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| **Spotlight Meeting Minutes**  **Thursday 12 March 2020, 6:00pm**  **Eversholt Street** |

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| **1** | **Welcome, apologies and new members**  **In attendance:**  **Spotlight members:**  Jane Amobi (Chair) (JA) Baz Hurrell (BH) Nickie Fonda (NF)  Irene Perisic (IP) Kirsten de Keyser (KdK) Lia Voutourides (LV) Sadia Ali (SA) Dolores Wright (DW)  **Origin Staff:**  Andreia Vieira (AV) – Resident Engagement Coordinator  Tosin Adewumi (TA) – Community Development Manager  Apologies:  Regina Dundelova and Michael Clarke  Welcome:  LV who is a new member  SA who is a new member  DW who is a new member  AV - Resident Engagement Coordinator  **Action:**  AV to check-in on Michael Clarke, Chair mentioned that he had been unwell. |
| **2** | **Fresh Start**  TA discussed a ‘fresh start’ with spotlight meetings.  **Terms of reference -** TA discussed the update of Terms of Reference (TOR) which is still a draft.  AV read through TOR as some spotlight members advise they did not receive this via email.  Updated TOR to be sent to Spotlight members in the next few days with updates.  LV requested when we are recruiting for a new spotlight members to advertise with alternative methods to online such a noticeboards, posters and text messages. AV & TA agreed.  **Chair & Vice Chair voting** – TA questioned if spotlight members are happy to have JA as chair for this term until next election in 12 months’ time. Spotlight voted to keep JA in post another term.  LV & KdK put themselves forward for vice chair. Spotlight members voted for KdK to be vice chair.  LV commented about lack of clear information about who spotlight is and how to get involved. TA explained that the website had recently being updated but layout of the website can be reviewed and adjusted to make it easier for residents to find this information.  BZ requested that TOR includes minutes with record of attendance and actions. TA explained that key notes/actions and attendance will be included but not detailed minutes.  **Actions**:  TA to include provision key notes and actions in the TOR.  AV& TA to review and update the Spotlight page on Origin Website  AV to send LV paper documents prior to meetings. |
| **3** | **Spotlight members – Training Needs**  TA discussed that Origin is now registered for membership with TPAS, therefore training will be accessible to spotlight members and residents.  TA requested everyone’s availability for training dates. Most spotlight members are available Thursday or weekends.  **Action:**  TA to send a doddle poll of possible dates for training for members to vote on. |
| **4** | **Transparency – Website & Communication with group**  **Communication -** AV explained the reason for wanting to have a WhatsApp group & went through the terms of use.  AV explained she will no longer be blind copying email addresses, this way spotlight members can have access to each other’s email addresses for communication purposes.  AV requested all members present to sign consent letter if in agreement.  **Website -** AV explained spotlight needs to be more visible on our website following on from resident enquiries to know who they are.  AV explained the benefits of this and showed examples of councils or housing associations show their panel members.  All spotlight members agreed to be on website either with a picture or just text.  **Actions**:  AV to set up a WhatsApp group with those who have consented.  AV to send an email to spotlight members and collate bio from each member with pictures (those who consent) to be added on the Spotlight page of the website. |
| **5** | **Update on resident engagement strategy & scrutiny**  **Resident engagement strategy -** TA provided an update on how we are bringing the resident engagement strategy to life.  **Scrutiny -** TA explained there will be 2 scrutiny ‘Task & Finish’ groups per year. First will be parking and second will be complaints.  BH requested to be advised of the complaints scrutiny as he would like to be involved in that. TA confirmed that members will be informed when the time comes and explained that 2 spotlight members will be required on each scrutiny.  NF & LV mentioned they had concerns about ensuring all resident views will be heard across different areas and tenures.  **Actions:**  JA would like to see a timeline of what we have done and what is up and coming at the next meeting.  Resend Resident Engagement Strategy implantation plan to all members. |
| **6** | **Term of reference – scrutiny**  Spotlight members were sent TOR for scrutiny before meetings, TA welcomed comments.  LV explained she had several questions and will email them to AV & TA.  BH questioned the use of ‘independent’ facilitator when Origin will be paying for the service.  LV wanted the TOR to include what resources are going to be available to gather wider residents’ feedback.  LV commented that the reading material from other HA’s are based on one area and this is not fair and is biased.  BH would like transparency on how survey responses are being collected and used.  LV suggested residents should be involved in collecting data. The group will like a way for measuring impact on wider residents’ engagement.  LV briefly outlined her experience of parking on her estate and their stage 3 complaint.  TA explained that some of the points are more appropriate for the scrutiny group and will be addressed at the first scrutiny. TA explained likelihood of the first scrutiny meeting being postponed due to the Coronavirus outbreak.  **Actions**:  TA & Peter Butler to review the TOR based on comments provided and address relevant items at the scrutiny meeting.  LV to share a summary of her experience to spotlight members as per JA’s request. |
| **7** | **Update on Neighbourhood explorer & open house**  Due to lack of time, AV was not able to cover this agenda item and has been deferred to a later panel meeting.  **Action:**  AV to share information via email about this. In particular including information about what Neighbourhood Explorer is. |
| **8** | **Any other business & meeting dates**  **Next meeting dates agreed– 4June 2020 at 6-8pm and 3September 2020 at 6-8pm.**  **Actions:**  NF requested a flow chart to see structure of scrutiny, spotlight and CSC and where they sit in the organisation.  Names of CSC to be sent out to spotlight members.  AV to check if we can have an online shared drive. |