

**JOINT CONSULTATION MEETING**  
**Between**  
**ST LEGER HOMES of DONCASTER**  
**And**  
**THE STANDING JOINT COMMITTEE**  
**Of the**  
**DONCASTER FEDERATION of the TENANTS and RESIDENTS**  
**ASSOCIATIONS**  
**Held on**  
**24<sup>th</sup> April 2008 at 2.00pm**  
**In the**  
**HAYWOOD ROOM, COUNCIL HOUSE**

**PRESENT**

**STANDING JOINT COMMITTEE**

Lyn Ralph	Chair
Frank Knapton	Vice Chair
Mavis Williams	Secretary
Andy Kerr	Treasurer
Ali Melli	Assistant Treasurer
Linda Teasdale	Committee Member
Brian Naughton	Committee Member
Ernie Plastow	Committee Member
Sue Wilkinson	Committee Member
Janet Martland	Committee Member
Anne Pawson	Committee Member
Ashkan Melli	NDC POP Worker (Community Worker)
Naz Hussain	Federation Support Officer (minutes)

**ST LEGER HOMES**

Judith Jones	Director of Customer Services
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**1. WELCOME**

Lyn Ralph opened the meeting and thanked everyone for attending.

**2. APOLOGIES**

Colin Leonard	Committee Member
Leonard Trueman	Committee Member
Keith Jobson	Committee Member
Maureen Tennison	Committee Member
Martin Musgrave	Chief Executive
David Willis	Community Liaison Manager
Gail Newton	Area Service Director – Central (DMBC)
Christine Mills	Ward Councillor (Cabinet Member)

**3. MINUTES OF THE LAST MEETING**

The minutes were accepted as a true and accurate record.

## 4. MATTERS ARISING

### *Pg. 2 Matters Arising*

Judith updated on the situation of the overhanging shrubbery on paths by Skipwith Gardens in Rossington. Karl Chapman has emailed Community First asking them to clean up the cut back overhanging shrubbery and Dave Willis has forwarded Andy Kerr's name to the neighbourhood improvement team asking that he be included in any forthcoming review of the garden service.

### *Pg. 2 Matters Arising*

Andy Kerr reported that tenants had still not received SmartWater stickers after decency works. Judith Jones agreed to arrange SmartWater stickers for tenants where stickers had been lost when doors / windows had been replaced. She also confirmed that SLHD had recently purchased more SmartWater packs for its tenants.

### *Pg. 3 Directors Report*

Judith disseminated the schedule of properties planned for environmental works as agreed by Martin Musgrave at the previous meeting. Judith asked the SJC if an officer could attend a future meeting to discuss the plan, SJC agreed and Judith agreed to arrange for a member of decency team to do this.

Linda Teasdale asked for an update about the fencing for Hallgate in Mexborough. Judith stated she would find out and feedback.

### *Pg. 3 Community Liaison Report*

Judith updated on the query if TARA members running Community Halls would require a formal qualification on health & hygiene.

Lynne Harrison sent the following emails to the Haywood room from Paul J Williams, Environmental Health Manager and Jude Appleton, Health Education Supervisor – DMBC.

Paul: 'Food safety law applies to all situations where food is prepared / sold / consumed in non-domestic type situations even if the food is given away for free. Food safety law will apply to food handlers in communal halls.'

With regard to training, the law requires that all food handlers should receive sufficient training on food safety commensurate with their needs. Obviously food handlers can vary from those who merely serve i.e. waiters, etc. right up to manufacturers and producers – so no specific training is referred to in the legislation. Level 2 would be suitable for the typical food handling activities that take place in communal halls.'

Jude: 'Commensurate with work activity i.e. working with open high risk food such as sandwiches, Food safety Level 2 should be obtained.'

Judith also went on to clarify what was meant by 'Skills Passport training, and noted that Lynne Harrison emailed the following answer to the Haywood Room: The Skills Passport training course enables learners to break down the barriers to work by developing interview and telephone techniques – letter writing and CV writing skills,

identifying employers, understanding advertisements and your rights as an employee.

