BIELD HOUSING & CARE

Summary of meeting of the Partnership Forum

6th August 2026 | Westport, Linlithgow

TO BE APPROVED AT NOVEMBER MEETING

The Partnership Forum approved the minutes from May 2026 and agreed that Forum minutes should be displayed at all Bield developments.

Small Grant Fund

The Forum reviewed 42 funding requests from developments, with the most common bids relating to outdoor improvements, communal space enhancements, and activities aimed at reducing isolation and improving wellbeing.

Responsible Pet Ownership Policy

Members generally felt the revised policy strikes an appropriate balance between supporting pet owners and protecting neighbours.

Partnership Forum Name and Identity

The Forum discussed refreshing its name and branding to better reflect its role.

Awaab's Law

Members provided feedback on plans to communicate the requirements of Awaab's Law to tenants. They emphasised the importance of explaining why the law has been introduced.

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Minutes of meeting of the Partnership Forum
6th August 2026 | Westport, Linlithgow

Present:

Deborah Docherty	(DD)	Bridge Court
Margaret Smith	(MS)	Gordon Court
John King (Observer, Teams)	(JK)	Priorwood Court
Ethel Slater (Observer)	(ES)	Thornhill Court
Bridget Shearer	(BS)	Donaldson Court
Joe McLean (Teams)	(JM)	Jamaica Court

Apologies:

Charles Craske, Kingsburn Court

Resignations:

John Thomson
Gillian Merrit
Maria Duncan
William Smalley

In Attendance:

Alan Morris	(AM)	Tenant Engagement & Participation Lead

Alison Cameron (AC) Customer Standards Administrator

1. **Minutes of previous meeting and matters arising**
   Minutes of the Partnership Forum meeting held on 7th May 2026 were approved. AM asked if PF members supported the PF minute being displayed at all developments. This was agreed.

2. **Small Grant Fund**
   AM spoke to paper and a summary sheet, detailing the requests submitted, was circulated.

   Areas to be considered when reviewing the requests was how they made a positive impact on:

   - Tackling social isolation
   - Improving health & wellbeing
   - Creating a more homely environment

   AM highlighted the following:

- 42 funding requests made
- Highest number of items/service requests - upgrading outdoor space including garden furniture, plant pots, benches
- Several developments stated that tenants did not have family support and that there was a need for a welcoming space for neighbours to meet, informally
- Upgrading communal areas to transform them into homely places to socialise with more soft furnishings, lamps, projectors, creating a more welcoming environment
- (Independent Living) HUBS requested items which would benefit all their developments

- Many developments submitted requests for volunteering opportunities – arts and crafts, day trips and the wish to tap into local groups who could support tenants.

AM stated that the small grant fund last year was £2k and that the team had submitted a case for increasing the amount, as it was heavily oversubscribed.

This was successful and the amount was increased to £13k. AM also reported that a different approach had been taken when asking developments for their requests.

Each request used to be scored (anonymously) by tenant groups and given a rating and the top 5 would get £200 each. This time, there was no limitation put on amount of fund requested and what the PF were looking at now was the revised amounts after checking value for money and looking at distributing the fund in a fair and transparent way.

AM stated that the topic was open for discussion and that the wish would be that every development who requested items/services received something. Going on the figures provided it would also accrue a surplus which could be held back to buy ad hoc items. AM asked PF if they thought this was a viable approach.

A discussion took place regarding the type of items requested and if there were requests for services that should be covered in the service charge.

AM confirmed that there would have to be further investigation done on some items, eg 'hot food trolley' and see if any items can be bulk bought.

DD stated that a more in depth look at document would be required by members, individually and a date was set for 13th August to contact Alan with any thoughts regarding items and/or amounts, however, in principle PF supported supplying all developments who had made a request.

3. **Responsible Pet Ownership Policy**
   AC introduced the Agenda item and encouraged discussion specifically surrounding item number 10 on the paper – *Questions for the Partnership Forum….*

   The following was highlighted and should be considered prior to finalising the policy and procedures:

   - *Does the revised policy strike the right balance between supporting pet owners and protecting neighbours?*

     Yes – tone is good.

