

Overview & Scrutiny Committee

Tuesday 6 May 2014

7.00 pm

Ground Floor Meeting Room G02A+B - 160 Tooley Street, London SE1
2QH

Supplemental Agenda

List of Contents

Item No.	Title	Page No.
5.	Call-in: Tenant Fund Budget 2014/15 (Deputy Leader and Cabinet Member for Housing Management 7 April 2014) [Comment...]	1 - 120

Agenda Item 5

Item No.	Classification: Open	Date: 6 th April 2014	MEETING NAME Overview & Scrutiny Committee
Report title:		Tenants Fund	
Ward(s) or groups affected:		All	
From:		Tenants Council & Tenant Fund Management Committee	

Background

1.1 The Tenants Fund was set up in the late 1980's with the purpose of funding the Southwark Group of Tenants' Organisations (SGTO) and to fund every recognised Tenants & Residents Associations of which there was, and still are, over one hundred and forty Associations.

1.2 The Council at that time were committed to tenant participation and supporting an independently funded movement for tenants and residents. The fund and its allocation to be under the control and guidance of the Tenants Council

1.3 The original decision to inaugurate the fund was agreed by the Housing Committee and the weekly levy was set at 10p per secure tenancy. At this stage there was no levy to leaseholders because of legal difficulties in applying the charge. This has now been resolved and the Homeowners Council contribute a quarter of the total yearly spend to the Tenants Fund.

1.4 The levy is linked to the annual rent rise and in this financial year 2014-15 amounts to 27.25p per secure tenancy. Combined with the Homeowners contribution it realises around half a million pounds each year.

1.5 The fund has been under the control and guidance of the Tenants Fund Management Committee for a considerable number of years. The Committee has service support from officers of the Council, three of whom are paid for through the fund; an administrator and two training officers. A member of staff from Community Involvement attends as an adviser to the fund. Members of the fund are elected at the Annual General Meeting of the Tenants Council and the Chair and Vice-chair of the TFMC are elected by the TFMC members at the first meeting following the AGM of the Tenants Council.

2. Managing the fund

2.1 It has been the practice for a number of years for the Tenants Fund Management Committee to start work on preparing a budget in December for the following financial year and on completion of this exercise to present a budget report for approval to the Tenant Council. Latterly this budget has been signed off by the Cabinet Member for Housing.

2.2. As a part of the budget setting process we invite the Southwark Group of Tenants Organisations to prepare a funding bid and following receipt of their bid we meet to discuss the details of the bid and where appropriate to make adjustments. This meeting usually takes place in January and includes the TFMC and key members of the SGTO, usually, the Chair, Treasurer, and Senior Manager.

2.3 It is also a part of the role of the TFMC to discuss the priorities of the tenants movement with the SGTO and this includes setting and agreeing their Key Performance Indicators and Smart Objectives. The TFMC meets with the SGTO every three months to monitor work rate, current budget and spend and numbers of resident using the services of the SGTO. This has been a positive arrangement and has meant that the services identified by tenants are delivered by the SGTO. It should be noted that the budget setting process and monitoring is open and transparent and involves the Officers of the Council who attend and service the TFMC.

2.4 The TFMC regularly reviews its role and how it financially supports the tenants and residents participatory functions and looks at ways of providing new and supportive initiatives and some details of this are set out below in this report.

2.5 For information and example the decision approved by the Cabinet Member for Housing in 2013-14 was as follows (our notes and actions are in italics).

A request for funding from the Southwark Group of Tenants Organisations (SGTO) for 2013/2014 of £190,828 which includes an increase of 1% applied to staff salaries and £5000 to fund the additional costs of colour printing enabling a free service to T&RAs.

It should be noted that an additional sum of £40000 was approved as a grant to the SGTO in 2012 and this was used to fund a Campaign and Research Worker to assist with the campaign on benefit changes and to provide information on the effects and outcomes of these changes. This worker did not commence employment until after the start of the 2013/14 financial year.

This was the funding that officers wanted to cut in 2014/15.

The 2013/14 is seen as a transition year during which the administration and allocation of the TF will be reviewed with a view to making it more efficient and fair. This will also include revision of the current application form to simplify it and make it available for completion on line.

