

## Notes and Action List

### City Wide Tenant Scrutiny Board

**Date: 10<sup>th</sup> March 2014**

**Time: 5.30pm – 7.00pm**

**Venue: Navigation House**

<b>Attendees:</b>	<b>Position</b>
John Gittos	Tenant Scrutiny Board Member
Damien Walsh	Tenant Scrutiny Board Member
Teresa Tucker	Tenant Scrutiny Board Member
Kevin Sharp	Tenant Scrutiny Board Member
Jim Fergusson	Tenant Scrutiny Board Member
Jackie Worthington	Tenant Scrutiny Board Member
Barry Stanley	Tenant Scrutiny Board Member
Steve Ilee	Tenant Scrutiny Board Member
Maddy Hunter	Tenant Scrutiny Board Member
Carol Bennett	Tenant Scrutiny Board Member
Keith Newsome	Tenant Scrutiny Board Member
Sandra Bland	Tenant Scrutiny Board Member
Philip Rone	Tenant Scrutiny Board Member
Adam Abeid	Tenant Scrutiny Board Member
<b>Apologies</b>	
Maddie Ullah	Tenant Scrutiny Board Member
Allan Gibson	Tenant Scrutiny Board Member
Michael Healey	Tenant Scrutiny Board Member
Roderic Morgan	Tenant Scrutiny Board Member
<b>Officers in attendance:</b>	
Liz Cook (LC)	Chief Officer - Statutory Housing, Environments and Housing
Peter Marrington (PM)	Head of Scrutiny and Member Development
Ian Montgomery (IM)	Customer Involvement Manager, Housing Leeds
Lorna Bustard (LB)	Community Engagement and Inclusion Manager, Housing Leeds

1	Liz Cook introduced herself as the new Chief Officer for Housing Management and thanked all the existing tenant panel members for their continued interest and support in developing a single Tenant Scrutiny Board. Liz reminded and talked with the group about the important role of tenant scrutiny in helping challenge and improve the housing service.
2	To help everyone get to know each other, individual panel members introduced themselves.
3	Number of queries raised and a group discussion took place. (see action list below). This included an outline of the special relationship between the Housing and

	Regeneration Scrutiny Board and the Tenant Scrutiny Board. All agreed it was important to have a positive and proactive flow of information between these two groups and to also develop the relationships between the Tenant Scrutiny Board and the many other tenant forums, groups and activities that take place. PM fed back that the Housing and Regeneration Scrutiny Board is keen on developing a constructive and equal relationship, and would be open to tenants from the Tenant Scrutiny Board visiting to observe meetings.
4	Agreed that all existing scrutiny panel members (18 currently) become new members of the Tenant Scrutiny Board for the first year. This is to help the in the creation and transition to the single scrutiny board and to ensure experience and skills are retained. This can be reviewed in the longer term.
5	All agreed the importance of clear feedback mechanisms so that tenants could see the impacts of what tenant scrutiny had achieved. Suggested that this be supported by PM by tracking recommendations made to help raise profile of scrutiny and how it has responded to tenant feedback. This will also help with future promotion and potential recruitment. Agreed that the recommendations and improved services needed to be incorporated into the annual report to tenants.
6	The group agreed to submit nominations for the position of Chair, along with a short summary of who they are and why they would like to be Chair, what they can bring to the role. (more details in action list below)
7	PM shared a training and development outline from the Centre for Public Scrutiny. The group discussed the different training and support that they had experienced. Agreed that this topic would be an agenda item at the next meeting, and that it was a good opportunity for the group to undertake a programme of training and development as a 'levelling' exercise, bringing together skills and experiences and helping team build.
8	Agreed that the agenda for next meeting was to include: <ul style="list-style-type: none"> <li>- Election of Chair/Vice Chair</li> <li>- The Terms of Reference and related protocols</li> <li>- Training and Development</li> <li>- Forward work programme</li> </ul>
9	Query was raised if there was a consistent policy of paying tenants expenses. Commitment made that tenants should not be out of pocket as a result of volunteering their time.
10	Discussion took place on where to hold future meetings. Tenants agreed to share with IM their preferences. Accepted that for now we'll rotate to suitable venues around the city. The group provided to IM details on their likely availability, up to date contact details, permission to share their contact details with other members, and other important comments to help with meeting practicalities.
11	The TSB requested that the next meeting also include an item on the resolution of the terms of reference and supporting procedures. This was agreed and included into the agenda for the next meeting (as above).

Item No.	Action List	Owner
1	To share the Tenant Involvement and Empowerment Standard from within the Homes and Communities Agency ' <i>Regulatory Framework for Social Housing in England 2012</i> '.	IM
2	To pull together and report back to the TSB a list of all the recommendations from previous inquiry's, including if they have been delivered or if not, their status. PM to then consider putting these recommendations into the same 'recommendation tracking' system used within the council's scrutiny team.	IM/PM
3	To collate the training and development activity so far received by members, including tenants feedback from it, to help inform of a new training and development programme.	IM
4	To include Peter Marrington's details in the shared contact list.	IM
5	To send with notes from the meeting the timetable for the submission of nominations for Chair and subsequent deadline for responding.	IM
6	Require clarity on providing tenants expenses.	IM/PM
7	To distribute place names to all group members.	IM/PM
8	To arrange for a group photo at the next meeting.	IM
9	To respond to group feedback on location preferences and book next meeting for 2/3 weeks time, subject to giving TSB members sufficient time to undertake the Chair selection process.	IM