

**TMO Liaison Committee Meeting
Held Monday 25th July 2005
At 7pm in Room 101
Lambeth Town Hall**

Minutes of meeting

In attendance:

Charles Warman	CW	Roupell Park RMO
Ann Hoad	AH	Loughborough EMB
Dave Girdler	DG	Ethelred TMO
Ivy Burgess	IB	CETRA TMC
Joan Lacey	JL	CETRA TMC
Peter Lawrence	PL	METRA TMC
Dr Davidson Ughanwa	DW	Holland Town TMC
Nat Stevens	NS	Holland Town TMC
Joan Light	JL	Cottington Close TMC
Fortunate Asare	FA	Waltham TMO
Ebony Kingston	EK	Cowley EMB
Marie Hannelley	MH	Leaseholders Council
Ruth Neilson	RN	Lambeth Housing Service Improvement Team
George Grime	GG	Assistant Director of Housing
Martin Dumont	MD	Tenant Management Team
Clara Odamo	CO	Tenant Management Team
Vernon Clarke	VC	Tenant Management Team

1. Apologies:

Sue Aldiss	Blenheim Gardens RMO
Gerard Caulker	Manager – Resident Involvement Unit

2. Minutes of previous meeting

TMO Liaison Committee members queried the status of the comments by John Frankland circulated with the minutes of the previous meeting and in reference to Dorothea Williams of Holland Rise & Whitebeam Close TMC. After discussion, it was agreed that, as the comments were not made at the Liaison Committee Meeting, they should be excluded from the minutes. The minutes were otherwise accepted as a correct record.

Regarding the notes taken by Gerard Caulker, Joan Lacey stated that she queried the Council's procedure for conducting the TMO audits and the TMO's right to have a copy of the report. She did not query the Council's right to conduct the audits. With this amendment, the notes taken by Gerard Caulker were accepted as correct.

3.0 Matters Arising from the minutes

3.1 There were no matters arising from the minutes that were not already on the agenda.

4. Leaseholder Representation.

4.1 The TMO Liaison Committee agreed to move this item up the agenda in order to avoid Marie Hannelley, the Chair of the Leaseholders Council, having to stay to the end of the meeting to give her presentation.

4.2 MH explained that she was invited to attend the meeting in her capacity as Chair of the Leaseholders' Council to explain the Council's arrangements for leaseholders representation in the new Resident Participation Structures.

4.3 MH stated that under the old arrangements, there were 2 places that were reserved for TMOs on the Leaseholders Council of which one was taken up by a CETRA resident. Following the review of the structures, there is now provision for 4 TMO representatives on the Leaseholders Council and one place for TMOs on the Leaseholders Executive. She was keen to ensure that the 4 places reserved for TMOs were taken up and was seeking the views of the TMO Liaison Committee on this matter.

4.5 MH explained that the TMO representatives would have to be nominated by the TMO Liaison Committee and that nominations had to be received by 10th September. In response to a question from Ivy Burgess, she suggested that if any one wish to nominate a resident to the Leaseholders Council this should be done by contacting Cathy Kempadoo at the Resident Participation Unit

4.6 In response to questions from Peter Lawrence and Ebony Kingston regarding the availability of information on the Leaseholders Council, MH stated that there is a leaseholders handbook, which is prepared every 3 months for circulation to leaseholders.

5.0 Election of Chair and Vice Chair

5.1 Peter Lawrence noted the resignation of John Frankland as Chair of the TMO Liaison Committee. He stated that he had some sympathy with the reasons given by John Frankland for his resignation and stressed the importance of the proper functioning of the Committee in future.

5.2 Peter Lawrence made specific reference to the agenda for the meetings, stating that this was driven by the Council rather than the TMO Liaison Committee members. Joan Light pointed out that this was an item on the agenda of all the meetings of the Committee and that through this, the opportunity was there for members to put forward items for discussion at future meetings if they so wished.

