

LINCOLN TENANTS' PANEL

Wednesday, 3 October 2018

10.15 am

**Committee Room 3 - City
Hall**

Lincoln Tenants Panel member(s): Debbie Rousseau (Chair) Mick Barber (vice-chair), Christine Lamming, Steven Bearder, Caroline Coyle-Fox, John Ranshaw, Mandy Harley, Stephanie Lonsdale-Ellis, Kathy Hill Sheila Watkinson and Brian Marshall.

Also in attendance: Chris Morton and Rachel Jackson.

A G E N D A

SECTION A	Page(s)
1. Welcome and Apologies	
(a) Confirmation of Resignation -Heber Martin-Moorland	
(b) Confirmation of New LTP Member for West End-Susie Parry	
2. Confirmation of Minutes - 15 August 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. HSSC Elections (Chris Morton)	
5. Reports for Executive - Meeting 24 September 2018	
6. Allocations Policy Update	
7. Green Paper Briefing	
8. Meeting Times (Chair)	
9. Garage Numbers	
10. Expenses Policy (Mick Barber)	
11. Leasehold Matters (Chris Morton)	

12. Scrutiny
 - (a) Neighbourhood, Community Involvement and Home (John Ranshaw)
 - (b) Allocations and Tenancy (Caroline Coyle-Fox)
13. Anti-Social Behaviour Monitoring (Debbie Rousseau)
14. Gardening Scrutiny Update (Mandy Harley)
15. LTP Publicity and Membership (Chris Morton)
16. LTP Training (Chris Morton)
 - (a) Feedback from Scrutiny Training
17. Universal Credit Update (Chris Morton)
18. Housing Officer Patch Update (Chris Morton)
19. Birchwood Board update (Stephanie Lonsdale-Ellis)
20. Next Gen update (Stephanie Lonsdale-Ellis)
21. EMTPF 1 November 2018
22. Feedback from ARCH conference
23. Newcastle Conference Green Paper
24. Review of the Work Programme (All)
 - (a) Items for the Next Meeting
 - (b) Questions Needed for Quarterly Question Time (Chair)
25. Non Agenda Items

- Present:** Debbie Rousseau (*in the Chair*)
- Members:** Christine Lamming, Steven Bearder, Caroline Coyle-Fox, Debbie Rousseau, Mick Barber (vice-chair), John Ranshaw, Mandy Harley, Sheila Watkinson and Brian Marshall.
- Officers:** Becky Scott, Chris Morton, Sally Brooks .
- Apologies for Absence:** None.

33. Welcome and Apologies

The Chair opened the meeting and welcomed everyone. Apologies were received from Stephanie Lonsdale-Ellis, Heber Martin.

Attendance Christine Lamming, Steven Bearder, Caroline Coyle-Fox, Debbie Rousseau, Mick Barber, John Ranshaw, Mandy Harley, Sheila Watkinson, Brian Marshall, Becky Scott, Sally Brooks and Chris Morton.

34. Confirmation of Minutes - 18 July 2018

RESOLVED that the minutes of the meeting held on 18 July 2018 be confirmed.

35. Declarations of Interest

Resolved-there were no issues raised.

36. Executive Committee Reports

Resolved-there were no executive reports presented.

37. HSSC Reports - Meeting 13th August 2018

Debbie Rousseau gave an update about the meeting. She stated that:

- Housing Performance was discussed
- The progress on the tenant involvement strategy was also discussed.

Resolved-the update was noted.

38. Data protection training for LTP - Becky Scott and Sally Brooks

Sally Brooks, Information Governance Officer, provided training on data protection for LTP. The training covered:

- An overview of data protection and the laws
- Process in place to protect individual's data
- Regulations of what the council and LTP members must follow.

Resolved-the data protection training was noted.

39. Quarterly service plan update - Chris Morton

Paula Burton, Quality and Performance Team Leader, gave an update on the service plan. She covered the main tasks that had been completed within the Housing Landlord Service. Copies are available for LTP members upon request.

Resolved-the update was noted.

40. Garage numbers - Jo Farr

Jo Farr was unable to attend the meeting, however she provided a response that was presented by Chris Morton. It stated that the project to put on numbers had not yet started but will begin as soon as possible.

RESOLVED the update was noted.

41. Graffiti - Public Protection Team Member.

Joel Dowse from the Public Protection and Anti-Social Behaviour Team attended the meeting to speak about how the council deals with Graffiti. He stated that:

- The police can deal with graffiti, however, generally there is a lack of people who will report it
- If people see graffiti they should report it to the police immediately, so they can attempt to catch the perpetrator in the act
- They can set up operations to try and catch these people but need enough reports to justify the action
- Graffiti should also be reported to the council to get it removed providing this is on council property.

Resolved-the update was noted.

42. Leasehold matters

RESOLVED-no further updates.

43. Scrutiny

44. Allocations and Tenancy - Caroline Coyle - Fox

Caroline Coyle-Fox, chair of allocations and tenancy group gave an update on their work. She stated that a discussion had taken place between herself and Mandy Harley, chair of the garden group have agreed to merge the group for the time being.

RESOLVED the report be noted.

(a) **ARCH Feedback - John Ranshaw**

John Ranshaw stated that the conference for ARCH is being held on 18 September 2018. The following LTP members would like to attend the conference. These are:

- Debbie R
- Mandy H
- Sheila
- Mick
- Susie
- Christine.

The first five places are free of charge, however the 6th place is chargeable at £100. Therefore a proposal was put forward for LTP to fund the additional place. LTP members voted in favour of this proposal.

Resolved-LTP to fund an additional place.

45. LTP Publicity and Membership - Chris Morton

Resolved-no further updates.

46. Anti-Social Behaviour update - Debbie Rousseau

The next meeting is due to take place on 18 September 2018. Caroline Coyle-Fox and Steven Bearder agreed to attend on behalf of LTP.

Resolved the update be noted.

47. Garden scrutiny update - Mandy Harley

Mandy Harley gave an update on the garden scrutiny meetings. She explained that the group is looking at the new procedure for dealing with untidy gardens currently being piloted by housing.

Resolved-the update be noted.

48. LTP training updates - Chris Morton

Chris Morton updated LTP members on upcoming training dates.

Resolved-the update was noted.

49. Universal Credit update - Chris Morton

Resolved-no further update available.

50. Housing Officer patch update - Chris Morton

Emma Skelton who covered the south of the city has left the council and Sara Gorecka has taken over her area.

Resolved-the update was noted.

51. Birchwood Board update - Stephanie Lonsdale - Ellis

Resolved-no further updates.

52. Next Gen update - Stephanie Lonsdale - Ellis

Resolved-no further updates.

53. Communal Areas - Mick Barber

A proposal was presented for LTP members to undertake inspections of communal areas and score these against the standard.

Resolved-no further updates.

54. Items for the next meeting

55. Review of the work programme (All)

Resolved-the work programme was agreed.

56. Non agenda items

Resolved-no issues raised under this item.