

**AREA HOUSING BOARDS -  
SCHEME OF OPERATION**

**1.0 Terms of Reference**

- 1.1 The Board shall be called the Area Housing Board.
- 1.2 The Area Housing Board is an advisory part of the Council's decision making process and will make recommendations to the Borough Wide Housing Board.
- 1.3 The Area Housing Board's aims and objectives are to:
- (a) review and monitor the Housing Management Compulsory Competitive Tending (CCT) contracts in its area;
  - (b) review tenant participation, support and development;
  - (c) oversee the statutory consultation with residents on CCT in its area;
  - (d) review reports from Residents' Associations and Fora on contract issues;
  - (e) make recommendations, as appropriate to the Borough Wide Housing Board on contracts issues; and
  - (f) have a budget to fund minor improvement works in its area.

**2.0 Standing Orders**

- 2.1 The Board will consist of Tenants (2 nominated by each recognised Residents' Association), officers and 3 Councillors. Each member will have a vote.
- 2.2 Tenants, leaseholders or shared owners not appointed to the Board shall be entitled to attend meetings as observers.
- 2.3 The officers and observers shall not have a vote.
- 2.4 In the event of a vote being tied, the Chairman shall have a casting vote.
- 2.5 No resolution or recommendation shall be regarded as carried unless agreed by a simple majority of the voting members present at the meeting.

- 2.6 The Area Housing Board will hold an Annual General Meeting (AGM) of its members.
- 2.7 A Chairman and Vice-Chairman will be elected by the Area Housing Board at the AGM from among its members.
- 2.8 A schedule of meetings be fixed at the AGM for at least the following six months.
- 2.9 Special meetings may be called by the Chairman, or, in the absence of the Chairman, the Vice-Chairman, as operational needs require.
- 2.10 Five working days' notice of Area Housing Board meetings will be given.
- 2.11 Copies of Minutes and reports shall be available for any tenant or member of the public to see a request from the Civic Offices, Neighbourhood Services Directorate Headquarters or appropriate District Housing Office.
- 2.12 Where agreed by the Area Housing Board, reports or recommendations shall be referred to the Borough Wide Housing Board.
- 2.13 The quorum for meetings of the Area Housing Board is five members, consisting of two Councillors and three Resident Associations representatives (the three Residents' Association representatives must be from different associations).
- 2.14 No motion shall be open for debate without a proposer and seconder. The Area Housing Board may debate or vote on any amendments before voting on the original motion. No further amendment shall be moved before an existing amendment has been disposed of.
- 2.15 If five or more members request it, an emergency meeting may be called, but members should received five days' notice of such a meeting.
- 2.16 The constitution, including Standing Orders, may be amended by unanimous consent of the meeting, subject to notification being included in the summons for the meeting that an amendment is to be considered.

### **3.0 Expenses**

- 3.1 Tenants/leaseholders/shared owners, appointed to the Area Housing Board shall be entitled to claim reasonable travelling expenses for transport to and from Board meetings.
- 3.2 Where practical, crèche facilities will be provided, but in the absence of such facilities, tenant/leaseholder/shared owner members may claim for the reasonable costs of childcare required while at Board Meetings.

### **4.0 Deputies and Resignations**

- 4.1 If a member of the Area Housing Board fails to attend 3 consecutive meetings without a reasonable cause, he/she shall be deemed to have resigned from the Area Housing Board.

- 4.2 If an Area Housing Board member is unable to attend a meeting, he/she may appoint a reserve to attend in his/her place.
- 4.3 In the event of resignations from the Area Housing Board, the Council will appoint replacements nominated by the appropriate Resident Association.
- 4.4 Members will sign an attendance book at each meeting.