



The South Kilburn Project Steering Group

Draft Terms of Reference



RESIDENT INVOLVEMENT IN THE MANAGEMENT OF YOUR HOMES

Hyde Housing Association sees resident involvement as the key aspect of delivering a successful ballot. Hyde's policy is to encourage decisions to be taken at a local level, involving local people wherever possible. Hyde Housing Association has a Customer Involvement Policy and Strategy, which follows national good practice guidelines on tenant participation.

It is therefore proposed that a Project Steering Group (PSG) be established for South Kilburn and that this Group's key initial strategic role be to negotiate the Formal Consultation (Offer) Document to tenants and the Leaseholder Consultation Document.

Hyde officers will not be PSG members but will be responsible for carrying out full consultation with the residents and leading any sub-groups. Hyde officers will be accountable to the PSG on those matters set out in the terms of reference.

Draft terms of reference for the PSG are set out below. These are set out as an initial draft for comment and it is expected that these will be revised with the full consultation and agreement of the PSG in discussion with Hyde Housing Association. An Independent Residents Advisers will support the PSG.

South Kilburn Project Steering Group (PSG): Draft Terms of Reference

Introduction

The South Kilburn PSG will initially be responsible for the supervision of the Stock Transfer processes up to the point of ballot with Hyde Housing Association in connection with the proposed regeneration of the 'South Kilburn'.

The PSG is primarily responsible, up to the point of the residents ballot, for overseeing the Formal Consultation processes with residents resulting in an Offer Document.

If the ballot result is in favour of a Stock Transfer to Hyde Housing Association then the PSG will agree further Terms of Reference for the post ballot/pre-transfer period, in line with the Resident Involvement Strategy in the Formal Consultation Offer Document.



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The purpose of South Kilburn Project Steering Group (PSG)

1. The purpose of the PSG

- 1.1. The purpose of the PSG is to negotiate and agree the Formal Consultation Offer Document to residents with Hyde, the Independent Resident Advisor, the NDC and Brent Council.

(Note: The term resident in all cases refers to tenants and leaseholders on the estate)

- 1.2. The PSG has the following role:

- To ensure that the wider community of South Kilburn residents are fully consulted on design, housing management and formal consultation processes, via sub-groups and wider consultation events.
- To consider the recommendations made by sub-groups in relation to those sections of the residents Formal Consultation Offer Document [Offer Document]
- To be the residents sovereign decision making body regarding the residents expectations for the final Offer Document.
- To maintain an accountable and representative structure in accordance with the exercise of its governance responsibilities.

2. Sub-group's

- 2.1 It is recognised that there will be a need to involve a much wider group of residents in order that the PSG can make decisions based on what the majority of residents wish to see included. It is suggested that sub-groups focussing on specific issues would enable this wider representation to be achieved. Sub-groups could be formed from within, for example, the Homeowners Group and the Tenants Steering Group.

Two main areas that will require detailed involvement of sub-groups are set out below but there may be other specific areas that the PSG wish to establish sub-groups to discuss.



In addition to sub-groups there will be estate wide consultants events and exhibitions that will also enable wider resident involvement.

2.2 Design

Discussions regarding unit designs and layouts will be undertaken with wider residents groups open to all 'South Kilburn' residents.

The groups will look at, and make recommendations to the PSG in relation to the design aspects of the Offer Document.

This could include, but is not restricted to: the Masterplan, phasing of the work, decant strategy, character areas, locations of non-housing services, and dwelling layouts.

2.2. Housing Management

Discussions regarding housing management aspects will be undertaken with wider residents groups open to all 'South Kilburn' residents

The groups will look at, and make recommendations to the PSG in relation to the housing management aspects of the Offer Document.

This could include, but is not restricted to: caretaking, staffing arrangements, repairs and maintenance service, tenants rights, leasehold management, rents and service charges, anti-social behaviour, resident involvement, working with the wider community, and service improvements.