The application has been completed and we are awaiting the outcome of the recommendations on the model constitution for T&RAs. The form will then be submitted to the Tenants Council and the Council for consideration. We have reduced the form from an incredible forty eight pages of questions that the Council mostly doesn't record to around five pages.

It has been practice for some time now for the TFMC to hold quarterly review and monitoring meetings with the SGTO where we check their performance and service delivery against agreed KPIs.

The TFMC are currently undertaking a full review of Resource Centres at Taplow and Albrighton Community Centre. Training currently given is being analysed and the two training officers are presenting their first report to TFMC on 23rd April 2013. The TFMC are looking to introduce new training programmes from 2014.

The review of services provided at the Resource Centres is about to commence and it is intended that this will include the Resource Centre at Bells Gardens Community Centre which is managed and administered by the SGTO. The Tenants Fund has recently approved and funded new computer hardware and support services to all three resource centres at a cost of £36,000.

The TFMC in conjunction with the Tenants Halls Working Party has completed a review of training needs and have agreed to packages of funding. One programme will concentrate on management skills for halls management committees and this will amongst other skills training concentrate on legal requirements on Health & Safety, Food Hygiene, and responsibilities relating to vulnerable adults and children. The TFMC has allocated £18000 for this training. A further sum of £20000 has been allocated for training for tenants and residents of Southwark up to certification level and a further £5000 is allocated for training in general committee skills for new and existing T&RAs.

2.6 It is important to note that the Tenant Fund Management Committee does not site entirely isolated as it goes about its work. Throughout the year meetings of the committee are facilitated by officers and managers from the Community Development department whose role is to advise and guide the committee and ensure that their fiduciary duties are met. Officers

assist in the provision of management accounting information to ensure spend can be monitored against budgets, they support quarterly SGTO monitoring meetings, they also assist in the adjudication and appeal process the committee undertakes when T&RA grants have been refused. Officers also advise on other requests for spend such as expenditure for resource centres and training, hospitality and transport costs.

3. The Current Situation

3.1 In early January 2014 we met with and interviewed the SGTO on their funding bid which, after some adjustments, were to be discussed at the next meeting of the TFMC. When the full budget was agreed it would be forwarded to the Tenants Council. Thereafter it would be forwarded to Councillor Wingfield. Their bid taking into account the additional costs of the Research and Campaigns Officer gave rise to a proposed grant of £238,000 and this was agreed by the TFMC and subsequently the Tenants Council.

3.1 The decision to recommend the employment of a Campaign and Research Officer who would be employed by the SGTO resulted from a number of meetings with key councillors from the Labour and Liberal Democrats Group who were, in conjunction with the tenants movement, they were concerned about the impending benefits changes and their anticipated impact on the most vulnerable residents in Southwark.

3.2 It was decided that the work on the benefits campaign undertaken by the SGTO was of such importance and having a positive impact on providing information and support to residents that the funding for the post should continue for at least a further year.

3.3 After discussion it was the understanding of the TFMC that we had, in common with past practice, agreed a report that would go forward in the normal course of consultation and approval.

3.4 However, this year there was a considerable and fundamental departure from the normal practice in that the officers presented their own report which recommended funding to the SGTO of £203,000, which if agreed, would result in the loss of one post from the SGTO. They informed the TFMC that their submission would in effect be the only report submitted to the Tenants Council and to Councillor Wingfield. We were also informed, and this was confirmed by E-mail from the Officers, that any comments we had or would make would have no effect on the final outcome. In other words they were the final arbitrators.

3.4 After objections from the TFMC we were invited to have input to the report. This was informed to us on Wednesday 19th February 2014. A report was submitted on 20th February 2014 and we received the response that the responsible officer was on leave until Monday the following week. The officer's report was sent out on Friday 21st February 2014 along with the agenda for the Tenants Council that was scheduled for 3rd March 2014. In these circumstances our comment could not be included.

3.5 The report and an alternative report from the TFMC, which could only be circulated round the table, were presented to the Tenants Council on 3rd March 2014. The conduct and actions of the Officers gave rise to some considerable concerns and anger.

It should be noted that the recommendations of the Officers to the Tenants Council on 3rd March 2014 was that funding to the SGTO should be approved at £204,732. They made no specific recommendation on the future monitoring and financial control of the SGTO; although they did make reference to objections to aspects of the report prepared by the officers.

