

LINCOLN TENANTS' PANEL

**Wednesday, 17 January
2018**

10.15 am

**Committee Room 1 - City
Hall**

Lincoln Tenants Panel member(s): Debbie Rousseau, (Chair), Mick Barber (Vice-Chair), Sheila Watkinson, Kathy Hill, Brian Botham, Caroline Coyle-Fox, Sharron Elsom, Felicity Kelsall, Richard Kelly, Christine Lamming and John Gooding.

Also in attendance: Councillor Peter West, Bob Ledger, Andrew McNeil, Jo Collett, Rob Kay and Chris Morton.

A G E N D A

SECTION A	Page(s)
1. Welcome and Apologies	
2. Confirmation of Minutes - 03 January 2018	3 - 6
3. Declarations of Interest	
Please note that, in accordance with the LTP Code of Conduct, when declaring interests LTP members must disclose the existence and nature of the interest and whether it is a disclosable or personal interests.	
4. Feedback from Executive - Meeting 08 January 2018	
5. Housing Investment and Strategy (Andrew McNeil)	
6. Moorland Local People Project (Jo Collett)	
7. Universal Credit Update (Rob Kay)	
8. Resident Involvement Budget Update (Mick Barber/Chris Morton)	
9. Quarterly Question Time with Portfolio Holder for Housing and Director of Housing (Councillor Peter West and Bob Ledger)	
10. Leasehold Matters (Felicity Kelsall)	
11. Update on Windows (Mick Barber)	
12. Review Groups	
(a) Allocations and Tenancy (Caroline Coyle-Fox)	

(b) Neighbourhood, Community Involvement and Home (Chris Morton)

13. Anti-Social Behaviour Monitoring (Debbie Rousseau)

14. LTP Publicity and Membership (Chris Morton)

15. LTP Training (Chris Morton)

16. Items for the Next Meeting

(a) Review of the Work Programme (All)

17. Non Agenda Items

Present:	Debbie Rousseau. (<i>in the Chair</i>)
Members:	Sheila Watkinson, Mick Barber (Vice-Chair), Brian Botham, Caroline Coyle-Fox, Sharron Elsom and Felicity Kelsall
Officers:	None.
Apologies for Absence:	Kathleen Hill, John Gooding, John Ranshaw and Christine Lamming

179. Welcome and Apologies

The chair opened the meeting and welcomed everyone.

180. Confirmation of Minutes - 13 December 2017

RESOLVED that the minutes of the meeting held on 13 December 2017 be confirmed.

181. Declarations of Interest

RESOLVED no issues raised under this item.

182. Feedback from Executive Committee on 18 December 2017

LTP members were informed that the Executive Committee approved the report about the establishment of a wholly owned housing company.

RESOLVED LTP noted the feedback.

183. Executive Reports for 8 January 2018

184. Choice Based Lettings Allocations Policy - Proposed Amendments

Chris Morton, Resident Involvement Manager, presented the Executive Committee report on Choice Based Lettings Allocations Policy:

- A. Explained the council is proposing to make changes to the allocations policy. These changes include:
- Clarifying that applicants must be over the age of 18 to apply
 - Introducing direct matches for applicants who are statutory homelessness
 - Putting in place a 25 per cent quota for transfer applicants
 - Reducing the number of unreasonable property refusals from three to two.
- B. Advised the changes were being introduced due to the new homelessness legislation and a review carried out on the current policy

C. Asked LTP members if they supported the proposed changes to the policy.

RESOLVED-LTP members supported the proposed changes and CM to inform Bob Ledger.

185. Lincolnshire County Homelessness Strategy 2017-2021

Chris Morton, presented the Executive Committee report on the Lincolnshire County Homelessness Strategy 2017-2021:

A. Explained the new strategy is being introduced to tackle homelessness in Lincolnshire

B. Advised that five key themes have emerged:

- Partnership-developing and maintaining strategic partnerships
- Prevent-preventing homelessness wherever possible
- Protect-the most vulnerable from homelessness including rough sleeping
- Place-ensuring the right housing solutions for households
- Possibility-working towards a sustainable future for supported housing.

C. Asked LTP members if they supported the new strategy.

RESOLVED LTP members stated they supported the new strategy and CM to inform Bob Ledger.

