

Minutes

Homes 4 Us
Monday 8th June 5pm – 7pm
Tenant Resource Centre, Hounds Gate



PRESENT:

Clive Thorpe (Chair), Jenny Grant (Vice Chair), Sue Stevenson, Alison Thorpe, Lynn Mitchell, Linford Stevens, Ruth Haywood, Loveleen Labana

Officers: Sue O' Connor NCH,

Guest Speaker: none

Apologies:

Alan Darby, Val Schnieder, Elaine Graham.

1.0 Welcome & Apologies

2.0 Minutes of the Last Meeting and Matters Arising

Pg 2. Item 4 - Forward Planning: Tony Bernard will be invited to a future meeting.

Pg 2. Item 5 – Getting Involved Week: The Market Square event will be on Tuesday 28th July

Pg 3. Item 6 - Any Other Business: CT has put this complaint through the 3C's.

The minutes were then signed off.

3.0 Ground Rules/Code of Conduct/Constitution and Terms of Reference

1). Ground Rules

A copy of the ground rules were read out for the benefit of the group by AT, and SS.

JG commented that she was happy with them as they stand but due to other members not being present would it be an idea to go through them prior to the next meeting. CT suggested they spend 10 minutes going through the document before the next meeting.

The following amendments to the document were suggested;

1a) SS suggested adding 'relevant meetings' at point 1.

ACTION

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1b). Add ‘partners coming into meeting as well’, therefore this works two ways.

1c). Point 5 will read Nottingham City Homes and Nottingham City Council

1d). At point 6 alter the statement to read ‘ We will stick to the meeting agenda that has been set.

LM suggested that a copy of the revised Ground Rules should be sent to anyone who is invited to meeting. This was agreed by group.

LL asked if anyone can come to the meeting.

CT - anyone who cares for a disabled person can come along or even can come along as their representative if they can not come.

AT – Carer’s either need to represent the tenant on their behalf unless the care is a tenant themselves and is in a care capacity.

Two more alteration were suggested and accepted concerning point 1 which will now read;

‘Everyone has a right to speak and the time to be heard providing it is relevant to the meeting and they first raise their hand and go through the Chair’

The decision was then taken to bring the revised Ground Rules to the next meeting to be finally approved.

2) **CODE OF CONDUCT**

Point 8 – Should **Congress** read forum? Clarification needed. There was a debate about the need for the forum to make their own decisions and stand independently giving information to the TLC not constantly having everything approved such as letters etc.

It was agreed that the need for ‘**political influence/affiliation**’ needs adding at various points throughout the document.

Discrimination

It was agreed that this section speaks for itself and does not require any alterations.

Constitution

This statement was agreed as needing no amendments.

Conflicts of Interest

Political affiliation was added under this heading, the first point will now read;

‘Should disclose any interest, whether personal or on behalf of any group they represent, that they consider may affect or influence their approach to the matter under discussion, this includes any Political affiliations.’

Confidentiality

It was agreed by those present that all confidential documents should be on green paper and be handed back to chair at end of meeting and visitors asked to leave prior to confidential items discussed. It was also requested that there should only be copies on paper only and the information should not be kept on

SO

any computer. This amendment was to be added to the second paragraph of this section.

Political Affiliation

It was decided that the opening statement of this section should read;

'The **Forum** cannot be used as a Political tool for any person's individual needs. Individual members may be affiliated to/or be members of a political party but they may not represent a political party in their role as a member of the **Forum**.'

Breach of Code of Conduct

It was agreed that a separate meeting needs to be held with the Chair, Vice Chair and Sue Taylor concerning how the disciplinary procedure will be implemented. A procedure for issue written warnings discussed as at present if the Chair does ask to reprimand a person it is minuted but there is no specific procedure to follow which could be agreed on, the following was suggested;

After 2 verbal warnings there should be a meeting with the Chair, Sue Taylor and the Vice Chair. This would then be followed up with a written warning depending on the outcome of the meeting.

When decided the disciplinary procedure should be written into the Code Of Conduct.

Under the final 'I acknowledge receipt' section of the Code of Conduct it was agreed to alter the phrase 'refer any queries to Nottingham City Homes for clarification' to 'refer any queries to the **Forum** for clarification'

3) **CONSTITUTION AND TERMS OF REFERENCE**

- 1). The first amendment that was brought up as necessary was the addition of '**and carers**' at various places where it specifies who is entitled to be a member of the **Forum**.
- 2). All jargon and/or initials need to be changed so that everyone can understand what is meant.
- 3). It was requested that the term '**Council Housing**' be replaced by '**Nottingham City Homes properties**'

Objectives of the group.

- 1) Again it was asked that all initials be replaced with full titles.
- 2) Also add Carers on all points.

3). **Membership**

- 1) Clarification of items 3.1 – 3.2
 - 3.1 – 'All disabled Tenants, Leaseholders and Carers living in Nottingham City Homes properties.'
 - 3.2 - Carer must be tenant or leaseholder of Nottingham City Homes or a registered carer of a Tenant or Leaseholder of Nottingham City Homes.
 - 3.3 - Review the term 'any individuals'

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4). **Representation**

It was agreed to leave this section as it is by all present.

5). **Meetings**

A vote was taken to continue to meet monthly and was carried unanimously so this section is to be changed from 'Every 2 months' to 'Every month'

6). **Steps Homes 4 Us will take to make itself accessible to all:**

6.1). There is a continuing issue of the hearing loop so it is felt that the meeting is not accessible for all.

6.8). Add 'or by letter or telephone' to this section.

6.10). 'May be used' kept in.

7). **Elections**

There were no amendments needed to this section.

4.0 FORWARD PLANNING

Item deferred to the next meeting.

5.0 ANY OTHER BUSINESS

5.1) There was a discussion concerning the budget for all Forums. SO reported that there is £2,000 allocated to each forum and that £1,000 of this is allocated to paying for Taxi's. The group voiced their disapproval as they felt that being a disabled forum they should not be limited to attending by lack of money to pay for their taxi's. It was suggested that those who do not already share taxi's could do so in future to reduce costs, several people stated that they already do regularly share taxi's.

The Chair stated that he would take the matter up with Sue Taylor and clarify exactly what the allocated budget is to be spent on.

CT

SO to clarify the amount with Claire Reeves.

SO

AT to look at external funding.

AT

5.2) SS asked if a bus could go round and the sheltered schemes etc to promote Homes 4 Us up to get to people that we do not usually reach.

5.3) It was requested that a copy of the Tenant Involvement Structure be sent out with the next minutes.

SO

5.4) A vote was taken to continue to meet monthly and was carried unanimously.

The next meeting is to be held on: Monday 13th July 2009

Between 12.00 p.m. and 2.00 p.m.

The Tenants Resource Centre at Hounds Gate