3.6 The Tenants Council was extremely concerned and angry by the way this situation had arisen and the fact that unanimity between the TFMC and the Officers could not be achieved. The Tenants Council agreed the overall budget proposals of the TFMC and that the SGTO be

funded in the sum of £238,000 and that the present monitoring arrangement whereby the SGTO reports to the TFMC should continue.

3.7 It should be noted that a meeting between Steve Hedger, the Chair of the Tenants Council, Ian Ritchie, Chair of the Tenants Fund Management Committee, and Stephen Douglass, Head of Community Engagement took place on 12th March 2014 in an attempt to break the deadlock. We felt that we had been given an opportunity to make some headway. We discussed the work already progressed and agreed a number of issues still to be considered. This included funding to the beneficiaries of the fund and it was agreed that this would be a key part of the work to be undertaken in the 2014/15 financial year.

3.8 Shortly after this meeting we received a copy of the report that was to be referred to the Cabinet Member for Housing. Officers were now supporting the funding of £238,000 to the SGTO and the additional condition that the monitoring and funding should transfer to Officers of the Council. It is hard not to believe this was the intention of the whole exercise and would ask obvious question. What made the officers change from the intransigent position on the amount of the grant?

3.9 In common with the rest of our experiences no attempt had been made to discuss this change and its effect and impact on the Tenants Council, the Tenants Fund Management Committee, and the Southwark Group of Tenants Organisations. It appears to fly in the face of the report on resident involvement from Councillor Wingfield which is attached as an appendix to this report. In particular we draw your attention to the penultimate bullet point on page 4 under the heading 'We will demonstrate the value of our engagement'.

3.10 On 14th April 2014 the report, which had already been signed off by the Cabinet Member for Housing, was raised by Cris Claridge, who is one of the delegates to the Tenants Council, who reported that she had found the report on the Council's web site. The deadline for Call In had been published as the 18th April 2014 (subsequently amended to 22nd April 2014 because of the Bank Holiday).

It was noted that neither the Chair of the Tenants Council nor the TFMC, and the SGTO had been informed by the Officers of this decision. This is despite knowing that the recommendations were in dispute. We assumed, rightly or wrongly, that Officers were just going to let it come into effect and then tell us.

3.11 The Tenants Council was concerned by these developments and unanimously agreed to ask that the report be called in by Overview and Scrutiny Committee. It should be noted that following the decision of the Tenants Council we were informed by the Officers that the only ground we had for call in was a breach of our human right. On examination of the Rules for Overview and Scrutiny we concluded that this was not the only grounds.

4Conclusions and concerns.

4.1 It is our concern that what has been a successful exercise in participation over a number of years has been damaged by the actions of the Officers. Their actions were calculated to effect that only their recommendations of the Officers would be put into effect. Given these actions we have no faith in the effective future funding of the tenants movement.

4.2 The participation in the decision making process is not only a right in statute it is an important aspect of our working relationship with the council. Throughout this exercise a considerable amount of inaccurate and misleading information has been used to support the Officers position. I give below an illustration.

Stephen Douglass states that the change to the monitoring arrangement was put into effect in the 2013/14 Financial Year and quotes the recorded minutes of the Tenants Fund Management Committee of 8th October 2013 as a point of reference.

This was not agreed and was not referred to the Tenants Council for further consideration. It was not considered until 2014.

If this decision was already in effect why were the Officers not monitoring the SGTO and why would it have been necessary to restate it again.

4.3 As already stated there has not been any attempt to consult on the impact and outcome of the decision and how it will be put into effect. We are of the view that the SGTO illustrates an important and independent voice for the tenants and residents of Southwark. It has a good track record of working with and in concurrence with the Council. However, there have been issues where they have not, and do not, agree with Council. Will this independent voice be stifled in the future? Given how this has progressed over the past few months we have grounds for concern.

4.4 Officers have stated that these are public funds and Officers are the proper guardians of it. We also see ourselves as proper guardians of the fund. We can state that in all the years that that the fund has been in existence there has never been a fraud, theft, or misappropriation of the fund, or any part of it. This fund was set up by the Council to service and support the aspirations of tenants and resident. It is a unique fund and we believe that the present arrangement works well and to the satisfaction of the recipients.

