a group, there must be a minimum of 4 people living in the community who are willing to take on the roles of Chair, Vice Chair, Secretary and Treasurer. Ensure to further include the option to co-opt members into the group.

A simpler step by step layout was suggested on all pages especially to use fewer bullet points throughout and to explain how to easily set up your local group.

PG informed that the TARA guide needs to be updated to include details about the Code of Conduct and Safeguarding information plus other new important policies.

Evaluations of successful projects to highlight the success of being in a formed group can achieve. As a 'taster'. Get permission from groups to show projects from other community groups.

Include information about alternative funding and make clear the criteria required to access funds.

All agreed to feedback additional comments to Peter Greenwood before Friday 19th October, 2018.

Link here: <https://www.leeds.gov.uk/docs/TARA%20Service%20Offer%20June%202015.pdf>