

**Homes for Islington
TMO/TMC Review group
Minutes of 17th May 2007**

Present:	Richard Smith (RS) Chair	Halfmoon Crescent Co-op
	Thomas Cooper (TC)	Spa Green Management Organisation
	John Bevan (JB)	Holbrook Co-op
	Tom Kane (TK)	Taverner & Peckett TMO
	Gabrielle Mann (GM)	Taverner & Peckett TMO
	Bernie Tibbs (BT)	Arch-Elm Co-op
	Annette Parfett (AP)	Arch-Elm Co-op
	Dave Frankel (DF)	Harry Weston Co-op
	Jim Stuchberry (JS)	Harry Weston Co-op
	Lorraine Welland (LW)	Elthorne 1 st Co-op
	Pat Dunne (PD)	Newbery House
	Gill Dunne (GD)	Newbery House
	Bob Hart (BH)	Dixon Clark Court RMO
	Bob Edwards (BE)	Blackstock TMO
	Carson Millican	Blackstock TMO
	Trish Hayes	Charteris Co-op
	Patrick Browne	Brunswick Close TMO
	Mary Selormey (MS)	Pleydell TMO
	Alex Scorgie (AS)	Bemerton Villages TMO
	Ray Yates	Gambier House
HFI Officers	Anthony Jonas (AJ)	Performance Manager
	Linden Downham (LD)	Commissioning Manager
	Peter Sutton (PS)	Commissioning Officer
Also present	Mike Wells	Community Payback
	Brian Potter (BP)	FITA/Islington Leaseholder Forum

	ITEM	ACTION
1	Apologies for Absence	
1.1	Brenda Windsor (Holbrook), Terry LeFevre and Shirley LeFevre (Pleydell TMO), Tony Fernandes (Redbrick & Quaker Court), Lorraine Constantinou (Brooke Park) Braithwaite House TMO	
2	Community Payback	
2.1	Mike Wells spoke on behalf of the Community Payback Scheme. This involves teams of offenders carrying out supervised works in public areas. Their work is "high visibility" for instance with yellow jackets and signs up so that everyone is aware of their presence. All offenders are assessed as suitable at the point of sentencing and they are interviewed in advance. Although Community Payback do have a budget, local authorities often provide equipment or materials. The work they carry out should not replace routine work, it should be an extra such as clearing a piece of land that has been lying derelict.	
2.2	AS asked if HFI would pay for equipment and materials if Community Payback worked on TMO estates. AJ said that TMOs should pay if the works were TMO responsibility or if it was an improvement that they wanted.	

3	Minutes of 14/11/06 – Accuracy & matters arising	
3.1	<u>Accuracy</u>	
	Bernie Tibbs was not present at the last meeting. Ray Yates should have had apologies recorded as he has a standing apology for Tuesday meetings.	
3.2	With these amendments the minutes were agreed as a true record: proposed by JS and seconded by AP.	
3.3	2.2 The procedure for consultation on major works has been agreed with the TMCs for incorporation into their new MMA, and is available to TMOs. AJ confirmed that HFI and TMOs would use the existing procedure in each TMO Management Agreement.	
3.4	AS said that HFI was planning to carry out major works on Bemerton. He said that the tenders had already been opened but that the TMO was not involved. AJ agreed to discuss this with AS.	AJ
3.5	DF expressed his dissatisfaction with allowance figures not being available for those Co-ops considering taking on major works responsibilities. AJ said that he is meeting the Co-ops on 6 th June after they have signed the new MMA. The meeting will discuss any amendments needed to the MMA and any new responsibilities that the Co-ops want to take on. Allowances for taking on major works will be calculated if any Co-ops say they want to take it on at the meeting. DF asked for a commitment for how soon the allowance figures would be produced and AJ said that he could not give a date.	
3.6	AS said that Simon Kwong had agreed to report back to the meeting on issues raised at 12.1, 12.2 and 12/3 of the January Review Group minutes but had not done so. These related to cleaning on the Andover estate and difficulties with HFI Direct. AJ agreed to ask Simon Kwong to provide a report.	AJ/ SK
4.	Consultative Panel Reports	
4.1	The Respect Standard for Housing Management AJ introduced this paper and said that HFI is signing up to the Respect Standard. RY asked who he could report to when he found that HFI was in breach of the Respect Standard. AJ replied that the standard was voluntary. RY said that the report said there was a full Sunday service from Kiers and Noise Patrol but his experience was that the service was poor. BP, AS and TC spoke in favour of keeping the ASB Team locally based rather than centralizing it. The Panel voted unanimously in favour of keeping the ASB Teams based in the Area Offices, in opposition to the proposal at 7.3 to centralize the Team.	AJ DECISION
4.2	Review of Tenants' Compact	
4.2.1	AJ introduced this paper. He said that since the Compact was last reviewed in 2004 the PFI schemes had started, Area Offices had closed and the ILA had been established and so there was a need for a further review.	
4.2.2	AS said that the Compact Budget allocated by the Area Panel is then controlled by the Area Office and the work is carried out by Kier. AS asked if the work on TMO estates could be carried out by the TMO. AJ agreed to find out about this.	
4.2.3	BP spoke about the Area Panels and the Compact budget. He made the following two proposals: <ul style="list-style-type: none"> • That the Area Panel constitutions should remain as they are • That the Tenant Compact Budget should be split evenly between the four Areas. Both these proposals were passed unopposed, with one abstention	AJ DECISION

