

Meeting Title:	PSP Minutes
Date:	21 st May 2018
Time:	5:30pm
Location:	Empty Homes meeting room

Present:	Cindy, Debbie, Donna and Jan
In attendance:	Vicky Labbett and Sarah Hemming
Apologies:	None

	Minutes	Owner
1.	Welcome and matters arising Cindy opened the meeting and welcomed all those present.	
2.	Tenant Annual Report The group reviewed a number of tenant annual reports from other Local Authorities in order to get inspiration for this year's annual report which is due to be published later in the year. The PSP agreed the following points: <ul style="list-style-type: none"> - To keep it simple with infographics - Include a section on 'who are we' - Include breakdown on rental income usage - Average rent/service charge - How many properties delivered (what do you mean by this 'delivered?') and refurbished - Number of adaptations made - General performance data on our services 	
3.	Recruitment Vicky updated the group that she had received an expression of interest to join the PSP from a tenant. Cindy and Vicky agreed to follow this up by holding an informal meeting to discuss the PSP with the tenant. Sarah updated the group with details about a potential new initiative. Group 'welcome meetings' could be held for new tenants to discuss tenancy and property matters. This initiative could be expanded to include areas such as tenant involvement which would include the PSP. The feasibility of these meetings was currently being considered and the outcome would be reported in due course.	Vicky asap Sarah

	Minutes	Owner
	<p>The group discussed how they would like to recruit a Leaseholder to the PSP in order to ensure general leaseholder interests are represented.</p> <p>A photo was taken of Cindy to be published in the next edition of the InSight magazine along with an accompanying article in order to publicise the PSP.</p>	Vicky
	<p>Training feedback</p> <p>Cindy, Debbie and Donna provided feedback on a recent TPAS seminar they had attended. The training was on scrutiny methods in which they reviewed how to effectively challenge organisations by asking probing questions. The attendees agreed that the training had been useful and worthwhile attending.</p> <p>The group discussed future training opportunities and a possible training event which had been discussed during the TPAS scrutiny session. Vicky agreed she would investigate this further.</p>	Vicky
	<p>AOB</p> <p>The group noted that they would like to hold a follow up meeting with Adrian (Planned Repairs Lead) and Mark (Response Repairs Lead) towards the end of the year.</p> <p>The date of the next meeting was agreed for 2nd of July.</p>	Vicky

Signed by Chair:	
Print name:	
Date:	