   - *Is the proposed requirement to seek permission for all pets clear and reasonable?*

     Please see point 2…
   - **2. A clearer legal position**…
     Any conditions must be proportionate – this was highlighted as an ambiguous statement – is this referring

to conditions attached to how/where the dog/animal is kept?

- *Does the policy provide enough reassurance that Bield will support tenants before considering formal action?*

  Yes – covered in section 4.

- *Is the distinction between assistance animals, therapy or emotional support animals and domestic pets clear?*

  Yes – covered in section 5.

- *Are there any circumstances or tenant experiences that the policy has not adequately considered?*

  Yes….

  - Mobility of tenant - will dog walkers be employed to support tenant and dog?
  - Are tenants who are transferring between Bield properties subject to the same 'guidance,' as new tenants?
  - What happens in worst case scenario – when a dog bites?

- *What information or guidance would help tenants understand the revised policy?*

  - (Annual) update in newsletter
  - Information included in Tenant Handbook

4. Partnership Forum Name & Design

DD introduced the paper regarding changing the Partnership Forum name and logo and asked for thoughts from members.

The following suggestions were made:

Tenant Forum
Tenant Voice Group
Tenant Leadership Panel
Resident Equity Forum
Residents Representative Panel
Bield & Residents Together
Tenant Voice in Action
Bield & Tenants Together
Tenant Resolve Group

AM suggested that the list be circulated to another tenant group for consultation and also that Aimee in Communications could design a logo to accompany new name for the group, once agreed.

5. Awaabs Law

AM introduced the paper that had previously been circulated and asked the PF to consider the following:

- *If you received information about Awaab's Law, what would you most want it to explain?*

"A bit of background on why it's happening? What is the process for mould and dampness – use these words!"

- *Are there any words or technical terms we should avoid?*

  None

- *What would reassure tenants that Bield is taking reports seriously?*

  "Just report it – make it simple – once Bield know about it there are legal requirements enforced then. This takes away the blame from tenants. Also, have a process for tenants when report is not acted upon."

  "The earlier that it's reported, the easier it is to deal with. It is vital that tenants know it should be reported as quickly as possible."

  Members also discussed having an annual visit to properties where damp and mould would be checked for under compliance requirements.

- *What would make it easy for tenants to know when and how to report concerns?*

  "Make it clear & concise."
  "Laminated sheet for reporting process to make it easier for family and carers reporting on behalf of tenants."

  QR codes/photos straight to Property Officers

Named contact(s)

- *Are there any groups of tenants who may need information in a different format or additional support?*

  Tenants with sight issues may not notice damp or mould and could also struggle with the reporting process.

- *Is there anything else Bield should consider while developing the new process?*

  AM asked that revised document should be brought back to PF before going live, for checking.

6. TEP Update

AM introduced the paper and highlighted the following:

- Scrutiny Group have selected Communication as their first scrutiny topic and are being supported by TIS. There has been positive feedback from some of the new leaflets produced by Aimee in Comms Team.
- Kalli has launched Bield Blether and working to get more people involved
- Community Connections is Police and Fire safety talks that are taking place within developments, firstly in the Dundee area and then to be rolled out.
- The number of 27 development visits has increased since going to print.

7. AOB

- AM reported that the team was currently working on an oral history project - Beyond the Door – to explore tenant journeys into Bield Housing and was in the process of generating posters and wording for a social media campaign to encourage participation. It was hoped that tenants with protected characteristics would get involved and report on any barriers they had overcome and how they felt about moving into Bield. It will be recorded, however, it can be anonymised and a voiceover used. Hopefully within the month there will be a few interested people.

- DD asked that the new tenancy agreement be sent to members. AM confirmed this would be sent.

- DD stated that Jamie MacKenzie was scheduled to attend November's meeting and it was agreed by members that an update would be appreciated, to check on Compliance progress.

- AM stated that the next date for meeting was 12th November and asked members if they wished to have Christmas lunch on the same date – an abbreviated meeting and then lunch straight after, like last year, or arrange for another date? No firm decision was made but members were asked to hold 12th November.

- AM also confirmed that the suggestion for moving the meetings to different venues was still under consideration.

8. Date of Next Meeting

Next meeting will be held on Thursday 12th November 2026 at West Port.