



DRAFT TERMS OF REFERENCE FOR NORTH EAST TENANTS VOICE

October 2021

1. Aims and Objectives

We are tenants around the North East of England, who want to have a voice and want to be heard both locally and nationally.

‘Our Say in Our Way’ – looking at regional topics within the North East.

Challenging National and Local government and their policies.

A voice to tackle stigma, social deprivation, and negative perceptions.

It is NOT a place to air personal grievances regarding your landlord.

NETV is voluntary and for tenants who are willing to give up some of their time to discuss and take part in what they believe.

It’s your voice we want to hear – it’s one voice of the north east tenants!

2. Membership

Membership to the North East Tenants Voice is open to any social Housing Tenant within the North East Region.

The North East Tenants Voice (NETV) will have a general forum of all members and a Board that oversees the overall running and strategic direction of the organisation.

The Board will be made up of 9 members elected by the general Tenants Forum who will stay in their role for 3 years and then step down. Members that have been on the board can put themselves forward for a further three years up to a maximum of 9 years. Therefore, Board Members can only serve three terms in total as a standard rule, but this can be over-ruled if circumstances mean the Forum choose to re-elect/ co-opt a previous member back onto the Board.

The Board will take any decision making to the Tenants Forum and the Tenants Forum will be the decision-making body for the organisation. Decisions will be made on a consensus basis (majority) i.e. more than 50% of those present (including those voting by proxy if agreed prior to the meeting) voting for the motion.

The Board will be involved in the day to day running of the organisation and will support the decisions made by the Tenants Forum by implemented any Specialists group to work around specific areas of work; to agree at a minimum to have the following:

1. Agenda setting group
2. Website and publicity group
3. Finance group

Other specialist groups can be set up on an ad hoc basis to specifically work around key priority areas agreed by the Tenants Forum.

In addition, the Board can agree to have co-opted members with a specialism that will help the organisation in key areas e.g. Finance, but the co-opted members will have no voting power.

Eligibility for membership of the North East Tenants Forum includes the following:

- They are a tenant or resident or leaseholder based in the boundaries of the North East Region
- They are committed to the aims and objectives of the North East Tenants Voice
- They comply with the conditions set out in the NETV approved Code of Conduct policy

The NETV is open to sharing its' learning and therefore welcomes tenants from other areas who wish to attend meetings to observe. These tenants will not be members and will not have voting rights.

3 Purpose of the North East Tenants Voice (NETV)

- To provide a platform for North East tenants to have a voice across both the region and nationally
- To be an independent voice with tenants and for tenants
- To input into both regional and national debates around key policies, key strategies and key consultations
- To provide an arena for North East Tenants to network, share good practice and to feedback outcomes into their landlord organisations
- To work in partnership with Social Housing landlords across the region enabling good support networks and great cross organisational working

4. Powers and responsibilities of the Residents' Board

a) Strategic decision making

- All decisions for the North East Tenants Voice will be taken to the general Tenants Forum and will be decided through a majority vote – consensus

- The NETV Board will meet and discuss progress and take key decisions to the general Tenants Forum
- The NETV Board can elect a Chair and Vice chair if required who will act as the overall voice for the organisation with the Chair providing a casting vote if required
- The Chair can be an independent person if required within the first 12 – 18 months of operation. Any independent/co-opted members of the Board/Tenants Forum, along with any invited staff members, will not have any voting powers.
- The Chair will only act upon the agreed decision-making areas that have been agreed through the Tenants forum and any requests for further information will be taken by to the NETV Board.

b) Reporting

- All minutes of both the NETV board and general Tenants forum will be circulated to all members for agreement. Once agreed they will be put on the NETV webpage
- Specialist groups will report their findings to the tenant’s forum
- All relevant information will be put on the NETV webpage so that the NETV is seen as an open and transparent organisation

c) Risk Management

- No – one person who is a part of the NETV from either the Tenants Forum or the Board can make any statements, any decisions, or in any way bring the NETV into disrepute without the decision being ratified by the Tenants Forum
- All members of the NETV sign up to and agree to the Code of Conduct and its appeals process

d) Budget

Since beginning of 2021 a proposal had been made in relation to funding contributions to NETV from the Housing Associations represented within the Geographical region and was based around the size of the organisations. A very simple structure was proposed:

- £1,000 15,000 and over units
- £750 5,000-14,999 units
- £500 below 5,000 units

It was noted that the NETV is open to all tenants even if their landlord organisations had not contributed. Moving into the future the NETV priority will be to shape discussion about what the future funding requirements could be.

The financial information will be provided quarterly to the Tenants Forum, with an annual overview shared at financial year end.

5. Meetings

The Tenants forum shall meet every 6 to 8 weeks or as required. Board Meetings will be held before and after the Tenants Forum meetings. There is an expectation for members to give their apologies if they cannot attend.

Tpas is currently providing support and facilitation for the NETV through administrative service for agendas, minutes and papers to the meetings as required. These documents will



be circulated to the full NETV membership 10 days in advance of the meeting to allow all members to confirm attendance or give apologies and to read the information and provide feedback. And to act as independent facilitators for all the NETV meetings. This will be reviewed later in 2021

Landlord organisations are providing support, both financially and in kind as and when required by the NETV. Landlord organisations will be invited to meetings as and when required. It is the responsibility of members of the NETV to feedback into their organisations about progress to date and to seek any relevant support as and when required.

Approval Date:

Next Review Date: October 2022

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