186. Lincoln Tenants' Panel Constitution and Code of Conduct Review (Chair)

The draft code of conduct for LTP was circulated. Chris Morton:

A. Explained that LTP members had written a draft code of conduct and this had been circulated at an LTP meeting in September 2017

B. Informed LTP members that Becky Scott (legal and democratic services manager) had reviewed the draft and made some suggested changes. This would help ensure the new code of conduct would be legally compliant and protect LTP against any challenges

C. Advised that once LTP members were happy with the changes the draft would be then submitted to Bob Ledger, Director of Housing for his approval and then a report would be submitted to Executive Committee. Following this the code of conduct would be presented at an LTP EGM for formal adoption. It was also explained that this would be in place for the LTP meeting in March at the latest

D. Asked LTP to put forward any further amendments and state if they supported the amendments to the code of conduct.

Comment: what action can be taken if an LTP member contacts the council on LTP business without using the communications protocol?

Response: LTP were advised that the chair/vice-chair should raise the issue with the LTP member in the first instance. Further occurrences should be dealt with as a breach of the code of conduct and dealt with using the disciplinary process.

Action: CM to add in a clause that not using the communications protocol is classed as a breach of the code of conduct.

RESOLVED LTP members agreed to the proposed changes and requested the draft code of conduct be put forward to Executive Committee.

187. Review Groups

188. Allocations and Tenancy (Caroline Coyle-Fox)

RESOLVED no further update available as there hasn't been a meeting of the group since the last LTP meeting.

189. Neighbourhood, Community Involvement and Home (Chris Morton)

RESOLVED no further update available as there hasn't been a meeting of the group since the last LTP meeting.

190. Anti-Social Behaviour Monitoring (Debbie Rousseau)

It was explained that LTP members are waiting for the council to arrange the next meeting, however this might be delay as the new Assistant Director for Housing has not yet been appointed. The meeting is to discuss how the improvements recommended in the HouseMark accreditation could be implemented. Chris Morton advised that initial progress has been made on some of the improvements relating to resident involvement.

RESOLVED that:

- The progress with the resident involvement actions be presented after the Allocations and Tenancy meeting on Friday 6 January 2018
- LTP would set up a meeting with the new Assistant Director for Housing when in post to discuss how the improvements will be implemented
- To note that LTP consider the ASB improvements to be a priority and expect the council to implement these.

191. LTP Publicity and Membership (Chris Morton)

Chris Morton advised that a recruitment plan would be put together by the end of January and put forward to LTP members.

RESOLVED LTP members noted the update.

192. Leasehold Matters (Felicity Kelsall)

Felicity Kelsall, Leaseholder Representative, explained that Chris Morton and herself need to discuss how to take the leaseholder group forward. It was agreed that this would happen in the next few weeks. LTP members also offered to support the group where needed.

RESOLVED Chris Morton to contact Felicity Kelsall about how to take the group forward.

193. LTP Training (Chris Morton)

Performance training

Chris Morton reminded LTP members that performance training is taking place on Wednesday 10 Feb 18. He advised that it is open to all LTP members but compulsory for those who haven't already received the training. He also advised that the working groups had been invited to the training.

Trafford hall training

Chris Morton asked if any further LTP members wished to attend the training on homelessness training on 23/24 Jan 18. Felicity Kelsall stated she might be interested but would contact to confirm. LTP were also asked if Next Generation group members would be allowed a place. LTP members agreed they should be offered a place.

RESOLVED the reports be noted.

194. Items for the Next Meeting

195. Review of the Work Programme (All)

RESOLVED the items for the next meeting be noted.

196. Non Agenda Items

Rotherham Visit

Mick Barber explained that LTP had been invited to attend the Rotherfed Annual General Meeting on 26 January 2018. Brian Botham, Debbie Rousseau, Caroline Coyle-Fox, Sheila Watkinson and Mick Barber stated they would like to go.

RESOLVED Chris Morton to inform Rotherfed of the LTP members attending and arrange transport.

Tenant Involvement Strategy 2018-2021

Chris Morton circulated the draft strategy and asked LTP members to feedback any comments.

RESOLVED LTP members to feedback any comments.