

# CABINET MINUTES

## 8 SEPTEMBER 2011

<b>Chairman:</b>	* Councillor Bill Stephenson	
<b>Councillors:</b>	* Bob Currie	* Graham Henson
	* Margaret Davine	* Thaya Idaikkadar
	* Keith Ferry	† Phillip O'Dell
	* Brian Gate	* David Perry
	* Mitzi Green	
<b>In attendance: (Councillors)</b>	Nana Asante	Minute 269
	Susan Hall	Minute 261
	Barry Macleod-Cullinane	Minute 261
	John Nickolay	Minute 261
	Joyce Nickolay	Minute 261
	Paul Osborn	Minute 261

- \* Denotes Member present
- † Denotes apologies received

### RECOMMENDED ITEMS

#### 265. **Key Decision: Residents' Engagement Strategy and Review of the Tenants' and Leaseholders' Consultative Forum**

Cabinet received a report of the Divisional Director Housing, which set out proposals to improve resident engagement in housing services and amend the way the Tenants' and Leaseholders' Consultative Forum (TLCF) currently operated in order to meet the increased expectations of tenants, leaseholders and other residents.

An officer informed Cabinet that the report was part of a larger area of work being undertaken by the Housing Service to broaden engagement with tenants and leaseholders. She added that the consultation mechanisms

would be widened, and the key points of the report were to amend the terms of reference of the existing body to facilitate the aspirations of tenants and leaseholders and meet their expectations. She explained that the current way of working was not conducive to good working with TLCF agendas being viewed as too long and not allowing enough time to debate the items thoroughly.

The officer added that another piece of work was also required to ensure that the new arrangements were sustainable in the long term, which included potential changes to the constitutions of the tenants' and residents' associations that the Council was engaging with. She also proposed an amendment to recommendation 1 with a view to clarifying what was meant by 'resident engagement'.

The Portfolio Holder for Housing also referred to the additional work required, which would be carried out during the next three months. He added that this area of work would be funded from existing resources, and moved an amendment to recommendation 1.

The Leader of the Council stated that the proposal would provide an opportunity to look at the operation of other Consultative Forums to make them more meaningful. Cabinet would watch how the revised TLCF would work with a view to improving the operation of other similar bodies in the future.

**Resolved to RECOMMEND:** (to Council) That

- (1) the amended terms of reference at appendix I to the minutes and the new name for the body, Tenants', Leaseholders' and Residents' Consultative Forum, be noted;
- (2) the changes to the Executive Procedure Rules at appendix II to the minutes, to take account of the new terms of reference for the TLCF, be approved.

**Reason for Recommendation:** To enable the body to meet the increased expectations of tenants, leaseholders and other residents to be involved in all housing issues and to ensure that the Council involves and empowers residents to influence housing decisions that impact on them.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.59 pm).

(Signed) COUNCILLOR BILL STEPHENSON  
Chairman

## **Tenants', Leaseholders' and Residents' Consultative Forum**

### **Proposed New Terms of Reference**

#### **Functions and Objectives**

1. To be the overarching Residents Consultation mechanism for the Council on all policy, strategy and financial decisions affecting the management and ownership of the Council's housing stock and its estates
2. To discuss items of major significance to all, or a number of, tenant and resident associations and forums concerning the management and ownership of the Council's housing stock.
3. To provide a forum to critically challenge the performance of the Housing Department in all aspects of service delivery and to make recommendations to Cabinet or the relevant Portfolio Holder regarding improvements.
4. To receive reports and updates from other Resident Involvement activities, particularly in relation to the setting and monitoring of service standards, resident scrutiny and inspection activities, but for all other areas of work as required. Any tenant, leaseholder or resident of a Council managed housing estate may request an item relevant to the work of the TLCF to be placed on the agenda, but the final agenda will be at the discretion of the Chair of the Forum. Reports may be presented by either officers or residents, or in partnership as appropriate. Requested items must be received in writing to Democratic Services.
5. To request reports on specific areas of work in particular where they are perceived as not meeting agreed service standards/timescales etc. Requests for future reports or information on specific areas may be made at TLCF meetings by any residents in attendance. Requested items will only be considered with the agreement of the Chair.

#### **Meetings and Membership**

6. The Forum shall meet at least six times in the Municipal Year, more often if the workload requires it. One meeting each year shall include discussion of the revenue budget proposals.
7. Recognised Tenants and Residents Associations, HFTRA and the Leaseholder Support Group shall be entitled to send two representatives each to the meetings. With the exception of the Leaseholder Support Group, where two representatives attend every effort should be made to send at least one Council tenant. In the event that a vote is taken in order

- to gauge residents' opinions on a particular issue, recognised groups shall be entitled to one vote each.
8. Residents who are recognised by HFTRA as representing an estate where there is currently no Tenant and Resident Association are eligible to attend TLCF and have one vote each. Only one individual can represent each estate in this way. The Chair of the Forum has the final decision on which resident is entitled to vote.
  9. Voting rights may be restricted in certain areas of the work. For example where an item only directly affects tenants voting may be restricted to tenants that are present only, and a similar restriction where the item only directly affects leaseholders. The final decision on entitlement to vote lies with the Chair of the Forum.

### **Consultation and recommendations**

10. All resident members of TLCF have a responsibility to feed back to the group they represent the discussions that take place and decisions made at TLCF in a timely way. Resident Participation Officers can support representatives in providing feedback and may from time to time ask to see meeting minutes and undertake surveys of TRA members to review the effectiveness of the feedback process.
11. The Chair of the Forum shall be appointed annually by the Cabinet.
12. Wherever possible all reports to Cabinet, on any proposed new policies or changes to policies that directly impact on tenants and leaseholders will first be considered by TLCF so that resident views can be incorporated into the Cabinet report. However where an issue is either too urgent to wait for a TLCF meeting, or is confidential the reasons why residents' views have not been incorporated must be clearly stated in the Cabinet report.
13. TLCF was established as a forum to consult with residents and this is its primary purpose. Elected members and officers must bear in mind that residents should always have priority in contributing to discussion and debates.

## **Proposed Changes to Executive Procedure Rules**

- 47.2 The Education Consultative Forum, Employees' Consultative Forum *and Tenants', Leaseholders' and Residents' Consultative Forum* all include non-Councillor members. The quorum on these bodies shall be one quarter (or a minimum of 3) of the whole number of Councillors and one quarter (and a minimum of 3) of the whole number of non-councillor members of the Forum.
- 52.2.1 The Education Consultative Forum, Employees' Consultative Forum *and Tenants', Leaseholders' and Residents' Consultative Forum* all include non-councillors. Voting on any matter shall be by simple majority *of those entitled to vote on the item* on these Forums, except that no recommendation or reference may be made by the Executive or another Committee or a Portfolio Holder unless it is agreed by a majority of the elected Councillors on the Forum.