

EXETER CITY COUNCIL

TENANT AND LEASEHOLDER COMMITTEE MEETING

MINUTES OF THE MEETING HELD ON 30 MAY 2007 AT 7PM

Present:

See attached attendance sheet

1. Welcome and Introduction:

All committee members introduced themselves giving their name and group of tenants they represent.

Tony Bodgin and Steve Warran welcomed representatives. Steve Warran outlined the history of the formation of the committee (see attached) and thanked members for their interest and commitment through the formation process leading up to their attendance at the first meeting.

2. Apologies:

Liz Belchamber, Gina Goodfellow, Bob Jones, Sally Lancaster, Viv Phelps, Marion Watkins

3. Code of Conduct

A code of conduct adopted on 18 July 2006 by the Tenant and Leaseholder Committee Steering Group was presented for ratification. After discussion, it was agreed to delete references to smoking (bullet point 10) and to amend bullet point 6 to read 'Each member of the Committee wishing to speak on an issue will indicate and the Chair will pick each in turn at his/her discretion'. The revised code of conduct will be presented at the next Tenant and Leaseholder Committee meeting and signed by members to ratify.

4. Constitution

The Constitution adopted on 18 July 2006 by the Tenant and Leaseholder Committee Steering Group was presented for ratification and was accepted without alteration. In connection with Section 11, Tony Bodgin pointed out that the first Annual General Meeting would be in June 2008 and suggested that Jenny Berry (ECC) should act as Secretary on a temporary basis. Information about travel and expense claims was distributed.

5. Overview of Housing Services

Members were given a diagram showing the structure and senior staffing of the Housing Service (attached) and it was agreed that Senior Housing officers would be invited in turn to attend a meeting of the Committee so that members could get to know them and find out about each section.

6. Training Needs

Tony Bodgin requested the completion and return of the Needs and Skills Survey included with the Meeting papers. He explained that there would be group training on team building

and on the principles of running committees. There would also be other training offered to the group and to individuals according to the Committee's needs.

7. Performance Management

Draft Quarterly Performance Management statistics were distributed and briefly discussed. Steve Warran pointed out that some statistics in connection with Best Value are required for Government monitoring and that others are included at the City Council's discretion because they believe them to be relevant. He pointed out that there are gaps in the draft document because not all figures are available at present.

Information in advance of Committee meetings was requested and it was agreed to form a sub-committee to monitor the statistics. The sub-committee could attend a meeting with Councillors (i.e. Dilys Baldwin, Portfolio Holder and Margaret Baldwin, Chair of the Scrutiny Committee) at which the housing managers present their reports. This would give the Sub-Committee access to information at the earliest possible opportunity for reporting back to the full Committee. It was agreed that the Sub-Committee would meet at the Civic Centre during the daytime (afternoon) in order to avoid staff overtime costs. The following volunteered for the Sub-Committee:

Alison Baxter	Bob Halpin	George Hood	Alison Moore
Gemma Lissaman	Isabella Raine	Armani Shepherd	

8. Election of Chairperson and Vice-Chairperson

Nominations and volunteers were invited for the position of Chairperson. The names put forward were Terry Anderson and Alison Moore, and Terry Anderson was elected by a simple secret ballot. Alison Moore was proposed for the position of Vice-Chairperson and was elected unopposed.

9. Any Other relevant business

Agenda Items – these are to be given to Jenny Berry (tel. 265828, email: jenny.berry@exeter.gov.uk) and will be forwarded to the Chairperson.

Out of town training – the bus will leave from the back of the Civic Centre (Dix's Field).

Identity badges – It was agreed that a meeting would be arranged for Wednesday 4th July at 7.00pm to include attendance of a professional photographer for each member to be photographed and an identity badge prepared. The scheduled meeting on 18th July was cancelled.

Contact with other tenants – It was agreed that only names of representatives, photographs and area to be represented will be given to other tenants/leaseholders and, in the areas where an election has taken place, number of votes recorded for each candidate. Representatives were advised not to take on requests for help from tenants/leaseholders who approached them, but simply to direct them to the new revised Tenants Handbook (available soon) which will give details of names and telephone numbers of staff who can help with queries. Any representative who would like to write a letter to tenants and leaseholders in their area may do so and Exeter City Council will help with photocopying and delivery costs.

Next Meeting – Wednesday 4th July 2007 at 7.00pm in the Bad Homburg Committee

Room, Civic Centre. Access will be at the front of the building via Customer First in Paris Street.

It is important to attend this meeting because the professional photographer will be available to take photographs for identity badges to be produced.

The meeting on Wednesday 18th July has been cancelled.