

**Meeting action minutes**

Meeting	<b>Tenant Disability Network</b>		
Attendees	Jason Williams, Martin Cunningham, Muriel Briault, Alison Gray Council Officers: Sarah Potter, Adaptations, Simon Pickles, Project Manager, Rebecca Mann (RM), Resident Involvement Officer		
Apologies	Ann Packham		
Meeting location	Hampshire Lodge	Produced by	RM
Date	20 June 2016		

**Section 1 – Update on actions from previous meeting**

	Description
1	Hereford Court door openers –in minutes
2	Muriel did not attend meeting but will update group next time
3	Newsletter – Alison to email Ann and Jason template. Also Resource Centre can offer support.
4	Recording meetings – in minutes
5	Ann Packham gave apologies to TDN as couldn't make meeting.
6	TOR extending membership – in minutes

**Section 2 – Items discussed, agreements and future action**

<b>Agenda item 1</b>			
Agreement / Decision	Newsletter – agreed Ann and Jason would take over from Alison with request of support from Resource Centre.		
Action(s)	Ann, Jason and Alison to liaise with each other	By Who Ann/ Jason/ Alison	Deadline
<b>Agenda item 2</b>			
Agreement / Decision	Terms of Reference updated.		
Action(s)	Need to be agreed by group.	By Who	Deadline
<b>Agenda item 3</b>			
Agreement / Decision	Jean Davis no longer has the capacity to be on the group but would like copies of the minutes.		

Action(s)	RIO to send minutes to Jean	By Who RM	Deadline
<b>Agenda item 4</b>			
Agreement / Decision	Discussion on recording meetings due to concern from Chair about how the minutes have been taken in the past not capturing all information. Martin suggested using ipad as it has a decent microphone.		
Action(s)	Everyone must be asked at beginning of meeting if they agree with being recorded. Minutes will still be written by RIO but continue to be action based.	By Who RM	Deadline Ongoing
<b>Agenda item 5</b>			
Agreement / Decision	Discussion on extending membership/involvement.		
Action(s)	Joe, Barry and Ted all voted on and will be invited to future meetings as members.	By Who RM	Deadline Next meeting
<b>Agenda item 6</b>			
Agreement / Decision	DLA/PIP changes to mobility allowance levels. There will be enhanced and standard. Chair reminded people that if applying for it or helping anyone who is entitled to apply that they should ensure they have enough medical evidence and be sure to read the questions thoroughly. There is an appeals process.		
Action(s)		By Who	Deadline
<b>Agenda item 6</b>			
Agreement / Decision	Simon Pickles update. 'Improving Communal Accessibility' £52,000 budget. Set up for communal areas spread across the city to get the maximum benefit for all people. There are three areas of work: 1) automating communal doors both front and rear. 2) Ramps 3) handrails. Majority of work has gone to entrance doors. Remote handset operates door for those who will need them (ie wheelchair users). First one is free but people will have to pay after that. Hereford Court is next on list.		
Action(s)	To meet with OT and residents at Walter May, SloaneCourt (ramp, rear door and handrail) retrieve quotes for work. Suggestion by group: West Area is next to be looked at.	By Who SP	Deadline ongoing
<b>Agenda item 7</b>			
Agreement / Decision	Question from group whether replacement lifts will alter size of flooring to accommodate wheelchairs.		

Action(s)	Request to James Deamer Lift Engineer to ascertain if there will be any changes. Response: they will remain the same.
<b>Agenda item 8</b>	
Agreement / Decision	Concern about converted property in Hove where adaptations were ripped out.
Action(s)	Sue will investigate through Homemove.
<b>Agenda item 9</b>	
Agreement / Decision	Complaint about contractors installing wheelchair ramp in Hampshire Lodge, has caused a hole in car park roof, consequently created a mess of some residents' cars in the car park below.
Action(s)	Sue to investigate.
<b>Agenda item 10</b>	
Agreement / Decision	Newsletter
Action(s)	Alison to email Jason with format. Jason and Ann to go to Resource Centre for training.
<b>Agenda item 11</b>	
Agreement / Decision	New builds. 10% wheelchair accessible – Mobility 2 rating.
Action(s)	
<b>Agenda item 12</b>	
Agreement / Decision	Invite Hannah Barker to next meeting to discuss work Resident Assessors do and work around potential disabled properties.
Action(s)	RM to invite HB
<b>Agenda item 6</b>	
Agreement / Decision	Residents of TDN would like membership extended to all SIG's. TOR will reflect this.
Action(s)	See TOR (Terms of Reference)
<b>Agenda item 7</b>	
Agreement / Decision	Report achievements and plans to Area Panels.
Action(s)	ALL

