

**BOROUGH WIDE HOUSING BOARD -
SCHEME OF OPERATION**

1.0 Terms of Reference

- 1.1 The Board shall be called the Borough Wide Housing Board (BWHB).
- 1.2 The BWHB is an advisory part of the Council's decision making process and will make recommendations to the Housing Committee.
- 1.3 The BWHB aims and objectives are to:
- (a) review housing management performance;
 - (b) review the general framework for performance monitoring;
 - (c) review and support tenant participation;
 - (d) oversee statutory consultation on all tenant related matters;
 - (e) consult over strategic issues and service improvements such as Housing Investment Programme Strategy Statement;
 - (f) review the process of devolved budgets, such as minor improvements; and
 - (g) act as a consultative group to provide general feedback to Housing Committee.

2.0 Standing Orders

- 2.1 The Board will consist of Tenants (3 nominated by each Area Housing Board (AHB)), officers and 5 Councillors nominated by Housing Committee. 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 BWHB will hold an Annual General Meeting (AGM) of its members.
- 2.7 A Chairman and Vice-Chairman will be elected by the BWHB 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 BWHB 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 BWHB, reports or recommendations shall be referred to the Housing Committee.
- 2.13 The quorum for meetings of the Area Housing Board is five members, consisting of two Councillors and three Residents' Association representatives (the three AHB representatives must be from different Area Boards).
- 2.14 No motion shall be open for debate without a proposer and seconder. The BWHB 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 BWHB 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 BWHB fails to attend 3 consecutive meetings without a reasonable cause, he/she shall be deemed to have resigned from the BWHB.
- 4.2 If an BWHB member is unable to attend a meeting, the reserve appointed by the AHB may attend in his/her place.
- 4.3 In the event of resignations from the BWHB, a replacement will be sought.
- 4.4 Members will sign an attendance book at each meeting.