

Sheltered Housing Panel Constitution

1. Aim

- 1.1 To improve communication and build a partnership between sheltered housing tenants and the Council. To enable sheltered housing representatives to express their views on the provision of services for sheltered housing tenants.

2. Terms of Reference

- 2.1 To consider proposals from the Council regarding Contracts for Housing Management or Social Services where they are of specific concern to sheltered housing tenants, and to participate in the preparation, evaluation, monitoring and review of such Contracts.
- 2.2 To receive and discuss performance reports in relation to services to sheltered housing tenants, and to make recommendations about these where appropriate.
- 2.3 To consider proposals from the Council regarding planned maintenance and capital works to sheltered housing schemes.
- 2.4 To enable sheltered housing tenants to make known to the Council their views about new housing management or social services proposals or about existing services.
- 2.5 To discuss any issues or reports referred to the Panel by any residents' group.

3. Equalities

- 3.1 The Panel shall positively promote equal opportunities within the community and will treat all people with dignity and respect, recognising the value of each individual. The Panel shall work for the elimination of all forms discrimination against persons on grounds of race, gender, age, sexuality, disability and religion.
- 3.2 In this respect members of the Panel will be accountable to all members of their community.

4. Membership of the Sheltered Housing Panel

- 4.1 Any tenant of a council owned sheltered housing scheme can register as a member by signing a membership form agreeing to abide by this constitution and the code of conduct (appendix A).
- 4.2 Three councillors (two majority & one minority) will be nominated by their respective parties to attend Panel meetings as non-voting members.

4.3 Council officers will be invited to attend Panel meetings as non-voting members.

5. Resident representatives

5.1 Tenant members will be asked to commit themselves to acting as Panel members for one year. At the end of this period they can register for a further year.

5.2 The role of the Panel members will be set out in the Code of Conduct which is attached as Appendix 1 of this Constitution.

5.3 Tenant members will be expected to seek the views of the tenants in their schemes and feedback to them the outcomes from panel meetings.

5.4 Tenant members will be required to publicise meetings by posting flyers provided by the Council in their scheme together with the minutes of all meetings.

6. Chairing of meetings

6.1 Every year, the Panel members will appoint a Chair and Vice-Chair from the members of the Panel. Appointments will be made by secret ballot.

6.2 The Chair will guide the business of Panel meetings and set the agenda in conjunction with the officer(s) from the Council. In addition, the Chair will also automatically become one of the representatives to the Tenant & Leaseholder Panel.

7.2 The Vice Chair will take over in the absence of the Chair. Where neither are available at a meeting, a resident member will be invited to Chair. If no resident comes forward, the meeting will be chaired by an officer.

7. Meetings

7.1 The Panel will meet three times in each year. An additional meeting can be arranged if agreed by both the Panel and the Council.

7.2 Any tenant member who is absent from two consecutive meetings will be deemed to have resigned, unless otherwise agreed by the Panel.

7.3 Any tenant of the Council may attend a meeting of the Panel, but no-one, other than Panel members, may take part in the discussion at the meeting, unless specifically invited to speak by the Chair; and the Chair will have the power to require anyone to leave a meeting who is being disruptive.

7.4 The Panel may invite outside speakers to its meetings, as required.

7.5 Any item to be included on the agenda, other than one relating to a proposal to alter this Constitution, must be notified in writing to the Performance &

Participation Section of the Housing Department at least 15 working days before the date of the meeting.

- 7.6 The agenda for each meeting will be distributed to Panel members ten days in advance of the meeting. Minutes of the meeting will be prepared by the Council and will be circulated to Panel members and published on the Council website.

8. Quorum

- 8.1 Attendance by one third of the total number of tenant members of the Panel will constitute a quorum.

9. Voting

- 9.1 When a decision is required by a vote, each resident member will have one vote, and in the event of a tie, the Chair will have a second, or casting, vote.
- 9.2 Members of the Panel must not have allowed their membership to lapse in accordance with paragraph 7.2 of this constitution and must have attended one full Panel meeting before they are eligible to vote.
- 9.3 If required, voting by secret ballot can be arranged and administered by the officers from the Council

11. Representation of the views of the Sheltered Housing Panel

- 11.1 Where the Panel wishes, its recommendations or views may be forwarded to the Tenant & Leaseholder Panel, the Resident Involvement Group or the Housing Scrutiny Panel for consideration by that body.
- 11.3 The Panel will appoint two representatives, one of whom will usually be the Chair, to sit on the Tenant & Leaseholder Panel and represent the views of the Panel on that body.

12. Code of Conduct

- 12.1 All members of the Panel will abide by the Code of Conduct which is attached to this Constitution as Appendix 1.

13. Alteration to the Constitution

- 13.1 The Panel may request the Council to amend this constitution. This request must receive the approval of a minimum of two-thirds of all tenant Panel members, and must receive the endorsement of the Tenant & Leaseholder Panel.