4.3	AJ said that the remaining reports were for information only. There were some questions on the “2006/7 Capital Programme – 4th quarter monitoring” paper.	
4.3.1	RY said that S20s had arrived at Gambier House on the day of the meeting. These included £250,000 for carrying out the decorations of the internal communal parts. As residents know that the TMO intends to carry out these works, now Gambier House leaseholders think that the TMO will be spending £250,000 on decorations. RY said that the TMO could do it for a third of this price.	
4.3.2	RY said that the TMO had requested £3,000 of works to lay tiles in the lobby. Kiers had priced the job at £1,400 to lay a roll of lino. RY stated that the TMO want the floor to be tiled.	
4.3.3	BP said that HFI Officers used the Compact budget to subsidise general works and his view is that all bids should come from tenant groups.	
4.3.4	In response to a question AJ stated that all works carried out with Compact funding are chargeable to leaseholders.	
4.3.5	AS said that HFI has tendered to carry out a number of jobs on Bemerton. He requested that the TMO can have copies of the tenders. AJ agreed to contact the Programme Manager to request this.	AJ
4.3.6	BT asked why there were no works being carried out on Co-op estates under the Compact. AJ stated that the works were agreed at Area Panels and Co-ops can attend and request works for their estates.	
5.	Consultative Panel Elections	
5.1	Election for representative on the Contracted Services Sub-Board DF nominated John Bevan. TC nominated Tom Kane. TC asked if proxy votes were allowed. AJ said that they were not allowed under the Terms of Reference. There were 8 votes for Tom and 6 votes for John, and so Tom Kane was elected as the representative on CSSB.	AJ DECISION
6.	Election of Chair and Vice Chair	
6.1	AJ took over as temporary Chair. Richard Smith was nominated as Chair by TC and seconded by JB. There were no other nominations and so Richard Smith was elected as Chair.	AJ DECISION
6.2	Ray Yates was nominated as Vice Chair by DF and seconded by AS. RY made clear that he could not attend any meetings held on Tuesdays. There were no other nominations and so Ray Yates was elected as Vice Chair.	AJ DECISION
7.	Improvements to the Review Group	
7.1	The following proposals were agreed: <ul style="list-style-type: none"> • That meetings should be held at TMO premises • That meetings should be held in sequence on Mondays, Tuesdays, Wednesdays and then Thursdays. • To change the name of the meeting from the TMO/TMC Review Group to the Tenant Management Forum • TMOs and TMCs should add items to the agenda by contacting Richard or Linden. • That where TMOs or TMCs want an HFI Officer or LBI councillor to be present they should request this through either Richard or Linden. • That papers should be sent out as early as possible to allow Committees to discuss them. 	AJ DECISION

7.2	<ul style="list-style-type: none"> That there should be a report back from the CSSB on every agenda. <p>DF stated that LBI councillors should be invited to meetings so they can hear the views of TMOs and TMCs directly. DF proposed that Councillor Terry Stacy should be invited to the next meeting. AJ agreed to do so.</p>	AJ
8.	Review of Terms of Reference	
8.1	There were no volunteers to review the Terms of Reference of the Review Group/Tenant Management Forum.	
9.	TMC Management Agreement – Progress Report	
9.1	AJ reported that a few remaining procedures were being finalised and the Co-ops are now meeting to approve the agreement. We expect to sign before the end of May.	
10.	Open forum on TMO/C liaison issues	
10.1	TC invited everyone to look at www.spagreen.org.uk to see how HFI contractors have spent £6 million on a Grade 2 listed estate.	
10.2	TK said that we need to get the working group on major repairs with Ferenc Morath started.	LD
10.3	RS thanked JB for his four years work as a representative of the Review Group.	
10.4	RY said that voids are now managed by Kiers, but that no contact numbers or details of staff had been given to TMOs. RY said that he did not understand how Kiers would monitor voids.	LD
10.5	RY said that HFI had stopped providing community hall insurance. He asked for an explanation of why this has happened. RS said that it costs Half Moon £150 a year to insure their community hall.	LD
11.	Any other business	
11.1	None	
12	Date of Next Meeting Monday the 16th July at Miranda Community Hall, 7.30	
12.1	Meeting closed at 9:00pm Peter Sutton Commissioning Officer – Tenant Management	