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|  **Minutes**  | **MEETING:**  | Housing Involvement Panel   |
| **DATE:**  | 13th November 2024   |
| **TIME:**  | 10.30am-1.30pm   |
| **VENUE:** | Riverside House (Hybrid)   |
| **CHAIR:**  | Stella Parkin (Chair)   |
| **MINUTE TAKER:**  | Caroline Hubbard, Tenant Involvement Officer   |
| **In Attendance**  |
| Mary Jacques, Winnie Billups, Anne Hitchens, Mo Ramzan, Callum & Rhiannon Tomlinson, Jordan Hart, Wendy Birch, Nicola Harper (online), Jean Hart, Bridget Key, Phil Hayes (RotherFed), James Smith - Tenant Engagement Manager, Hannah Miller – Project Development Officer, Lindsay Wynn – HRA Business Planning Manager, Paul Elliott – Head of Housing Income and Support Services, Ellen Hawksworth, Ministry of Housing, Communities and Local Government.  |
| **Apologies**  |
| Katie Foster, Leah Bennett-Sylvester, James Clark – Assistant Housing Director, Councillor Allen   |
| **Item**  | **Subject / Discussion**  | **Action**  |
| **1.**  | **Welcome, Introductions and minutes from last time**  Stella welcomed everyone to the meeting and facilitated introductions.  The September meeting minutes were checked for accuracy and agreed.  | **N/A**  |
| **2.**  | **Annual Report Collaboration** Hannah Miller, Project Development Officer shared paper copies of the annual review with the Panel and gave an overview of what the annual review if for. Hannah asked if anyone has seen the report before. 4 Panel Members said that they had.  Panel Members rated the report out of 10. Some Panel Members shared their rating and why:  • 5 – it’s a carbon copy of Home Matters magazine. Just the front cover different. It is a waste of money.  |  |

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|  | * 10 – informative, some of the information could be more clarified. 10 is for the impact of the brochure itself.

 * 9 - visually, well put together, attractive to read.

 * 6 – general information good, but same content is the same as Home Matters. A lot of different colours have been used and some aren’t accessible. Use of red – red is usually associated with something being bad. White space could be used better. Last page is like they just had a blank page left so they stuck some photos on it. Less text on the front page would make it more engaging.

 It was raised that Home Matters isn’t being received my all tenants.  The Panel asked what is the distribution plan for the annual report? For this year it is available on the RMBC website and copies were available at the open day.  The Panel also asked if it is available in different formats? It isn’t currently.  It was mentioned that it had been posted out previously and a group of tenants use to work with the council to produce it. It was felt that it should be available in other languages.  A Panel Member commented that communication is important and asked would it be a financial consideration for it to be sent to all tenants? Hannah said you would look into the reasoning behind how it has been shared this year.  It was suggested that it should be emailed to tenants and sent only to people who want a paper copy.  The Panel completed an exercise in small groups and captured their thoughts on a flipchart. Hannah collected the flipcharts.  Panel would like feedback from Panel about how the feedback has been used.   | **James S to look into why people haven’t received a copy and** **feedback at next HIP** **Hannah to use the feedback to plan next year’s report.** **James S to add to future HIP agenda**  |
| **3.**  | **RotherFed Tenant Story**  The video this time was about Friends of Dalton, Herringthorpe and Thrybergh Green Spaces Group. They are a group that RotherFed have supported for a number of years.  | **N/A**  |

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|  |  Phil commented the video shows the benefit of becoming a group and making use of neighbourhoods centres.  Stella commented a lot of groups go from strength to strength. Rotherfed and the volunteers do great work.   |  |
| **4.**  | **Housing Revenue Account Business Plan**  Lindsay Wynn and Paul Elliott joined the meeting. Lindsay gave a presentation on the Housing Revenue Account business plan and shared she would like the Panel to be more involved in the business planning process in the future.  Lindsay explained what the plan is, what has been achieved and talked through what is happening for 2025 – 2026.  Lindsay is aiming to produce a customer facing document for 26 /27 that will go alongside the Cabinet report. She shared that she would like to attend other tenant events such as the open day to share it with more tenants. The Panel suggested being at Rotherham Show.  The Panel said they would like to see the Cabinet paper when it is published.  The Panel also said it would be helpful if acronyms were not used when sharing information. James mentioned that the Screen Team could help with that.  Lindsay said that she could arrange to come back in March time to update the Panel further.   | **Lindsay to send to Caroline when available to share with Panel** **James S add to the March 25 meeting agenda.**  |
| **6.**  | **Saying thank you for you for your time and talents**  The Panel did an exercise to come up with ideas for a thank you event for the Council to recognise and say thank you for the time Panel Members give and their brilliant talents.  The event will be for all Panel Members  There were 2 suggestions:  1. A traditional buffet in January at the Townhall, during the day.   |  |
|  | 2. Go to a restaurant that is located centrally, with parking, ideally with a private room. Suggestions were the Storyteller or Toby Carvery. It should be somewhere with disabled access and in school time.  Panel members were in agreement not to do it in December and to hold it in January or February.  A Panel Member suggested we should let people know how many people are attending as some people struggle with larger groups. If someone would prefer not to be at the event James S confirmed, we would find another way to thank them.  Research will now be carried out. Information will be put together and Panel Members will vote for their preferred event. We will organise the event that receives the most votes. | **Caroline to carryout research and contact Panel Members to vote**  |
| **7.**  | **Any other business and future agenda items**  The Panel requested mince pies next year at the last Panel meeting before Christmas.  Future agenda items:  * Understanding repairs & maintenance communications session
* January - Flooding response moved to January
* March - Housing Revenue Account Business Plan
* How the Panels annual review feedback has been used

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| **Date of the next meeting:** Wednesday 10.30am, 15th January 2025 at Riverside House or online.  |