**North East Tenant Voice (NETV) Meeting
Wednesday 15 September, 10:30am – 1:30pm
via Zoom

Meeting Minutes**

**Attendance:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Organisation** | **Tenant (T) or Organisation (O)** |
| Alan Black | Livin | T |
| Abi Pocklington | Livin | O |
| Ashleigh Fullwood | Your Homes Newcastle | T |
| Brenda Naisby | Gentoo | T |
| Dave Fidgeon | Bernicia | T |
| Dawn Pearson | Northumberland CC | T |
| Dorothy Mead | Beyond Housing | T |
| Emily Thomas | Broadacres Housing Association | O |
| Emma Peat | Gentoo | O |
| Helen Watson | Gateshead Housing Company | O |
| Ian McKenzie | Gateshead Council | T |
| James Marsh | Beyond Housing | O |
| Jim Scollen  | Thirteen | T |
| Julie Carter | Bernicia Homes | O |
| Kathleen Newell | Jonnie Johnson Housing | T |
| Matthew Hufford | Darlington Borough Council | O |
| Pam McIvor  | Thirteen | T |
| Sarah Bage  | Thirteen Group | O |
| Sarah Warren | Broadacres | T |
| Tim Mason | Beyond Housing | T |
| Alan Black | Livin | T |
| Abi Pocklington | Livin | O |

The attendance list reflects the individuals who could be identified on the zoom call. Please let Leanne Farrell know any amendments so an updated list can be circulated.

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| **Name** | **Organisation** | **Role** |
| Gillian Mclaren | Tpas | Facilitator |
| Emma Gilpin | Tpas | Facilitator |
| Leanne Farrell | Tpas | Facilitator/Minutes |

**Apologies:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Organisation** | **Role** |
| Andrea Malcolm | Bernicia Homes | O |
| Anne Mahone | Jonnie Johnson Housing | T |
| Anne Potts | Karbon Homes | T |
| Anthony King | Darlington | T |
| Gemma Seddon | Northumberland CC | T |
| Jackie Greenwood | Your Homes Newcastle | T |
| Jo Avery | Believe Housing | O |
| John Johnston | Bernicia | O |
| Lewis Rimington | Karbon Homes | O |
| Michael Lisle  | Karbon | T |
| Nigel Wilson | Gentoo | O |
| Sheila Capuanos | Bernicia | T |
| Terry Chittenden | Believe | T |
| Val Smart | Bernicia | T |
| Andrea Malcolm | Bernicia Homes | O |
| Anne Mahone | Jonnie Johnson Housing | T |

1. **Welcome**

Gillian Mclaren, Tpas, welcomed all to the meeting.

1. **Minutes of last meeting**The minutes of the last meeting held on 29 July 2021 were agreed as a correct record. Pam McIvor advised two amendments.
2. **Terms of Reference and Code of Conduct**Meeting attendees were assigned to Zoom breakout rooms into groups of 3 or 4 with at least one organisation staff member present where possible. Each group was given 45 minutes to discuss the draft Terms of Reference and Code of Conduct documents to identify changes to be feedback to the wider group.

The groups were as follows:

|  |  |
| --- | --- |
| **Breakout Group 1**Ashleigh FullwoodIan McKenzieEmma Peat (Staff) | **Breakout Group 2**Dorothy MeadJim ScollenKathleen NewellMatthew Hufford (Staff) |
| **Breakout Group 3**Alan BlackBrenda NaisbyPam McIvorHelen Watson (Staff) | **Breakout Group 4**Sarah WarrenEmily Thomas (Staff)Sarah Bage (Staff) |

The feedback and suggested changes from each of the breakout groups was as follows:

|  |  |  |
| --- | --- | --- |
|  | **Terms of Reference** | **Code of Conduct** |
| **Group 1** | Set the timescales for meeting documents i.e. 10 days before | Zoom groundrules, meeting conduct |
| **Group 2** | Elect a speaker in breakout rooms to give structure in smaller groups | Wording to be clearer i.e. committee or organisation |
| **Group 3** | Clarity on the geographical spread and fundings – can tenant representatives still join if their Landlord is not providing fundingWhat are the voting powers for the Chair of the group – independent or representative | The quorum for decision making at 75% |
| **Group 4** | Group membership – is it honorary to representatives outside of the NETV area.Is it 9 years in a row for Board or split across terms?What are the processes for the specialist/ad-hoc groups – need to identify a point of contact for each | No changes. |

Feedback from Sheila Capuanos (gave apologies), for the first functioning year, should he group have an independent Chair – Tpas or similar – to act as a mentor to a future representative Chair.

Staff members from each group were asked to send their full feedback from the group sessions by email to Leanne Farrell for inclusive changes to both draft documents.

Further group discussion included what the quorate figure is for the group both in numbers and as a percentage and whether meetings should continue and decisions made in the future if quorate levels aren’t reached.

It was suggested that the ‘Board’ could meet prior to the full NETV meeting to discuss what decisions are to be made at the next meeting – this will be proposed to everyone at the next full NETV meeting in October.

Group are in agreement to trial a ‘mock board’ prior to representative recruitment.

Point was made that today’s meeting was low on tenant representative numbers and realistically decisions cannot be made as the group is not quorate.

Agreed for meeting documents to be send 10 days prior to the next meeting.

Discussion on whether voting can take place by proxy in the future.

Proposal for the next meeting for decision to be made on the number of representatives to sit on the ‘Board’ (i.e. 9 or 12) and to agree the name of the formal arm of the group.

Decision was made to recirculate the Expression of Interest survey for the board and wider commitment to the NETV. Leanne Farrell to action accordingly.

1. **Website and NETV logo**As discussed at the last meeting, Leanne Farrell presented the amended logo options for voting by Zoom poll. The group agreed on Logo 1 (purple logo) by 63%. This logo will be used on all future NETV documentation (i.e. minutes, agendas, specialist briefing papers, ToR and CoC) and the webpage on the Tpas website.
2. **Next meeting**
The next meeting will be held on Thursday 14 October, 10:30am to 12:30pm via Zoom.

Papers for this meeting will be sent 10 days before.

1. **Any other business**None. Meeting concluded.