



Notes of Meeting			
Subject:	Tenant and Leaseholder Committee		
Date:	25 th April 2024	Time: 7:00pm	8:30pm
Location:	MS Teams and in person at the Forum		
Attendees:	<p>Chair – Paul McMahon</p> <p>Staff – David Barrett (Assistant Director - Strategic Housing & Delivery), Nonye Ebili (Improvement & Engagement Coordinator), Sue Prowse (Strategy, Quality & Assurance Projects Lead Officer), Simon Walton (Interim Head of Strategy, Quality & Assurance)</p> <p>Committee members – Andrea Maloney, Mutsa Cornish MuC, Paulette Reed, Max Sengul, Cllr Simy Dhyani</p> <p>Apologies – Charlotte Palmer, Mavis Cook</p> <p>Not in attendance - Michelle Mitchell, Andy Forbes</p>		

Item	Subject	Actionee
1	Welcome, apologies and changes in membership (If any)	Chair
	<p>Chair welcomed everyone to the meeting.</p> <p>Apologies from Charlotte Palmer & Mavis Cook.</p> <p>An overview of all the fire exits was given.</p> <p>An update relating to the resignation from TLC of Tracey Halls was made.</p> <ul style="list-style-type: none"> ➤ All members agreed that flowers and a card will be sent out as an appreciation of all Tracey's hard work and time throughout the years. NE to action. 	
2	Disclosure of personal and pecuniary interests	All
	None declared.	
3	Minutes of previous meeting (including matters arising)	All
	Everyone agreed that the minutes were an accurate reflection of the meeting.	
4	Overview of the issues log – for scrutiny	SP/SW
	<p>SW gave a general update of what the <i>issues log - for scrutiny</i> was designed to do following the recent suggestions from TLC.</p> <p>The issues log for scrutiny was discussed and reviewed by the members line by line.</p>	

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	<p>arrangement was indeed possible. SP to contact Rent & Income Team, who handle these charges.</p> <p>Area Issues:</p> <p>Surveyor to be sent out to Hatfield Crescent to access the area and update accordingly. SP requested via email.</p> <p>In response to PR's question about what percentage of Dacorum Borough Council garages are empty, DB explained that he did not have the answer on hand, but that information can be provided to the committee. SP to ask garage team.</p> <p>DB explained that the Council are currently reviewing their strategic assets which includes all the garages owned by the Council, some of which had already been developed. DB extended an invitation to the committee members to see the Council's garage development sites.</p> <p>Managing the Issues Log:</p> <p>The issues log – for scrutiny was formally agreed by the committee. It was also agreed that issues on the log that were awaiting completion would be coded amber. Issues deemed completed by the SQA Team would be in green - then once assessed and agreed by TLC as complete would be changed from green to grey and moved to the bottom of the document - meaning they have been marked off.</p> <p>This will provide a record of all general issues affecting tenants and leaseholders brought forward by the committee and dealt with across the year.</p> <p>All agreed that this will demonstrates the value of TLC as a true 'resident voice', as well as improved collaboration between TLC and staff.</p>	<p>SP</p> <p>SP</p> <p>DB</p>

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5	TPAS Re-engineering update and links to the Regulatory inspection in May	SP/SW
	<p>SP gave an update about the TPAS re-engineering project and how the project is moving forward. TLC members were encouraged to take an active role in the process.</p> <p>SP explained that the Council will be holding a complaints bootcamp and an open session for tenants – both of which will have the regulator’s inspectors in attendance - on 22nd May. SP invited the members who are DBC tenants to attend these sessions.</p> <p>The committee extended their appreciation to SP/SW for getting TLC back to being more tenant-focused.</p>	
6	Date & time of next meeting	Chair
	<p>PM asked the committee of his preference to create a vice-Chair for TLC – something that has been offered in the past. This would be a great opportunity for an existing TLC member and help have the workload shared a little.</p> <p>Members present were asked if anyone would be happy to put themselves forward and Max volunteered to be considered for the role. SW thanked him and advised that we would email the rest of TLC next week to see if there was any interest from anyone not present at this meeting. Formal invitation will be sent out to the committee via email by NE.</p> <p>Date of Next Meeting:</p> <p>23rd May 2024 at 7pm. This meeting again operate as a hybrid meeting to allow anyone unable to get to The Forum to take part.</p>	