

BARCUD MONITORING GROUP

DRAFT TERMS OF REFERENCE



Please note that the Barcud Monitoring Group will be adopting these at their forthcoming meeting.

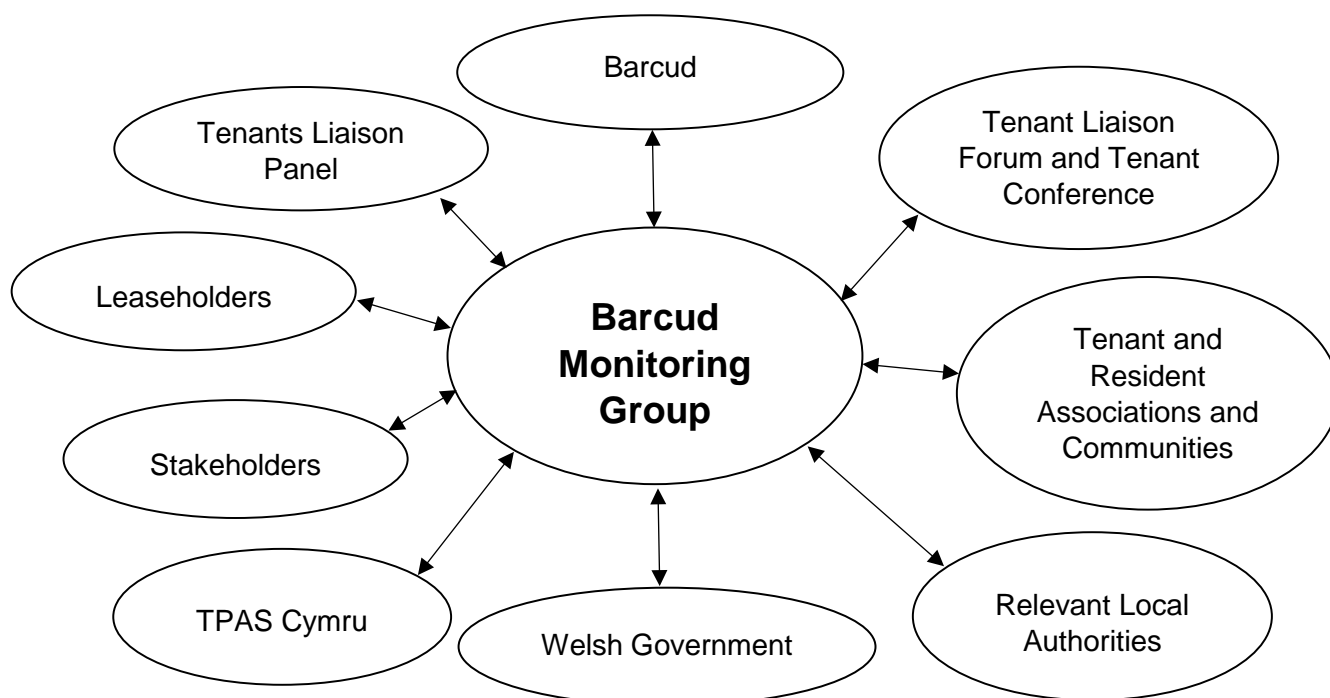
The Objectives of the Barcud Monitoring Group are:

- To provide an accountable and representative structure.
- To influence the future of Barcud by actively pursuing involvement and consultation with tenants and the wider local community.
- To enable tenants to review the management and maintenance of Barcud properties
- To positively promote the work of the Monitoring Group within the wider area particularly with other community and support groups.

Objective 1: Accountable and Representative Structure

1. Structure

The Monitoring Group is an independent, voluntary, not for profit organisation, which will form part of a structure that will enable clear reporting to tenants, leaseholders, stakeholders and communities as well as to Barcud and its partners as shown in the diagram below.



The Monitoring Group will operate on the basis that every member has a part to play and a right to participate fully in its discussions and decisions. Members will, however, be required to express their views courteously and without offence to others.

Should members fail to do so when reminded of this obligation; they will receive a formal warning from the Chair, which will be minuted. Any further breaches of conduct will result in the offending member being removed from the Monitoring Group.

2. Membership

The Monitoring Group will have no more than **26 members** in total and will comprise of the Chairperson, Vice Chairperson, Secretary, Treasurer and 22 Committee Members. Two of these 22 places will be earmarked for leaseholder representatives.

Membership of the Group will be reviewed as part of an annual review, to ensure representation is being achieved. **Neither a County, Town nor Community Councillor can be a member of the Group, due to incompatibility of the position.** As part of the annual review, a skills audit of members will be carried out with the help and advice of the Tenant Involvement Adviser, to identify any opportunities to train people to fulfil their roles and their potential.

Any member absent from three meetings without giving apologies in advance will be removed from the Group. Apologies must be given to an Officer of the Group only.

Family membership

Family members are entitled to membership of the Group. In such cases where there exists more than one family member or more than one member from the same household then only one of these members may hold an officer position within the Group and/or be a cheque signatory and/or have voting rights within the Group.

