National Tenant Alliance (NTA)

Project Working Group (PWG)

Minutes from meeting held on 1 April 2026, 10:00am – 12:00pm via Teams

Present: Joseph De-Ville (Chair), Alicia Mortlock, Stella Parkin (until 10.45), Neal Wylde

In attendance: Sonji Nurse, Rob Gershon, Aileen Edmunds, Merron Simpson, Neil McGregor Paterson, Martin Wheatley, Stephanie Lee (Note-taker), Leah Brown

Apologies: None

Agenda
1. Welcome and apologies 2. Notes, Actions and Matters arising from the last meeting 3. Workshops update 4. Leadership Programme 5. Communications 6. Project Working Group – payment and membership 7. Tenant Payments – the principles 8. Action Plan Progress 9. Tenant Union Model 10. AOB

1. Welcome and Apologies

1.1 Joseph welcomed Leah and thanked Alicia for chairing the last meeting.

1.2 Members introduced themselves to Leah.

2. Notes, Actions and Matters arising from the last meeting

2.1 The notes from the last meeting held on 22 February were approved and all actions were complete or in progress.

3. Workshops update

3.1 Stephanie provided an update on the number of registrations received to date. It was noted that there is still time for tenants to register for the workshops and PWG members were encouraged to signpost any interested tenants to Stephanie.

3.2 It was noted that many of the tenants that had already registered had previous experience of tenant advocacy. Merron provided an update on the work that has been done to reach out to different organisations, including follow-up emails. This includes organisations such as South Asian Health Action UK, HEAR Equality and Human Rights Network and the Race Equality Foundation as well as organisations local to Stoke (e.g. Middleport Matters Community Trust) in order to reach a diverse tenant group and increase attendance, particularly at the in-person workshop.

3.3 Neil provided an update on the workshop co-production and the work being undertaken by the planning group along with a draft agenda for the in-person workshop.

3.4 It was agreed that there will be an additional online meeting of the PWG ahead of the in-person workshop.

4. Leadership Programme

4.1 Rob and Sonji provided an update on the Leadership Programme and the modules that were in development.

4.2 It was noted that it would be beneficial to move the start of the Leadership Programme to after the workshop delivery and Sonji and Rob will provide a more detailed update at the next PWG meeting.

4.3 Aileen and Joseph are meeting with Cecil from the Oak Foundation and will raise the change of timescales with him for agreement given that Oak Foundation are funding this work.

5. Communications

5.1 Neil provided a summary of the project's communications collateral so far, including the dedicated NTA Shaping Workshop communication pack.

5.2 Stephanie provided a summary of queries received from individual tenants in response to the workshop invites, and it was agreed that PWG members would support with the responses to some of these queries.

6. Project Working Group – Membership and Payment – the principles

6.1 It was agreed that there will be an additional meeting of the Project Working Group to discuss membership and payment.

7. Action Plan Progress

7.1 Merron provided a progress update on the action plan – *slide 8 of the meeting presentation.*

8. Tenant Union Model

7.1 Alicia provided an overview of the Tenant Union model – *presentation circulated with meeting notes*

9. AOB

9.1 It was agreed that the next meeting of the PWG will take place w/c 27 April to provide an opportunity to reflect on the in-person workshop before the delivery of the online workshop on 7 May.

Actions

	Action	By who	By when/ Status update
1.	Arrange a 30 min meeting for PWG to get input on the final content of the in-person workshop w/c 20 April	Stephanie	Complete
2.	Provide an outline of the in-person workshop time timetable that could be used to recruitment more participants and recirculate the workshop communications pack.	Neil	Complete
3.	Provide Aileen with the timings and rationale for pushing back the Leadership Development Programme so that Aileen can forward this to Cecil (Oak Foundation) ahead of her meeting	Merron	Complete

4.	Provide a detailed update on the Leadership Programme content at the next PWG meeting	Sonji, Rob	Complete (between meetings)
5.	Share email about workshops from individual tenants with Alicia and Joseph so that they can respond to these emails	• Stephanie to share email • Joseph and Alicia to respond	Complete
6.	Decide who will meet with the two tenants who have expressed an interest in meeting with a PWG Member and let Stephanie know	Joseph, Alicia, Stella, Neal	Complete
7.	Respond to the tenant who has withdrawn from attending a workshop and offer a meeting with a PWG Member	Stephanie	Complete
8.	Arrange a 1-hour additional meeting of the PWG to further discuss PWG payment, membership and use of project funding	Stephanie	Complete
9.	Provide a short outline of the discussion points ahead of the additional PWG meeting	Merron	Complete
10.	Arrange the next PWG meeting to take place between the in-person and online workshops (agreed to have a focused meeting on workshop feedback between meetings)	Stephanie	Complete