

## **Waltham Forest Tenants' Council**

### **Standing Order & Terms of Reference**

#### **Standing Orders**

##### **1.0 Name**

1.1. The committee is known as the Waltham Forest Tenants' Council (WFTC)

##### **2.0 Remit**

2.1. The remit of the WFTC is set out in section 2. Below, headed: Terms of Reference.

##### **3.0 Code of Conduct**

3.1. Members of the WFTC will abide by the code of conduct set out as an appendix to this document.

##### **4.0 Membership**

4.1. Membership of the WFTC will be as follows:

- (i) two representatives of each Tenant and Resident Association meeting the recognition criteria set out in the Tenant Participation Compact
- (ii) members of the Council in proportion to representation of party groups on the full Council

##### **5.0 Co-option**

5.1. The WFTC may co-opt members to the WFTC on the following basis:

- (i) where a person is a representative of a voluntary organisation providing specialist advice or support to Council tenants/leaseholders in Waltham Forest
- (ii) where a person is a representative of a voluntary organisation providing specialist advice/support to minority communities in Waltham Forest
- (iii) where a person is acting as a representation or an advocate for Council tenants/leaseholders of a particular area of type of property and there is no recognised tenant and resident association representing these residents

5.2. For the purpose of this section a voluntary organisation will be an organisation that can demonstrate that they represent their interest group through providing such details of membership of affiliations, aims and objectives or activity that may be reasonable required.

## 6.0 Conduct of Business

- 6.1. *Chair:* The WFTC will elect a chair and vice chair from amongst tenant representative (including those co-optees described at 5(iii)) members of the committee. The election will normally take place at the first meeting of the municipal year or where a person holding either of these positions resigns, the first available meeting following the resignation.
- 6.2. All contributions to the meeting will be at the invitation of, and through, the Chair.
- 6.3. *Voting:* Tenant representatives (including those co-optees described at 5(iii)) will be voting members of the WFTC.
- 6.4. *Meeting Cycle:* There will be six meetings over the municipal year, subject to 6.5 below. Three of these meetings, including the first meeting of the year, will consider general business. The second meeting of the year will be a scrutiny meeting and two further scrutiny meetings will be held, alternating with general meetings.
- 6.5. *Additional Meetings:* The Chair shall be able to call additional meetings of the WFTC on matters affecting either tenants and leaseholders
- 6.5. *Agenda/Work Schedule:* The first meeting of the municipal year will set out a schedule of items for scrutiny meetings. The agenda for each meeting will set in consultation with the WFTC Chair, Cabinet Member for Housing, and Chair of Housing Scrutiny Committee. Agenda's for scrutiny meetings will contain more than two business items.
- 6.5. *Duration of Meetings:* Meetings will close by no later than 10.3pm.
- 6.6. *Role in Decision Making:* The WFTC's position in the decision making structure is set out in the terms of reference below. The Council will respect the decisions of the WFTC and work according to them provided that their implementation will:
- (i) not lead to the breach of any statutory or other legal obligation or requirement on the Council or lead to a breach of any such obligation by any individual or organisation.
  - (ii) Not lead to the breach of the Council's standing orders or any other decisions or directions of the Council.
  - (iii) Support the strategic direction of the Council and the delivery of an effective and effective housing service.

**Quorum**

- 7.1. The WFTC will be quorate provided that not less than five recognised Tenant and Resident Associations are present.

## Terms of Reference

### 1.0 Objectives of the WFTC are to:

1.1 The objectives of the WFTC are to:

- (i) enable customers of the housing service, primarily through a representative structure of tenant and resident associations, to:
  - provide input into policy decisions affecting the delivery of housing services
  - to advise the Council's Cabinet, and holder of the housing portfolio, of tenant/leaseholder views on issues of housing policy relating to services provided through the Housing Revenue Account and Capital Programme
  - Scrutinise policy in relation to services provided through the Housing Revenue Account and Capital Programme, informing the Housing Scrutiny Committee of tenant/leaseholder views and proposing policy developments and innovations for consideration by the Cabinet or Cabinet member holding the housing portfolio.

### 2.0 Key Tasks

- 2.1. To identify a schedule of policy areas, relating to services provided through the Housing Revenue Account or Capital Programme, as subjects for scrutiny over the committee year.
- 2.2. To identify external involvement in scrutiny exercises and agree budget allocations from within the Council's tenant participation budget.
- 2.3. To make policy recommendations to the housing portfolio holder within the Cabinet in relation to those policy areas scrutinised.
- 2.4. To participate in the annual policy review of Housing @Revenue Account activity and make advisory recommendations.
- 2.5. To review the progress of the capital programme.
- 2.6. To receive reports on the housing strategy development and make recommendations which reflect the objectives of the committee.
- 2.7. To participate in the development of tenant involvement policy and nominate 10 tenant representatives to the Tenant Involvement Working Party.
- 2.8. To receive reports on, and make advisory recommendations in relation to, the Council's programme of Best Value Reviews as it reflects the objectives of the Committee

**Code of Conduct**

1. All speakers will address all their comments and remarks through the chair.
2. Only one person to speak at any one time
3. Contributions must be relevant to the item under discussion
4. No one is to make any abusive or offensive remarks
5. The chair will warn anyone who breaks the code
6. Where an individual consistently breaches the code or a breach is such seriousness that any repetition cannot be tolerated an individual may be required to leave the meetings.
7. An individual asked to leave the meeting under 6 above may be removed from the WFTC with the approval of 2/3 of those voting representatives present.
8. In the event of an individual removed from the WFTC under 7 above, the organisation that the individual represented will be invited to elect a new representative.