

<b>Meeting Title:</b>	PSP Minutes
<b>Date:</b>	16 <sup>th</sup> April 2018
<b>Time:</b>	5:30pm
<b>Location:</b>	Empty Homes meeting room

<b>Present:</b>	Cindy, Debbie, Donna and Jan
<b>In attendance:</b>	Vicky Labbett, Jason Ham and Barry Bennett
<b>Apologies:</b>	None

	Minutes	Owner
1.	<p><b>Welcome and matters arising</b></p> <p>Cindy opened the meeting and welcomed all those present.</p> <p>Vicky agreed to contact former PSP member Sim and request that the redundant Doodle Poll is closed.</p>	Vicky
2.	<p><b>Universal Credit presentation and discussion</b></p> <p>PSP members were joined by Barry Bennett (Senior Benefits &amp; Welfare Officer) who provided the following overview of Universal Credit (UC), and how Exeter City Council (ECC) were going to help support tenants with the UC rollout.</p> <ul style="list-style-type: none"> <li>• UC has been gradually phased in across the country since 2013. UC is coming to Exeter in September.</li> <li>• UC was devised to simplify the benefit system by merging all the separate benefits, except for Council Tax support.</li> <li>• UC is intended to replicate the working payment cycle i.e. a monthly payment cycle with payments made on the same date each month.</li> <li>• Registration, enrolment and payment will all be processed online which can represent a potential accessibility barrier. The government recognises this and has developed two tiers of assistance for those who may be vulnerable and need support. Tier one factors includes – people who are affected by drug/alcohol abuse, people who have learning difficulties, people who are in debt and recent care leavers. Tier two factors include- people with a history of rent arrears and those who are recently bereaved.</li> </ul>	

	Minutes	Owner
	<ul style="list-style-type: none"> <li>Initial payments will take five weeks to process and will be made and in arrears. However advanced payments can be made which can be recouped from future payments.</li> <li>ECC is working closely with other agencies including the Job Centre, Citizen Advice Bureau and Food Bank charities in order to make sure people who might struggle with the transition are identified and supported.</li> <li>ECC will have access to a discretionary housing payment pot</li> <li>The Citizen Advice Bureau has a Local Welfare Support Case Worker.</li> <li>Free internet access will be available at the Civic Centre.</li> </ul> <p>The group were pleased to learn that ECC were in the process of planning drop in sessions for anyone who would like to know more about UC and how ECC can help support them.</p> <p>The PSP discussed whether the Council could ask tenants to make small over payments in their rent payments in the coming months so that they can build up a reserve for the transition period. Barry informed the group that ECC had no plans to do this and proposed supporting the tenants via the drop in sessions.</p> <p>The PSP members agreed that whilst this session had been a fact finding event for them, they would be happy to be consulted further in the future should it be of help. All members thanked Barry for attending the meeting.</p>	
3.	<p><b>Recruitment update</b></p> <p>Vicky updated the group that she had followed up an expression of interest she received via Facebook. Unfortunately the tenant had decided to not pursue her enquiry any further.</p> <p>The PSP member's requested that the recruitment leaflet be brought to the next meeting for review.</p>	Vicky
	<p><b>Tenant Annual Report</b></p> <p>Because of time constraints the group decided to defer this agenda item until the next meeting but make it the priority at the next meeting.</p>	Vicky
	<p><b>AOB</b></p> <p>Donna requested a copy of the Code of Conduct.</p>	Vicky

	Minutes	Owner
	Cindy thanked all PSP members and Barry for their attendance. The date of the next meeting was agreed for 21 <sup>st</sup> May (venue to be confirmed)	Vicky

<b>Signed by Chair:</b>	
<b>Print name:</b>	
<b>Date:</b>	