

Headrow Ltd
Residents Consultative Committee Constitution

1. NAME

- 1.1 The name of the committee is the Residents Consultative Committee (RCC).

2. AIMS

The aims of the RCC are: -

- 2.1 To act as a main consultative body for residents and to provide a residents perspective on all aspects of the provision of housing services.
- 2.2 To influence housing practise and policies, and recommend areas for improvement.
- 2.3 To build a partnership and improve communication between Headrow and residents.
- 2.4 To provide regular information and feedback to residents.
- 2.5 To nominate a minimum of 2 members to Headrow's Operations Committee and 2 members for the Board.
- 2.6 To promote resident participation.
- 2.7 The RCC together with Headrow Ltd to develop the Residents Compact action plan.

3. MEMBERSHIP

- 3.1 Membership of the RCC shall be open to all residents.
- 3.2 If more than 3 residents from a scheme are in attendance, the longest serving member of the RCC and most regular attendee at the RCC will have voting rights. Other representatives will not be permitted to vote.
- 3.3 Membership shall cease when a member ceases to be a resident of the Association.

4. MEETINGS

- 4.1 All meetings are open to Headrow residents, and non voting residents may be invited to speak at the chairs discretion. A maximum of 3 residents per scheme will be permitted to vote at each meeting.
- 4.2 The RCC will be held at least 4 times a year, excluding the AGM.
- 4.3 Any members excluded shall have the right to appeal at the following meeting.
- 4.4 The chairperson shall prepare an Agenda in consultation with Headrow. The agenda will be forwarded to members at least 14 day prior to the meeting.
- 4.5 All meetings will be facilitated by Headrow, and take place in a suitable jointly agreed location and a buffet lunch will be provided. (Dietary requirements will be catered for).
- 4.6 Transport to the meeting will be arranged by Headrow by means of a taxi or mileage allowance.
- 4.7 Headrow staff will attend the meetings as requested, and have no voting rights.
- 4.8 A quorum for voting is that a minimum of eight members must be in attendance or a third of the total membership of the RCC.

5. ANNUAL MEETING (AGM)

- 5.1 The RCC shall hold an annual meeting (AGM) in March of each calendar year.
- 5.2 The AGM will elect officers (Chairperson, vice-chair, secretary and treasurer).
- 5.3 The AGM shall vote on any amendments to the constitution.
- 5.4 A financial report will be presented to members, which has been checked by an independent body and will detail the breakdown of income and expenditure.
- 5.5 A report (impact assessment) will be presented, on what has been achieved during the year.
 - 5.4.1 The term of office for the chairperson, vice-chair, secretary and treasurer is initially 3 years and re-election every 3 years, re-election of each position will be staggered.
- 5.5 A quorum for voting is that at a minimum of eight members must be in attendance or a third of the total membership of the RCC.

6. ANNUAL CONFERENCE/EVENT

- 6.1 The RCC will arrange a Residents Conference/event each year, Headrow will facilitate this.
- 6.2.1 The chair or vice-chair of the RCC will present a report on the last year's work of the RCC.

7. MINUTES

- 7.1 All meetings of the RCC must be minuted and the minutes approved at the next meeting.
- 7.2 Copies of the RCC's minutes shall be made available to the Operations Committee & Board.
- 7.3 A copy of the RCC minutes will be placed on each scheme notice board within 14 days of the meeting.
- 7.4 All minutes shall be available for inspection by any Headrow resident.
- 7.5 Proceedings shall be minuted and typed up by the secretary, then sent to Headrow to jointly agree the content, a true copy of the minutes will be signed by the Chairperson at each meeting.
- 7.6 Minutes of the meeting to be sent out to RCC members within 14 days of the meeting.
- 7.7 A copy of the minutes and relevant information will be held in a central location at Headrow's offices.

8. CONFLICTS OF INTEREST

- 8.1 RCC members must disclose any specific or general financial interests, whether direct or indirect, in any items being discussed.

9. CONFIDENTIALITY

- 9.1 RCC members must agree to respect and keep confidential any information concerning Headrow's business or individual residents.

- 9.2 Any RCC member revealing confidential information will be liable for expulsion from the forum.
- 9.3 All residents have a right to privacy and Headrow Ltd is bound by the Data Protection Act 1998.

10. EQUALITY & DIVERSITY

- 10.1 The RCC will adhere to Headrow's Equality & Diversity Policy Statement and ensure that the meetings are held with openness, integrity and respect, and that discrimination and disadvantage is eliminated.
- 10.2 The RCC will value people and the diverse contribution, which each individual can make.
- 10.3 The RCC will aim to reflect the full diversity of customers and have representatives who have experience in living with disability and other areas of diversity.
- 10.4 RCC will receive Equality & Diversity training/briefings at a 2 yearly interval, or, as and when required as new members join the Group.
- 10.5 All correspondence relating to the RCC will be made available (upon request) In different languages or an interpreter will be provided. Information can also be provided (upon request) in Braille, large print or tape.
- 10.6 All meetings will be held in an accessible location.

11. REVIEW OF THE CONSTITUTION

- 11.1 This constitution will be reviewed at each AGM, unless there is a special request to amend, in which case it will be discussed at the next meeting.
- 11.2 Amendments to the constitution require the approval of two thirds of those present and voting at the meeting.

RULES AND GUIDELINES

1.Decision Making

- 1.1** Meetings must start at the agreed time and should nominally be 3 hours, unless the meeting agrees by a simple majority to extend the time by half and hour.

- 1.2 The chair has the right to cut short contributions which unnecessarily prolong debate or because the meeting will not have enough time for other items on the agenda.
 - 1.2.1 When there is no clear consensus on an item where a decision is required, the chair shall take a vote at the end of a discussion.
- 1.4 Votes shall take place by a show of hands and be recorded in the minutes.

2. Conduct during meetings

- 2.1 Members shall at all times conduct themselves in a courteous and reasonable manner at RCC meetings or on premises owned or hired by Headrow.
- 2.2 The chair of the RCC has the power to withdraw a member from the RCC whose conduct brings disrepute to the detriment of Headrow.
- 2.3 Any members excluded will have the right to appeal to the following RCC meeting.
- 2.4 All contributions to the meeting will be made via the chairperson.

This constitution was adopted and agreed at the RCC meeting on

Signed

Chairperson

Signed

Secretary