



**GREAT YARMOUTH**  
BOROUGH COUNCIL

# Great Yarmouth Tenants Forum

**Date: Wednesday, 12 November 2014**

**Time: 17:30**

**Venue: Council Chamber**

**Address: Town Hall, Hall Plain, Great Yarmouth, NR30 2QF**

## **AGENDA**

**Open to Public and Press**

### **1 DECLARATIONS OF INTEREST**

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

You must declare a personal interest but can speak and vote on the matter.

### **2 CODE OF CONDUCT**

**4 - 4**

### **3 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**4      MINUTES      5 - 8**

To confirm the minutes of the meeting held on 1 October 2014.

**5      MATTERS ARISING**

To consider any matters arising from the above minutes.

**6      PROGRESS REPORT ON THE JVC**

A presentation will be given by the Housing Assets Manager.

**7      RENT INCREASES**

A report will be given by the Group Manager Housing Services.

**8      COST SAVINGS MEASURES**

An update will be given by the Chairman.

**9      CO-OPTION**

**Co Option Form**

**9 - 9**

Forum members are asked to complete and submit this form to be considered for co-option on to the Forum.

**10      REPORTS AND UPDATES**

- Feedback from Community Housing Board
- Communications Group
- Foster's Liaison Group
- Scrutiny Panel

**11      NOMINATION FORM FOR ELECTION OF VICE-CHAIRMAN      10 - 10**

A nomination form is attached which should be completed and returned to the Member Services Officer at the end of the meeting.

**12      ANY OTHER BUSINESS**

To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.

1. £10k is available in Energy Grants for tenants who cannot afford to heat their homes.
2. The Improving Financial Confidence project opportunity to engage tenants.
3. The GYBC Vision document.
4. The request for a GYCH Manager to attend each meeting (even if they are not presenting).

**13     DATE AND TIME OF NEXT MEETING**

The AGM will be held on Wednesday, 3 December 2014 at 5.30 pm at the Town Hall.

## **Code of Conduct**

Members and guests must comply with the Terms of Reference and Code of Conduct at all times

- Members must always be aware of their responsibilities to represent all tenants and leaseholders of the Borough, and to make decisions in an efficient, fair and responsible way.
- Members will provide new members with appropriate support and make them feel welcome at all times.
- Attendees shall treat each other, including forum members, Council Officers and guests of the Forum with respect at all times.
- Members shall conduct themselves in a manner that will not cause offence to others. Racist, sexist or inflammatory remarks or abusive behaviour will not be tolerated. The Chairperson has the right to warn a member of their behaviour. If they persist they will be asked to leave the meeting until further notice by the Chair. Within seven days the Chair and the Community Development Manager must arrange a date and time to hold a meeting (which must be held within 28 days of the incident) for them to discuss the incident and to make a decision on what action to take.

**A serious breach of any of the Forum's Code of Conduct may result in a member, following a majority vote, being asked to relinquish their position.**

# Great Yarmouth Tenants Forum

## Minutes

Wednesday, 01 October 2014 at 17:30

**PRESENT:**

Mrs C McDonald (in the Chair); Mrs B Dawkins, Mrs D Molvaer, Mrs A Arger, Mr J McGarrity, Mr R Taylor, Mr P Nichols, Mr P Burrage and Mrs S Taylor.

Councillor Myers.

Miss H Notcutt, Miss J Martin and Mrs C Webb (Borough Council Officers)

**1 DECLARATIONS OF INTEREST**

There were no Declarations of Interest given at the meeting.

**2 CODE OF CONDUCT**

Forum members noted the Code of Conduct.

**3 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Mrs D Gillett, Mr J Jones, Mr P Kirkpatrick, Councillor Linden and Mrs K Watt.

**4 MINUTES**

The minutes of the held on 3 September 2014 were confirmed.

**5 MATTERS ARISING**

There were no matters arising from the minutes.

**6 RECYCLING REVOLUTION**

The Environmental Services Officer gave a presentation on the new recycling measures to be introduced by the Council.

The Chairman thanked the Environmental Services Officer for her informative presentation.

## **7 FUTURE TENANT FORUM MEETINGS**

The Chairman reported that the next meeting of the Forum would be held on Wednesday, 12 November 2014 and the AGM on Wednesday, 3 December 2014. The meeting scheduled for 7 January 2014 would be cancelled.

