

BOROUGH OF KETTERING

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Report Originator	John Conway Head of Housing	<i>Fwd Plan Ref No:</i> C13/012	
Wards Affected	All	23rd April 2014	
Title	CHANGING THE CONSTITUTION – TERMS OF REFERENCE FOR THE TENANTS' FORUM		

1. PURPOSE OF REPORT

To seek the adoption of amendments to the Council's Constitution in respect of the Terms of Reference for the Tenants' Forum.

2. INFORMATION

- 2.1 Since last autumn, members of the Tenants' Forum have reviewed the constitution of the forum and considered ways in which it could be improved. The review was carried out with reference to several questions:
- How can we best achieve a balance between clarity and flexibility?
 - Are the clauses relating to representation and voting clear?
 - Do we need to strengthen ethical standards?
 - Are there particular areas that need updating?
 - Should we mention the role of the Tenants' Overview and Scrutiny Panel, so that it has official status?
- 2.2 The Tenants' Forum considered the constitution to be ideal in terms of its length, level of detail and the flexibility it provided. It was felt that making the constitution too rigid could be counter-productive. However, there were some areas where members of the Forum thought that change was both desirable and necessary. In particular, the voting arrangements for the Chair and Deputy Chair needed to be made more explicit and the functions and terms of reference required updating. It was also felt that reference should be made to the code of conduct for tenant representatives and to the imposition of sanctions where representatives failed to attend meetings on a regular basis without good reason. Finally, it was considered that the constitution should be reviewed on an annual basis to ensure it remained relevant.
- 2.3 The constitution of the Tenants' Forum has been revised to reflect these suggestions and a copy of the constitution, with the suggested amendments highlighted, is attached to this report as Appendix A. The ethical standards will now be incorporated in a separate Tenants' Code of Conduct document (attached as Appendix B).

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2.4 The revised constitution in respect of the Tenants' Forum is due to be considered by the Executive at its meeting on 16th April. Any comments will be reported verbally to Council at the meeting.

3. **CONSULTATION AND CUSTOMER IMPACT**

Members of the Tenants' Forum have been involved in the review of the constitution and support the proposed changes.

4. **POLICY IMPLICATIONS**

None

5. **FINANCIAL RESOURCE IMPLICATIONS**

None

6. **HUMAN RESOURCE IMPLICATIONS**

None

7. **LEGAL IMPLICATIONS**

None

8. **RECOMMENDATION**

That:

- (i) the revised constitution of the Tenants' Forum as set out in Appendix A be adopted with effect from 24th April 2014; and
- (ii) the Tenants' Code of Conduct be noted.

Background Papers: None
Title
Date
Contact Officer

Previous Minutes/Reports: None
Ref:
Date: