

Joint Tenant Panel Terms of Reference



The Objectives of the Joint Tenant Panel are:

- To ensure Mid-Wales Housing Association and Tai Ceredigion Housing Association tenants are fully involved in the proposed voluntary merger discussions.
- To enable the views of tenant representatives from both associations to be given as feedback to the Shadow Board
- To enable tenant representatives from both associations to review current services and make recommendations to the Shadow Board regarding the future delivery of those services
- To be involved in reviewing existing policies and developing any new policies which the new merged association may require.

The Panel will ensure that every member has the right to participate fully in its discussions and decisions. Panel members will be required to express their views courteously and without offence to others.

2. Membership

The Panel will have no more than four tenants from each association.

- The Panel will elect two Co-Chairs. Each tenants group must elect one Co-Chair to facilitate the meetings at their respective locations.
- Advisors to the Panel will be the Mid-Wales Housing Community Participation Officer and Tai Ceredigion's Tenant Participation Advisor.
- The Chief Executive of both housing associations will be invited to all meetings.
- Other Executive Officers may attend in the absence of their respective CEO or in an advisory capacity to their CEO.
- The Panel may also extend invitations to other Executive Team Officers from both associations.
- Where necessary, other persons or organisations may be invited to attend and address the Panel. The Panel members would approve this in advance unless there are exceptional circumstances when the Co-Chairs would make an informed decision.
- Only Board members from the Shadow Board can attend the meetings following the Panel's approval.
- No decisions can be made on behalf of the panel without the agreement of the tenant members.

3. Code of Conduct

All Panel members

- Must respect each other, be courteous and allow everyone the opportunity to speak and comment.
- Must remember that the purpose of the Panel is to benefit tenants, residents and members of the community generally and not specific **individuals**.
- Must ensure that no person is treated less favourably than any other person because of their protected characteristics such as Age, Religion and Belief, Disability, Race, Sex, Sexual Orientation, Gender Reassignment, Pregnancy and Maternity, Marriage and Civil Partnership.

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4. Confidentiality

Any information provided to Panel members should always be kept confidential and should not be discussed with anybody else apart from relevant Mid-Wales Housing or Tai Ceredigion staff, in line with General Data Protection Regulation.

The Mid-Wales Housing Community Participation Officer and Tai Ceredigion's Tenant Participation Advisor must not discuss the contents of the meeting with other staff members unless carrying out a request for the Panel.

5. Frequency of meetings

The Panel will usually meet monthly, alternating between Newtown and Aberystwyth as locations, but members will be involved in any general community meetings concerning the proposed merger; and will take the lead on chairing any eventual formal consultation meetings

6. Quorate

For the Panel to be quorate there must be at least two tenants from each association. Where the quorum is not met, the meeting will be postponed.

7. Reporting

The Mid-Wales Housing Community Participation Officer and Tai Ceredigion's Tenant Participation Advisor will make an audio recording of each meeting.

The audio recordings must:

- Not be shared with any other person other than the Community Participation Officer and Tai Ceredigion's Tenant Participation Advisor.
- Must be destroyed following the Panel's ratification of the relevant minutes.

Draft minutes must be circulated to Panel members, one week prior to a meeting by the Mid-Wales Housing Community Participation Officer and Tai Ceredigion's Tenant Participation Advisor.

The agenda must be set and agreed by the two Co-Chairs in advance of the circulation of draft minutes.

Approved minutes from all Joint Tenant Panel meetings will be forwarded to the Shadow Board by the Mid-Wales Housing Community Participation Officer and Tai Ceredigion Tenant Participation Advisor.

8. Dissolution

The Panel can only be dissolved if the majority of tenant members decide this and vote for dissolution.