## **8 COST SAVING MEASURE**

The Chairman reported that this item would be deferred to the next meeting.

## **9 FORUM STRATEGIC PLAN**

The Community Development Manager took the Forum through the salient areas of the draft report in the absence of Karin Watt.

She asked that the Forum consider an annual priority to focus on each year. The Member Services Officer proposed that suggestions should be sent to her by the end of the next meeting in November and the priorities could be voted for and decided at the Annual General Meeting.

A member raised concerns that the Tenants Handbook, scrutiny of the Repairs Service and the introduction of Tenant Inspectors had been put on hold. The Community Development Manager explained the reasons for this but assured the Forum that these work streams would progress.

A Member reported that he felt it was imperative that the Scrutiny Panel be allowed to scrutinise the Repairs Service which he felt was delivering an under par service at the present time.

The Chairman reported that the Scrutiny Panel would begin the exercise of looking at Mutual Exchanges and that a Repairs Scrutiny exercise could commence, once the changes had been implemented through the JVC initiative. The Community Development manager encouraged tenants to participate in shaping the customer care and tenant involvement element of the JVC.

## **10 BRINGING TOGETHER LOCAL TENANTS**

The Chairman asked Forum members to identify two workshop themes for the proposed event which would be held during Spring 2015. A Forum member suggested the Future of Tenant Participation as a workshop theme which was duly noted.

## **11 CO-OPTION**

### **Co-Option Form**

It was noted that no nominations for co-option to the Tenants Forum had been received.

## **12 TRANSPORT UPDATE**

The Chairman reported that the transport issues at the last meeting had been investigated and the taxi firm had admitted liability.

## **13 REPORTS AND UPDATES**

- Community Housing Board

It was reported that the last meeting had been taken up with a presentation on the JVC which had gone live from 1 October 2014.

- Communications Group

It was reported that the publication might be reduced to three regular issues per year with a fourth edition comprising both annual report and Tenant's news in a single sized publication. This approach was considered to reflect the intensity of the workload when producing two, separate publications at once, during 2014, and to reduce postage costs associated with sending out a double issue. One tenant news and views articles were required.

- Fosters Liaison Group

It was reported that the last meeting had been postponed until November.

- Scrutiny Panel

Repairs scrutiny was temporarily on hold until the new JVC had bedded in. A date would be circulated to instigate a scrutiny exercise on Mutual Repairs.

- Joint Venture Update meeting

The Chairman reported that this meeting had been most helpful. However, another Forum member reported that he felt disillusioned after this meeting as the officer had set out a course of action which he felt should have already been in place.

## **14 NOMINATION FORM FOR ELECTION OF VICE-CHAIRMAN**

The Chairman reported that submitted nomination forms should be signed by the nominee with a proposer and seconder who must be a member of the Forum.

Completed forms should be submitted to the Member Services Officer by the close of the next Forum meeting in November.

## **15 ANY OTHER BUSINESS**

The Chairman asked that the voting process for the Community Housing Board be forwarded to the Councillor for Lothingland.

She asked the Councillor to find a tenant in his ward who would be willing to join the Forum.

A Forum Member reported that the recent Out There Festival had been a resounding success and public donations to local charities was up on last year. He thanked all the Forum members who had volunteered as stewards.

## **16 DATE AND TIME OF NEXT MEETINGS**

It was noted that the next Forum meetings would be held on Wednesday, 12 November and Wednesday, 3 December 2014.

The meeting ended at: 19:10



## **GYCH Tenant Forum Co-option form**

**Date of nomination:**

**Name of Tenant to be nominated for co-option**

**Print**

**sign**

**Name of Tenant proposer**

**Print**

**sign**

**Name of Tenant seconder**

**Print**

**sign**

<p><b>The nominated tenant will be given the opportunity to speak to the forum regarding their interest in being co-opted.</b></p>
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# GREAT YARMOUTH COMMUNITY HOUSING

## TENANT FORUM BOARD NOMINATIONS

The AGM will be held on **3 December 2014 at 5.30pm** and nominations are required for the position of Vice-Chair for 2015.

Please submit completed nomination forms to Christina Webb, Member Services Officer, by the end of the Forum meeting on 5 November 2014 and remember that they **must be signed by the nominated person in order to be valid.**

### Vice-Chair

Nominee	Signature of Nominee	Proposer's Name	Seconder's Name