With reference to the SJC having training on Asylum Seekers and Refugees, Joe Kucz, Asylum Seekers Support Team Manager responded positively and explained that he facilitates training / myth busting sessions in schools, colleges and community groups. He has no problem putting together a package for the SJC. Naz agreed to contact Joe on 01302 862039 and arrange a meeting to discuss the training session.

#### *Pg. 4 Any Other Business – Ennerdale TA*

In response to why wasn't the Ennerdale Communal Hall given a thorough clean up after renovations? David Evans explained that the 52 chairs were not cleaned and were covered in dust. These were subsequently cleaned by TARA members. However Metro Clean did not receive a request for an additional clean up after renovations – but the cleaner saved up her hours whilst renovations were in progress and utilised those hours to clean up following the work.

### **5. DIRECTORS REPORT**

Judith updated on decency and reported that SLHD had spent their allocated budget for the year and were now looking at undertaking works on family homes. It is important to make families aware of how disruptive decency can be and asked for any ideas how such info could be conveyed to families.

Judith proposed that officers could attend TARA meetings in areas where works were being carried out to discuss any issues tenants may have about the work to be carried out. The SJC backed the idea and felt it was a good way to convey information about decency to tenants.

Sue stated that bungalows along with houses in Balby had been surveyed together and works has started on the bungalows, but the houses have not been planned in for this year.

Linda reported that properties in the Poets Area of Mexborough had been surveyed for Decency over 5 years ago and asked if they were eligible for decency now but still have not received any work.

Judith agreed to look into both decency issues.

Anne Pawson enquired when the Highfields area was due to get decency work; Naz agreed to find out.

SLHD has decided to splits into 5 housing management areas from the 4 quadrants. In governance terms, SLHD are waiting confirmation following DMBC's restructure but there is a probability of 3 area boards.

Naz agreed to get a map of how the areas have been split.

Judith reported that they had successfully recruited a new Community Liaison Officer and are to shortly interview for the Community Liaison Manager, which will take place on Friday 9<sup>th</sup> May 2008. But also announced that Catherine Foster, a Diversity Officer would be leaving SLHD for a new job.

SLHD are set to launch a new website relating to issues such as benefits, loans, finances, etc. Matthew Larner, Benefits advisor is currently working on the site but is expected to go live shortly.

## **6. COMMUNITY LIAISON / DIVERSITY REPORT**

Lyn Ralph presented the April 2008 report for the two teams. Please see attached report.

*Other points that were raised in relation to the Community Liaison report:*

- It was asked if abbreviations could be clarified fully in future reports. Naz agreed to inform the CLO team.
- Judith noted that SLHD are now looking to introduce a new course for new tenants around basic skills needed to rent a house.

## **7. CHAIR'S REPORT**

Lyn thanked all who helped out at the Tenants' & Residents' Day (Tenants Conference), which is took place on Saturday 19th April 2008, as it proved to be a great success once again and attracting over a thousand visitors.

Mavis thanked Naz for all his efforts in planning the event.

Lyn went on to introduce all the new members elected on to the Standing Joint Committee, which included;

- Maureen Tennison (Tenant)
- Janet Martland (Tenant)
- Keith Jobson (Tenant)
- Anne Pawson(Tenant)
- Leonard Trueman (Leaseholder)

## **8. ANY OTHER BUSINESS**

### Introductory Tenancies

Ernie Plastow asked for an update on the results of the recent consultation undertaken with all TARAs on introductory tenancies. Judith reported that all results had been reviewed and showed support to bring in introductory tenancies. A report will now go to DMBC.

Judith also added that if approval is given, when they bring in these new tenancies they will be trialled for a period of 12 months and then reviewed.

### Printer

Sue mentioned that one of the older printers in the Haywood Room was no longer functioning properly and asked if a new printer should be purchased or repairing the existing old one. Frank proposed the purchase of anew one, which was seconded by Brian Naughton and then agreed by all the SJC in attendance.

## **9. DATE & TIME OF NEXT MEETING**

Thursday 29<sup>th</sup> May 2008 at 2pm in the Haywood Room, Council House.