

Meeting action minutes

Meeting	Tenant Disability Network (TDN)		
Attendees	<p>Present: Alison Gray, Muriel Briault, Barry Kent, Chris El-Shabba, Lynn Bennett, Martin Cunningham, Jason Williams, Ann Packham,</p> <p>Officers: Glyn Huelin (Business & Performance Manager), Sue Andrew (Adaptations), Kirsty Smeaton-Brown (Senior Housing Needs Officer)</p>		
Apologies	Joe MaCrae, Sarah Potter (Adaptations)		
Meeting location	Hampshire Lodge	Produced by	Keely McDonald
Date Time	10 July 2017 2.00pm	Minutes completed on	11/07/17

Section 1 – Update on actions from previous meeting

	Description
1	BM to drop newsletters to AP and AG, RIT to distribute where possible.
2	BM to discuss TDN membership with Sharon Terry
3	Glyn and Mears to discuss information sharing
4	Adaptations to put together list of specialist equipment installed in properties
5	GH to review repair and maintenance of specialist equipment
6	Update on wash dry toilet servicing if out of warranty

Section 2 – Agenda items, agreements and future action

Agenda item 1 Introductions			
Agreement / Decision	Keely McDonald taking minutes in place of BM Kirsty Smeaton-Brown to discuss allocations policies GH to respond to actions from previous minutes SA to update on Adaptations		
Action(s)		By Who	Deadline
Agenda item 2 Previous Minutes			
Agreement / Decision	<p>Item 7: Mears do not have list of what specialised equipment is installed in properties. Are now recording what equipment is in place when repairs are raised. Council is now procuring new IT system which will make it easier for repairs contractors to know immediately if specialist equipment is in place in a property.</p> <p>Alex Dickie is looking into negotiating with providers to retroactively apply lifetime warranties to equipment, repairs will be raised through warranty process ensuring the</p>		

	<p>contractor has the correct tools/knowledge. This will be the process until new IT system is in place.</p> <p>Mears trained four plumbers but were denied access to specialist parts by manufacturers.</p> <p>SA providing Mears with reports from current IT system OHMS, as Mears do not have access.</p> <p>Similar issues with hoists and stair lifts. Hoists will be attended by lift contractor operatives.</p>		
Action(s)	Confirm Mears are receiving OHMS reports	By Who SA	Deadline 30/08/17
Agenda item 3 Allocations Policy			
Agreement / Decision	<p>Key changes in the council's allocations policy: From 'open' to 'closed' Housing Register.</p> <p>Applications from those not from Brighton and Hove are not considered, unless specific exceptions.</p> <p>Local connection must now be five years.</p> <p>There are built in protections for those with additional needs on a case by case basis.</p> <p>Assessments will be made if there are ASB convictions.</p> <p>Most who buy their property through Right To Buy will not be considered for the Housing Register unless they meet specific circumstances, such as the property cannot be adapted to their needs.</p> <p>The council works closely with the East Sussex Fire Service to provide opportunity for residents to raise concerns as well as receive a free visit and personal evacuation plan. This is for all residents, not just those in high rise.</p> <p>Residents can also register appliances for Product Safety Recalls, this will alert you if a product you own has ever been recalled.</p> <p>The Allocation Team has a medical officer, a mobility officer and an under-occupation officer to work with Occupational Health to assess need.</p> <p>Residents of Hampshire Court on top floors who have experienced reduced mobility over the years have recently been told that they can't move to ground floor flats through the Housing Register. The housing stock is too low to guarantee a move, however this may be possible through Homemove.</p> <p>Local Lettings Plans are to be reviewed and will go to Housing Committee. A report of this review will be made public.</p> <p>Brighton Lions provides medical alert stickers for emergency personnel.</p>		
Action(s)	Product Safety Recall info to go to newsletter Raise Local Lettings Plans at Area Panel Raise Local Lettings Plans with Housing Committee before decision is made.	By Who LB MC BM	Deadline 01/08/17 07/09/17
Agenda item 4 Adaptations			
Agreement / Decision	<p>Thank you to AG for her help with the Adaptations Framework. The tender deadline for this is now closed. There are now 7 returns being processed.</p> <p>Housing Adaptations Equality Impact Assessment review has identified that it needs to a) collect some missing data, b) carry out more analysis e.g. around</p>		

	<p>BME households, what customers tell us and access to service. Sarah Potter is working with the Autistic Spectrum Condition Equality Group on this. The council's annual Adaptations budget remains at £1.15m for 2017/18. Carrying out specialist Occupational Therapy assessments plus: Simon Pickles has left Brighton Council and Scott Lunn will be taking over his role. Working with Scott on the Improving Communal Access Project. Working on new builds to include accessible/wheelchair user homes. Working with Property & Investment on door replacement programme. Carrying out service and maintenance of equipment and collating a list of all clos-o-mats, also obtaining a quote for service contract and/or extended warranties. Dedicating Occupational Therapist to accompanied viewings with disabled people offered council homes, as well as working with Homemove to help shortlisting for mobility rated properties.</p>		
Action(s)		By Who	Deadline
Agenda item 5 Newsletter			
Agreement / Decision	<p>CareLink Plus interviewing AG for their new leaflets about the TDN newsletter. Please send any articles to AP and JW. TDN requested that Resident Involvement Team distribute newsletter to resident associations across the city regularly, and to libraries. Also inform people that A£ size is available for people with vision impairments. Suggest an offer of 20 per association with the opportunity to request more. Agreed newsletter to be published every three months. Possibility People have a newsletter available with contact information.</p>		
Action(s)	<p>Provide information on Possibility People for next Newsletter publication Send copy to SA</p>	<p>By Who BK AG</p>	<p>Deadline</p>
Agenda item 6 Next Agenda			
Agreement / Decision	<p>Adaptations Adaptations Tender Feedback Newsletters Invite Lilly Storey from Possibility People</p>		
Action(s)	<p>Invite Lilly Storey</p>	<p>By Who BM</p>	<p>Deadline 15/09/17</p>
Agenda item 7 AOB			
Agreement / Decision	<p>Illegal parking has been reported at Robert lodge, blocking dropped kerb and preventing Cityclean from emptying bins. Police to be contacted if on public land. Handrail needed at Stonery Close. To reduce fire risk, council will now remove and hold any items in communal hallways. Hold for 28 days and dispose of if not collected, this includes mobility scooters. Residents must inform the council if they plan to buy one, as well as provide info on size and storage details.</p>		

	<p>If you see scooters stored in common ways, please inform Housing Customer Services. Scooter storage has been changed to include a variety of motorised personal vehicles, this reduces space for necessary items.</p>		
Action(s)	<p>Assist with Cityclean in resolving collection issues at Robert Lodge</p> <p>Contact Access Point re. handrail</p> <p>Clarify use of previous 'scooter storage'</p>	<p>By Who GH</p> <p>MB</p> <p>BM</p>	<p>Deadline</p>

Section 3 – Agenda for next meeting

1	Welcome/Introductions
2	Minutes of last meeting
3	Housing Adaptations
4	Adaptations Tender Feedback
5	Invitation to Lilly Storey 'Possibility People'
6	TDN newsletter
7	Agenda Planning
8	AOB
9	Date of next meeting