

TENANT SCRUTINY BOARD

WEDNESDAY, 16TH APRIL, 2014

PRESENT: Steve Ilee in the Chair.

Adam Abeid, Carol Bennett, Sandra Bland,
Jim Fergusson, Michael Healey,
Maddy Hunter, Roderic Morgan,
Keith Newsome, Phillip Rone, Kevin Sharp,
Barry Stanley, Damien Walsh and
Jackie Worthington

1 Election of Chair and Vice Chair

The Head of Scrutiny and Member Development submitted a report which outlined arrangements for the appointment of Chair and Vice-Chair of the Board.

It was advised that three Board Members had expressed an interest. Steve Ilee to stand for Chair and Barry Stanley and Teresa Tucker to stand as Vice Chair. In the circumstances a ballot was only required for Vice Chair. Following a vote by those Members present at the meeting, Barry Stanley was elected Vice Chair.

RESOLVED – That Steve Ilee be elected Chair of the Board and Barry Stanley be elected Vice Chair of the Board for the 2014/15 municipal year.

2 Exempt Information - Possible Exclusion of the Press and Public

No exempt information had been identified.

3 Late Items

There were no late items.

4 Apologies for Absence

Apologies for absence were submitted by Allan Gibson, Teresa Tucker and Maddie Ullah.

5 Minutes - 10 March 2014

RESOLVED – That the minutes of the meeting held on 10 March 2014 be approved as a correct record.

6 Matters arising

The following matters arising were noted:

Minutes approved as a correct record
at the meeting held on Thursday, 5th June, 2014

- Board Members contact details to be forwarded to all Members of the Board.
- The Board to be provided with a report back of all recommendations from previous inquiries, details of whether they had been delivered and their recommendation status.
- Clarification sought regarding reimbursement of expenses. Work was ongoing to align new arrangements. Board Members were advised to contact local involvement teams until new arrangements were in place.

7 Tenant Scrutiny Board - Terms of Reference

The Head of Scrutiny and Member Development submitted a report which presented the draft terms of reference for the Tenant Scrutiny Board.

RESOLVED – That the draft terms of reference be approved.

8 Tenant Scrutiny Board - Procedure Rules

The Head of Scrutiny and Member Development submitted a report which presented the draft procedure rules for Tenant Scrutiny Board.

The key areas of discussion were:

- A proposal for quorum of the Board to be 50% plus 1 of the Board's membership.
- A proposal that the Board meets on a monthly basis with the potential for additional meetings dependent on the nature of the inquiries undertaken.
- Clarification regarding transparency and openness of information and whether arrangements were in place for Board Members to access confidential information, particularly financial and performance information. Members were advised that most financial and performance information was publically available, however there were some examples, e.g. commercially sensitive information, that was not available to Board Members. This information was disclosed on a need to know basis.

RESOLVED –

- (a) That the draft procedure rules be approved
- (b) That quorum for the Board be 50% plus 1 of the Board's membership
- (c) That the Board meets on a monthly basis with the potential for additional meetings dependent on the nature of the inquiries undertaken
- (d) That a footnote be added to the procedure rules to confirm that when used the term Scrutiny Board refers to the Tenant Scrutiny Board.

9 Protocol between the Tenant Scrutiny Board and Scrutiny Board (Housing and Regeneration)

The Head of Scrutiny and Member Development submitted a report which presented a protocol between the Tenant Scrutiny Board and Scrutiny Board (Housing and Regeneration).

It was suggested that an amendment be made to the protocol under the heading 'The role of the Tenant Scrutiny Board' to read as follows 'The role of the Tenant Scrutiny Board is to provide independent, customer led and focussed scrutiny which will robustly challenge policy practice and performance to ensure that Leeds City Council provides a high quality housing service that retains tenants at the heart of the organisation.'

RESOLVED – That subject to the above amendment, the protocol between the Tenant Scrutiny Board and Scrutiny Board (Housing and Regeneration) be approved.

10 Learning and Development

The Head of Scrutiny and Member Development submitted a report which presented an opportunity for Board Members to consider learning and development options.

The Chair welcomed to the meeting, Tim Young, Independent consultant and trainer, to outline the various options for consideration. These included;

- Topic selection and work programming
- Scoping and carrying out a scrutiny review
- Questioning and listening skills
- Assessing information, drawing conclusions and drafting effective recommendations.

The key areas of discussion were:

- Identifying possible topics for inclusion in the work programme, including key performance and financial information relevant to the Board. In addition, reference was made to minutes of Housing Advisory Board and other key information sources, which could be used to help inform the Board's work programme.
- Suggestion that the next meeting be used primarily as a training session to facilitate discussion around possible topics and sources of work for inclusion in the Board's work programme.

RESOLVED – That the next meeting of the Board be used primarily as a training session to facilitate discussion around possible topics and sources of work for inclusion in the Board's work programme.

11 Meeting Venues

The Head of Scrutiny and Member Development submitted a report which presented options for the consideration of future meeting venues.

Members emphasised the importance of meeting venues that were publically accessible and where there were adequate parking facilities. In view of this, Peter Marrington, Head of Scrutiny and Member Development, undertook to enquire about parking provision for Board Members at the Rosebowl car park, adjacent to the Civic Hall. In addition, Lorna Bustard, Community Engagement and Inclusion Manager, undertook to investigate other suitable meeting venues across the city that met the above criteria.

RESOLVED –

- (a) That the Board for its initial meetings endorses the principle of holding formal Board meetings at the Civic Hall, subject to clarification regarding parking arrangements for Board Members at the Rosebowl car park and that these meetings be supplemented by city wide visits when gathering inquiry evidence.
- (b) That the Board investigates other suitable meeting venues across the city that met the above criteria.

12 Schedule of Future Meeting Dates

Board Members were advised that the next meeting would be used primarily as a training session to facilitate discussion around possible topics and sources of work for inclusion in the Board's work programme.

(The meeting concluded at 3.00pm)