Co-option

The officers of the Group are to be elected at the Annual General Meeting of the Group, which is to be held in the month of October, in order for their appointments to be ratified by tenants in attendance at the Tenants Liaison Forum, which is to be held in the month of February. To fulfil the requirements of the Group, such as being quorate at the Tenant Liaison Panel meetings, then the officers may co-opt members to fill any vacancies in accordance with the below criteria:

- If one or more officers is unable to fulfil their duties as an officer for a period of time longer than one month then the remaining officers reserve the right to co-opt members of the Group at its discretion.
- No more than two co-opted members can hold an officer position at any one time.
- The co-option of a member will be ratified at the next general meeting of the Group.
- The co-optee must stand down on the return of the absent officer..

As required, other persons or organisations will be invited to attend and address the Monitoring Group meetings with such attendance to be agreed by the Monitoring Group in advance, unless exceptional circumstances should arise, where the Chairperson can make an informed decision.

Co-option - Independent Advisor

- Where the group deems it is necessary, it may co-opt up to 2 independent advisors.
- This person does not have to be a tenant of Barcud but must possess skills which will assist the group in meeting its obligations.
- The person cannot be a County, Town or Community Councillor.
- The person must adhere to the groups governance material and sign the relevant agreements.
- Membership of the group must be approved through the groups voting process.
- The person cannot be an officer of the group but can be a co-signatory
- The person must stand down at the group's next AGM but can be re-elected if the group deems it necessary.
- The person will not have voting privileges.
- The person may claim travelling expenses when attending the group's monthly meetings and or meetings previously approved by the officers of the group.
- Other expenses must be approved by the officers of the group.

3. Code of Conduct & Confidentiality

Members of the group will abide by the code of conduct and the confidentiality policy.

4. Finance

The signatories to the bank account will be at least four members, preferably officers chosen by the group. They should be from different households and not be related. Signatures by any two of the four named signatories will be required for all cheques. Expenditure outside of the daily functions of the Group will require prior agreement from Barcud. No payment for such activity will be made without the organisations consent. All claims must be accompanied by a completed "travel/expenses claim form" and receipts, where applicable. All claims must be in accordance with the criteria outlined on the "travel/ expenses claim form". For accounting purposes, all members are encouraged to deposit their cheques at their earliest convenience.

5. Frequency of meetings

A minimum of 6 Monitoring Group meetings will be held every year. The meetings will be arranged by the Monitoring Group with the support of Barcud's Tenant Involvement Adviser. Meetings will normally be held on the last Friday of the month **10.30am – 1.00pm**, at a venue agreed by the Group. In addition to this four officers of the Group will meet a minimum of 6 times a year with Barcuds Executive Team.

5.1 Quorate

For the Monitoring Group to be quorate there must be 6 + 1 members present at each Monitoring Group meeting, with a minimum of 2 officers in attendance, to conduct the business of the meeting. Where the quorum is not met the meeting will be postponed.

6. Reporting

To ensure that Barcud is kept up to date with Monitoring Group business, the following information will be provided to them:

- Reports to Barcud Executive Team or Operational Managers at the monthly Tenant Liaison Panel meetings.

7. Support from Barcud

- Supporting and servicing of the Monitoring Group
- Agreeing a formula by which the Monitoring Group will be funded from.
- Provide training for all members of the Monitoring Group to ensure:
 - Understanding of the role and processes of the Monitoring Group
 - Knowledge of any relevant policies and decision making structures
 - Skills for working with community and voluntary groups
- Paying reasonable expenses incurred by Monitoring Group members whilst acting on behalf of the Monitoring Group.

8. Support to Tenant Liaison Forum (TLF)

Provide regular reports to the TLF on the progress of the Monitoring Group and ensure issues of general concern raised by tenants / residents are recorded at Monitoring Group meetings.

Objective 2: Influence the future of Barcud while actively pursuing involvement and consultation from tenants.

- To develop a clear Community Engagement Strategy based on Barcud's Tenant Involvement Strategy and Action Plan
- To actively promote and work in partnership with other community and support groups/organisations to tackle the variety of issues identified within Barcud's communities.

Objective 3: Monitoring & Review

The Monitoring Group will monitor and review the performance of Barcud and receive performance information - for discussion and comment – on:

- Day to day repairs performance
- Progress on achieving the Welsh Housing Quality Standard
- Tenants' satisfaction levels

- Rent performance
- Day to day repairs satisfaction levels
- Lettings
- Void property management
- Anti-Social Behaviour
- Other housing management issues as they arise

These Terms of Reference should be kept under continuous and regular review to ensure that the aims are being met for the tenants, leaseholders and communities as well as Barcud. This will be done by:

- Feedback from Monitoring Group members to the Tenant Liaison Forum
- Thereafter an annual review meeting of the Monitoring Group, with the support of the Tenant Involvement Adviser, to review achievements and future plans.

Equal Opportunities

- The Monitoring Group believes it must work towards the aims and objectives outlined in the Barcud Tenant Involvement Strategy and Action Plan.
- It is therefore committed to opposing all forms of discrimination and will actively encourage all members of the community to participate in its activities.
- The Monitoring Group will work towards the development of an awareness of equal opportunity issues.
- The Monitoring Group will try to ensure that any partner organisations also operate an equal opportunities policy.
- The Monitoring Group will welcome, support, encourage and value diversity.

These Terms of Reference were agreed

Signed Chairperson

(Print name)