

## ISSUES SURROUNDING SETTING UP A TENANT RESOURCE CENTRE AT 54 BASS'S CRESCENT, CASTLE GRESLEY

<u>COST for 1<sup>st</sup> 12 months</u>	£	Action
Planning Application	190.00	TPO
Water & Sewerage charges	200.00	MC
Electricity & Gas	200.00	MC
Telephone	300.00	MC
Council Tax	600.00	TPO
Contents Insurance	200.00	MC
Rent	2800.00	TPO

### WHAT WILL IT BE USED FOR?

Library for information on Tenant Participation and Housing Services	TPO/MC
Learning Point	TPO/MC
Councillor Surgery	MC
Housing Officer Surgery	MC
Meetings	MC
Photocopying	MC
Newsletter Production	MC
Storage Place for Publicity Materials	MC
Other Organisations eg CAB, Police, CVS (if requested) for small charge	MC

### WHAT EQUIPMENT IS REQUIRED?

Computer	TPO/MC
Printer	TPO/MC
Photocopier	TPO/MC
Flipcharts	TPO/MC
Overhead Projector & Screen	TPO/MC
Desks	TPO/MC
Chairs	TPO/MC
Shelves	TPO/MC
Filing Cabinets	TPO/MC
Stationary	TPO/MC
Display Boards	TPO/MC

WHO WILL BE RESPONSIBLE FOR WHAT?

Keys?	MC
Cleaning?	MC
Rubbish Removal?	MC

OTHER ISSUES

Need to contact other residents of Bass's Crescent	TPO
Advise Sheltered Housing Service of usage	TPO
Inspection by Health & Safety Officer	TPO
Electrical Safety Checks	TPO
Publicity for Opening	MC
Opening Times/Arrangements	MC
Set up Management Committee	TPO/TACT
Group to have formal Constitution	TPO/TACT
Tenancy Agreement - full terms to be decided	TPO/MC
- agree regular mtgs with Officers	

TPO = Tenant Participation Officer

MC = Management Committee

TACT= Tenants Advisory and Consultation Team

## TENANTS ADVISORY & CONSULTATION TEAM

### Status

TACT operates as a formal link between the 8 Area Tenant Groups and the Community Services Committee.

### Membership

- Up to 6 representatives from each Area Tenant Group
- Tenant Participation Officer
- Unit Manager from Housing Services as appropriate
- Housing Services Manager
- Chair and Vice-chair of Community Services Committee

### Terms of Reference

- Review draft reports concerning the housing service prior to Community Services Committee and provide an initial response.
- Advise and review changes to Housing Services
- Review and monitor the Tenant Compact and action plan
- Identify and discuss any issues which have an impact on all tenants relating to the housing service
- Advise and participate in policy formation
- Review and respond to any reports produced by Area Tenant Groups
- Management of the Tenants Resource Centre

### Administration

Meet every committee cycle prior to the meeting of the Community Services Committee and when other issues arise.

Meetings are serviced by an elected committee in conjunction with the Tenant Participation Officer.

## AREA TENANT GROUPS

There are 8 Area Tenant Groups in South Derbyshire:

1. **North Eastern Area Tenant Group** – made up of Melbourne, Shardlow, Ticknall, Barrow on Trent, Elvaston, Aston on Trent, Weston on Trent, Thulston, Repton, Stanton by Bridge and Willington
2. **Eastern Area Tenant Group** – made up of Hartshorne, Woodville and Smisby
3. **Southern Area Tenant Group** – made up of Linton, Walton on Trent, Coton in the Elms, Lullington, Netherseal and Overseal
4. **North Western Area Tenant Group** – made up of Etwall, Hilton, Hatton, Findern, Scropton, Church Broughton, Thurvaston and Egginton
5. **Swadlincote Area Tenant Group** – made up of Swadlincote and Bretby
6. **Midway Area Tenant Group**
7. **Gresley Area Tenant Group** – made up of Castle Gresley and Church Gresley
8. **Newhall Area Tenant Group**

### Status

Area Tenant Groups operate as support mechanisms for Tenants, Tenant Associations and Tenants' voices. They are South Derbyshire's formal mechanism for local consultation with tenants and operate to enhance and develop consultation at a local level.

### Membership

- All Council tenants, and members of their household, living in the area covered by the Area Tenant Group.
- Ward Member(s) for the area.
- Chair and Vice Chair of Community Services Committee.
- Tenant Participation Officer.
- Officers from Housing Services as required.
- Members of the local community as agreed by the meeting.

### Terms of Reference

- Review and respond to issues on Housing Services as reported to Community Services Committee.
- Review and respond to new housing proposals and initiatives.
- Raise local issues of concern.
- Request information about housing issues, which affect that area.

- Identify ways to develop and improve the housing service.
- Receive information relevant to that particular area eg Welfare Rights.
- Up to 6 tenant members to join T.A.C.T. as Area representatives.
- Each Area Tenant Group to elect up to 6 tenants as Area Representatives at T.A.C.T. meetings.
- One Area Representative from each area to form the T.A.C.T. Committee.

### Administration

Area Tenant Group meetings are held at least twice a year.

Meetings are serviced by an elected committee in conjunction with the Tenant Participation Officer. Where no committee has been elected, meetings are serviced by the Tenant Participation Officer.

## TENANT ASSOCIATIONS

### Status

Tenant Associations operate as a voice for local tenants.

### Membership

- Council tenants and members of their household, who live in the area covered by the Tenant Association
- Tenant Participation Officer at the request of the Tenant Association

### Terms of Reference

- Consider and make recommendations on any matters referred to the Tenants Association
- Consider, monitor and make recommendations to the Housing and Environment Committee of the Council on issues relating to the delivery and performance of services provided by the Council in respect of social housing
- Be consulted by Housing and Environment Committee on housing policy issues or changes to existing housing policies and services which have an impact on the area
- Provide a forum for discussion on matters of housing interest

### Administration

Meetings are held at the discretion of the group, but on a regular basis.

An elected committee in accordance with the groups' constitution services the meetings.

## TENANTS' VOICE

### Status

A Tenants' Voice is someone who speaks on behalf of council tenants in their street or area – like a one persons' tenant association. They act as a link between tenants and the Council.

### Membership

- A tenant representative

### Terms of Reference

To act as a link between tenants and the Council by:

- Asking their neighbours what they think about issues put forward by Housing Services
- Gathering their neighbours' views on the issues
- Reporting back to the Council on what people think
- Raising issues of importance to people in their area and putting forward ideas
- Letting people know our response

### Administration

The Tenants' Voice will be expected to commit to approximately two to three hours a month.

# Tenant Participation Structure