- 5.3 A number of TMO Liaison Committee members stated that they would like an independent minute taker for the meetings and asked whether the Council would be willing to pay for this. Vernon Clarke did not support this stating that the Tenant Management Team has been servicing the meetings and the Team is happy to continue to do this.
- 5.4 In keeping with the Terms of Reference, the election of the Chair and Vice Chair of the TMO Liaison Committee must take place at its July meeting. To this end, the outgoing Vice Chair, Peter Lawrence, invited nominations for the Chair and Vice Chair, respectively.

Charles Warman nominated Ann Hoad of Loughborough EMB as Chair and this was agreed there being no other nomination. Ebony Kingston of Cowley EMB was nominated by Charles Warman as Vice Chair of the Committee and this was agreed, there being no other nomination.

6.0 Briefing on the November Inspection of the Housing Management Service.

- 6.1 The TMO Liaison Committee agreed to move this item up the agenda so that Ruth Neilson, who was invited to provide the briefing, was not too delayed.
- 6.2 RN stated that she had joined Lambeth Council to help progress the Service Plan and the Housing Management Inspection process. She stated that the Pre Inspection process was well underway with the gathering of the evidence required by the Inspectors. One aspect of this is the Self Assessment exercise whereby the Council has to write its own perception of the service and prospects for improvement, together with an Action Plan.
- 6.3 RN stated that this would involve more work for TMOs but felt that it was the right type of work as they would have to be more focussed on what was important. She explained that the questions that the Council will have to address and the evidence required would be base on the Key Lines of Enquiry framework of the Audit Commission.
- 6.4 Peter Lawrence asked why the TMOs involved in the Arms Length Management Organisation (TALMO) were not subject to the same conditions as the Non- TALMO TMOs and thus reflected in the Service Plan. In response, George Grime explained that the TALMO TMOs would have their own Service Improvement Plan.
- 6.5 Dr Davidson Ughanwa wanted to know more about the Key Lines of Enquiry and requested a copy of the Audit Commission document. RN agreed to circulate this.
- 6.6 Charles Warman asked if the Reframing Programme was in the Inspection and in response, G.G referred him to the Reframing paper previously circulated to the TMO Liaison Committee.

6.7 Peter Lawrence asked what other Audit Inspections have already been undertaken and whether he could have a copy of the Council's audited accounts. In response, G.G stated that an Inspection of the Repairs Service has taken place and that the Council's audited accounts for 2004 can be obtained from the Council's website.

6.8 Ann Hoad proposed that there should be further discussion on the progress of the Inspection at the TMO Liaison Committee meeting. It was agreed that this should be included on the agenda of the September meeting.

7.0 TMO Bidding for Grant Funding at Area Forums

7.1 TMO Liaison Committee members expressed concern about the bidding process for grant funding in respect of the Housing Opportunities Fund, bids for which have to be made to the Area Forums. A number had written to the Executive Member for Housing, Keith Fitchett expressing the view that TMOs were put at a disadvantage in gaining access to the Fund and in securing a fair share of the funding. However, no response to date had been received from Councillor Fitchett.

7.2 In response to the concerns expressed, G.G explained that the Council wanted the Area Forums to have a more strategic role, in keeping with the Town Centre concept and this was the reason behind the change in the bidding process. He advised that this might be an issue that could be discussed at the Tenants Council as this was a matter affecting the whole borough and not one that was under the control of the Tenant Management Unit.

7.3 Peter Lawrence agreed to meet with other TMO Liaison Committee members to prepare a paper to put forward to the Tenants Council.

8.0 Performance Standards and the Council's housing service plan for 2005/6 - original item 6

8.1 This item was deferred to the September meeting of the Committee.

9.0 TMO Member Forum Terms of Reference – original item 8

9.1 This item was deferred to September meeting of the Committee

10. Discussion items for next/future meetings

Three items were put forward to be included on the agenda of the next meeting in addition to those that were deferred. These are:

- (a) Update on TALMO; (b) Update on the MMA negotiations; (c) Delegated budgets.

11. A.O.B

11.1 There was no other business.

