

Present: Cora Carter, Ann Durkin, Kevin Gresham, Shaun Jordan, Steve Knight, Danny Moriarty, Sheila Maxwell, Ann Naylor, Lilian Sanders, Steve Watson, Jill Long, Helen Geldart, Rebecca Morrison (part)

Apologies: Pauline Leetham, Andy Selman

1	Cora welcomed everyone to the meeting and asked for a round of introductions for the benefit of Rebecca Morrison, KFTRA's freelance Tenant scrutiny officer.	
2	<p><u>Prioritisation exercise to choose the next tenant scrutiny topics</u></p> <p>The Overview & Scrutiny Board used to choose the topics for scrutiny taking into account views from TRAs, community voices, elected members, KNH officers and from previous scrutiny investigations.</p> <p>With a smaller, more focussed Board, we have decided to use the Board instead of OSB, to save money on setting up and resourcing another group.</p> <p>Rebecca went through a list of potential scrutiny topics which had come from a wide range of sources.</p> <p>The Board prioritised using the criteria:</p> <ul style="list-style-type: none"> • Volume of requests • Impact of issue on tenants, residents & leaseholders • High risk (ie what is the risk of not reviewing?) • Value for money • The difference we could make by reviewing <p>Front runners included rent arrears, damp and condensation and the out of hours repairs service.</p> <p>Although tenants had been keen to look at Building Services, we understood there had just been an in-depth council scrutiny on the same subject</p> <p>The actions are recorded on an attached sheet.</p> <p>Jill and Rebecca will arrange to talk to Graham Sykes from KNH and Adrian Wisniewski from Kirklees Council, to see which topic to start off with, taking into account KNH workload and any planned Lean reviews.</p>	Jill Rebecca

3	<p><u>Time Out session – review of tenant scrutiny – notes of discussion</u></p> <p>Rebecca took us through the notes of the meeting held with KFTRA Board, Graham Sykes, Rebecca and Adrian Wisniewski.</p> <p>Members agreed to the agreed actions, which will now go forward to a meeting of KNH senior managers.</p> <p>Rebecca circulated a draft of refreshed objectives for tenant scrutiny, as agreed at the Time Out session.</p> <p>Members will take away to read, and comment on them when we next meet on Wednesday Feb 18.</p> <p>Rebecca left the meeting.</p>	All
4	<p><u>Minutes & matters arising from the Board meeting on 19/1/15</u></p> <p>i) KNH Board induction – Steve W felt the time allocated to KFTRA was too short and it was difficult to make the points in the time given. Jill to feedback to Maxine.</p> <p>Members felt we should offer to allow KNH officers to shadow fieldworkers/Board members and Jill said this had proved to be very effective in the past. Jill to contact Christine.</p> <p>ii) Educare online courses in food hygiene have proved so popular we have run out of spaces. Maxine asked the Board if we could buy another 50 courses at a cost of £24 per course plus VAT, making a total of £1440. The courses would be offered to volunteers working in the community to allow them to run luncheon clubs etc. Members felt it was a vital part of our work, and could be funded from the better in Kirklees funding.</p> <p>iii) Both caravans have been sold.</p> <p>The minutes were approved and signed as a correct record. Approved by Kevin, seconded by Ann D.</p>	<p>Jill</p> <p>Jill</p> <p>Maxine</p>
5	<p><u>Vacancy in the Rural neighbourhood</u></p> <p>We are still awaiting a decision from KNH regarding whether or not scrutiny panel members can stand for election for KFTRA Board.</p> <p>When scrutiny was first established, KNH agreed to the pilot</p>	

7	<p><u>KFTRA priorities</u></p> <p>The Board will meet on Wednesday 18/2/15 in the office to consider setting priorities.</p> <p>Max will attend to demonstrate her way of working in the rural neighbourhood, as one example of a new way of working.</p> <p>Some ways of working differently include finding ways of allocating more or less support to a TRA, via the use of the Star evaluation tool.</p> <p>TRA twinning, to encourage TRAs to support each other, combining meetings to reduce travel costs, and a sub group of Community panels being set up to support groups in crisis.</p> <p>As previously mentioned, not sending staff members to Area Forums or Tenant & Resident Committees.</p>	Board members
8	<p><u>Leaseholder issues</u></p> <p>At their recent AGM, Steve was voted as chair and Sheila was voted as vice-chair of the Leaseholder Forum. Members passed on their congratulations.</p>	
9	<p><u>Reports</u></p> <p>Everyone thanked Danny for his comprehensive and informative reports.</p>	
10	<p><u>Any other business</u></p> <ul style="list-style-type: none"> i) Ashwood Close TRA asked to be accepted into membership. All agreed. This is currently being covered by Jason, in Bev's absence. ii) Homes for Britain Rally on 17/3/15 in London. We have three places, and only two people have agreed to attend so far. Jill to offer to the staff. iii) Partnership agreement review – Ann N, Steve W and Cora volunteered to sit on this group along with Jill, Adrian and Darren. iv) Community Voices – Steve w proposed setting up meetings between Board members and voices. Again something that could be achieved via Community panels. 	Jill

	<p>v) Survey monkey – Jill asked if we could purchase this tool to enable us to post surveys on the website, relaunch Speak easy and offer online surveys and allow Max to follow up on course participants. It was agreed.</p>	<p>Jill</p>
<p>11</p>	<p><u>Date & time of the next meeting</u></p> <p>The monthly Board meeting will be 11/3/15 at 6.30pm in Room 1, Dewsbury Town Hall.</p> <p>Priorities meeting – KFTRA office Wednesday 18/2/15 at 6pm</p> <p>Board meeting with Cllr Cathy Scott in the KFTRA office on 3/3/15 at 10 am</p>	