2.3. Decision making

Minutes, group discussions and recommendations will be provided to the PSG for final agreement. The PSG may make decisions in respect of the Offer Document that differ from that which has been recommended by the sub-groups. This should however be done following careful consideration and discussion, as the wider residents opinions should be taken into full consideration. The PSG represent the wider residents and decisions should be for the benefit of the majority of residents on 'South Kilburn'.

3. **Equalities and Diversity**

- 3.1. To ensure compliance with the Hyde Group Equalities and Diversity Policy and recommend action as required.



4. Constitution and rules of PSG

4.1. Accountable and representative structure

- The PSG will consist of up to **15** members.
 - There will be **9** members who are residents

(It is intended that 3 members be tenants and 1 leaseholder from the current Regeneration Group with a further 1 member to be nominated by the Homeowners Group. The remaining 4 members to come from the proposed Tenants Steering Group (TSG) when this is established).
 - There will be **1** member from the South Kilburn NDC.

(This will be a Board member).
 - There will be **3** members from Brent Council

(These will be Councillors and will be nominated shortly).
 - There will be **2** independent members

(These could be local businesses or professionals who have an active part to play in the regeneration).
- This clause cannot be altered without permission from the Hyde Group.
- In the event that places are not filled, the PSG will be flexible in working with Hyde to agree how this will be addressed.
- The Chair and Vice Chair will be elected by the PSG at a meeting of the PSG. The Chair and Vice Chair may be elected from the majority of resident's membership.
- In the event that a member is absent from three PSG meetings in succession, or where serious breach of the Code of Conduct has occurred, the PSG will consider the circumstances and terminate membership if appropriate.
- The decision to terminate membership must be taken at a quorate PSG meeting, with a *majority* of those present voting to terminate.



4.2. Meetings and Reports of the PSG

- Meetings will be closed meetings in the normal course of events.
- The agenda and non-confidential minutes of all PSG meetings will be published and made available to all residents of South Kilburn on request.
- The PSG may request information and reports from officers as required. It may also delegate specific pieces of work to a sub group. Sub groups will be required to report back to the PSG within a specified time limit.
- The PSG will hold a minimum of twelve meetings until the point of ballot and will meet at least once a month or more frequently if considered necessary.
- The quorum for meetings of the PSG will be eight of which four must be tenant members.
- The agenda and papers for meetings of the PSG will be distributed to members a minimum of seven clear days in advance of the appointed date of the meeting.
- The Independent Residents Adviser will meet with the PSG prior to each meeting to consider the agenda and papers and provide advice and guidance to PSG members as necessary.

5. Training and support

- 5.1. The PSG will receive support from Hyde, including training for members to ensure that they understand the role of the PSG and the relevant policies and decision-making structures.
- 5.2. Support will also be available to members of the PSG from Hyde in the form of carers allowance for attendance at formally authorised meetings.
- 5.3. Hyde will reimburse PSG members for out of pocket expenses occurred. This policy applies to all PSG members carrying out official duties in relation to the Group's business including attendance at conferences, courses and seminars (residential and non-residential) on behalf of the Group.
- 5.4. Travel would normally be by standard class rail or bus, or by private car or taxi where suitable public transport is not available. If a private car is used a mileage allowance will be paid in accordance with the casual user mileage allowances determined by the Group.

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5.5 The payment of subsistence and out-of-pocket expenses for attendance at courses and conferences is in accordance with the rates determined by the Group. Receipts should be submitted with the appropriate form.

5.6 All claims for expenses must be made on the form provided in Hyde's Governance Manual and submitted to the Project Director.

6. Review

6.1 The PSG will review its own performance regularly and recommend changes to its terms of reference, as appropriate, to Hyde's appropriate Board.

7. Collective responsibility

7.1 Members of the PSG will share collective responsibility for decisions made. Members will act in the interests of the residents of the estate and not on behalf of any constituency or interest group, other than the residents as a whole.

7.2 The PSG will ensure that all new members receive induction training and that arrangements are made to maintain and develop the skills and motivation of members.

8. Code of Conduct

8.1. The PSG will adopt a Code of Conduct that will govern individual and collective conduct at meetings of the PSG. The Code of Conduct will detail sanctions to be applied in the case of breach of the Code and the appeal procedure.