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## TENANT SCRUTINY BOARD

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Thursday, 18th December, 2014 at 1.30 pm

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### MEMBERSHIP

Adam Abeid

Carol Bennett

Sandra Bland

Jim Fergusson

John Gittos (Chair)

Michael Healey

Roderic Morgan

Keith Newsome

Phillip Rone

Barry Stanley (Vice Chair)

Maddie Ullah

Damien Walsh

Jackie Worthington

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*Please note: Certain or all items on this agenda may be recorded*

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**Agenda compiled by:**  
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**Head of Scrutiny and Member Development:**  
Peter Marrington  
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# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p><b>RESOLVED –</b> That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> <p><b>No exempt items have been identified.</b></p>	
2			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
3			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
4			<p><b>MINUTES - 13 NOVEMBER 2014</b></p> <p>To confirm as a correct record, the minutes of the meeting held on 13 November 2014.</p>	1 - 4
5			<p><b>WORK PROGRAMME</b></p> <p>To consider a timetable for the Board's inquiry into Annual Tenancy Visits</p>	5 - 6
6			<p><b>PLANNING SCRUTINY FOR THE FUTURE</b></p> <p>To discuss scrutiny objectives for the future</p>	
7			<p><b>BOARD RECRUITMENT</b></p> <p>To discuss the recruitment of Board Members</p>	
8			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Wednesday, 21 January 2015 at 1.30pm in the Civic Hall, Leeds.</p> <p><b>THIRD PARTY RECORDING</b></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <p>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</p> <p>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</p>	

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## TENANT SCRUTINY BOARD

THURSDAY, 13TH NOVEMBER, 2014

**PRESENT:** John Gittos in the Chair

Jim Fergusson, Michael Healey,  
Roderic Morgan, Keith Newsome,  
Barry Stanley, Damien Walsh and  
Jackie Worthington

### 31 Appointment of Chair

**RESOLVED** – That John Gittos be appointed Chair of Tenant Scrutiny Board for the remainder of the 2014/15 municipal year.

### 32 Exempt Information - Possible Exclusion of the Press and Public

There were no exempt items.

### 33 Late Items

The Chair agreed to accept the following late information:

- Agenda item 7, Performance information – responses to questions raised by Board Members at the October meeting.

The above information was subsequently made available on the Council's website.

### 34 Apologies for Absence

Apologies for absence were submitted by Sandra Bland and Philip Rone.

### 35 Minutes - 16 October 2014

One Board Member suggested that an additional bullet point be added in relation to minute no. 27, entitled 'Scrutiny Inquiry – Annual Tenancy Visits' to read as follows:

- The question as to whether all housing staff had been formally told to positively respond to Tenant Scrutiny Board questions was raised by a Board Member. Officers responded that whilst a formal instruction had not gone out to all housing staff, it was explicit in the Board's Procedure Rules.

**RESOLVED** – That subject to the inclusion of the bullet point above, the minutes of the meeting held on 16 October 2014, be approved as a correct record.

Draft minutes to be approved at the meeting  
to be held on Thursday, 18th December, 2014

## **36 Management of Inquiries and Collection of Information**

The Head of Scrutiny and Member Development submitted a report which presented information in relation to the management of tenant scrutiny inquiries and the attendance of officers at meetings.

The following information was appended to the report:

- Tenant Scrutiny Board Procedure Rules

Members discussed the importance of ensuring that requests for information were submitted directly to the Chair of the Board or through the Scrutiny Support Team. It was suggested that the Head of Scrutiny and Member Development be authorised to forward information submitted by Board Members to the rest of the Board.

Members also discussed the importance of ensuring that appropriate support arrangements were in place for tenants to undertake tenant scrutiny work, e.g. availability of suitable training events and help with typing up notes.

### **RESOLVED –**

- (a) That requests for information in relation to tenant scrutiny be submitted directly to the Chair of Tenant Scrutiny Board or through the Scrutiny Support Team.
- (b) That the Head of Scrutiny and Member Development be authorised to forward information submitted by Board Members to the rest of the Board.

## **37 Performance information**

The Head of Scrutiny and Member Development submitted a report which presented responses to a series of questions and requests for information requested at the October Board meeting.

The following information was appended to the report:

- Annual Tenancy Visit Performance – Ward Summary.

The following were in attendance for this item:

- Anna Tansley, Service Manager (Intelligence and Improvement), Environment and Housing
- Sharon Guy, Housing Manager (Scrutiny and Customer Relations), Environment and Housing.

The main areas of discussion were:

- Changes to patch sizes and the impact of this on the provision of performance information to the Board.
- Confirmation that key performance indicators were currently under review and a finalised version will be presented to the Board when available.
- Clarification sought about the decency standard and how this was being developed. The Head of Scrutiny and Member undertook to provide an update to Board Members.
- Confirmation that the Board had influenced the development of a target for independent living.
- Drawing a distinction between complaints and service requests and the need for further analysis of this. The Board was advised that a new framework was being developed to provide a breakdown of the type of complaint.

**RESOLVED** – That the Board notes the content of the report and the responses provided.

### **38 Date and Time of Next Meeting**

Thursday, 18 December 2014 at 1.30pm in the Civic Hall, Leeds.

(The meeting concluded at 2.30pm)

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Report author: Peter Marrington

Tel: 0113 39 51151

## Report of the Head of Scrutiny and Member Development

### Report to Tenant Scrutiny Board

**Date: 18 December 2014**

**Subject: Work programme**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### 1.0 Summary of main issues

- 1.1 At the November meeting it was agreed that at today's meeting the Board would receive all the information collected regarding Annual Tenancy Visits. (This information will be tabled at the meeting).
- 1.2 It is the Chair's intention that all Board members be asked to review this information prior to the January meeting and to submit any questions they may have in relation to the information to the Chair or Peter Marrington before 10<sup>th</sup> January 2015.
- 1.3 At the January meeting the Board will undertake its final review of the information collected.
- 1.4 It is the Chair's wish that for the February meeting, each Board Member submits at least three recommendations to put before the Board for consideration. The Board at this meeting will then collectively agree its final recommendations.
- 1.5 The final draft will be agreed at the March meeting.
- 1.6 Board Members are asked to note that Councillor Peter Gruen, Executive Member, Neighbourhoods, Planning and Personnel has been invited to attend the February meeting. Members may therefore wish to consider potential future areas for Scrutiny and seek Councillor Gruen's views on these.

## **2.0 Recommendations**

2.1 The Board is asked consider the above timetable for the current Annual Tenancy Visit review and to consider future work items.

## **3.0 Background documents<sup>1</sup>**

3.1 None

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.