4.5 Stephen Douglass reported at the Tenants Council on 14th April 2014 that he had briefed the Cabinet Member for Housing on the report. We note that our report is referred to in the decision sheet we also note that our report is not attached to the final report that has been circulated. Given the fact that there were considerable areas of dispute we asked to meet with Councillor Wingfield but did not receive a response.

4.6 The result of this decision is unclear as the implications and effects have never been discussed and we are left in the position that we can only speculate upon. We think that approximately half of Tenants Fund will be under the direct control of Officers without any input from tenants. It is assumed that whatever funding is agreed for the SGTO will be directly taken from the fund and this will make budget setting for the TFMC in future a difficult if not an impossible task.

Finally

We, that is to say, the Tenants Council, unanimously voted to seek an independent review, the Tenants Fund Management Committee similarly support a review, and this course of action is supported by the Home Owners Council.

Our grounds for such a request are set out reference to the Rules of Overview and Scrutiny Committee

- (a) We would contend that the decision was made without all the available facts being made available to the decision maker and in consequence was not open and transparent.
- (b) There has been no effort or attempt to conduct open and transparent discussions with members of the community and stakeholders affected by the decision of the Cabinet Member for Housing. In consequence the outcomes were not decided by consensus and in a fair way.
- (c) We cannot clarify the aims and desired outcomes because these have not been made available to the involved stake holders and we have not been involved in any discussions on how the changes will be put into effect and how they will impact on the existing services.

It is also important to note that this will also impact on the initiatives set out in the report agreed by the Cabinet Member for Housing in the 2013-14 financial year. Some of these are completed but some are more complex and are works in progress.

Resident Involvement Strategy

Foreword

I want more residents to work with us in shaping the services they receive.

Southwark has had a long tradition of resident involvement using well established resident involvement structures. We have over 130 tenant and resident associations (TRAs) throughout the borough. As well as involvement we encourage empowerment of residents. We currently have 14 tenant management organisations (TMOs) in Southwark empowered to supply housing management services to over 3,500 homes. We work in partnership with the Southwark group of tenants' organisations (SGTO) to empower residents to form tenant and resident associations and support the resident movement.

I am proud of the achievements residents have had in shaping services but in the light of economic pressures and decreased regulation it is my desire to ensure that residents are more involved in deciding how services should be delivered. As well as continuing to support our existing structures to be effective, I recognise that there is more to do to ensure we involve a wider range of residents. Involving more people will make sure services are delivered fairly and appropriately.

As a council we are committed to making a fairer future for all by:

- protecting the most vulnerable
- looking after every penny as if it was our own
- working with local people, communities and businesses to innovate, improve and transform public services, and
- standing up for everyone's rights.

As part of the housing services key commitments towards a fairer future for all we have made eight key commitments including making it easy for residents to get involved in the delivery of housing services and involving them in the design and delivery of ongoing service improvement to housing repairs service. This strategy shows how we will involve residents in delivering our key commitments and reach out much wider to make sure we hear from more residents.

If you have any suggestions or comments on how we can improve the ways we involve residents please call 020 7525 3326 or email resident.involvement@southwark.gov.uk.

I look forward to hearing from you.

Councillor Ian Wingfield

Deputy Leader and Cabinet Member for Housing Management



What we want to achieve

We want all residents to be able to have a genuine say and, where appropriate, control over the services they receive.

With this in mind we have set out five key aims that we will deliver through this strategy.

1. **We will engage with residents in achieving our key departmental objectives**, so that they are effectively involved in the decision making process and scrutiny of our achievements in meeting those goals.
2. By making sure all areas of our service engage with a wide range of residents **we will increase the overall resident engagement**.
3. **We will introduce new ways for residents to engage with us**, including developing web based engagement so it is easier to get involved.
4. Through training, empowerment and support **we will deliver better quality engagement** so that residents are equipped and able to have a more informed and constructive involvement.
5. By spending our money wisely, working in partnership and attracting external funds **we will demonstrate the value of our engagement** and make sure it delivers effective outcomes for residents.

Delivering the aims

To deliver our aims we will carry out the following activities, which are a summary of some of the key actions within the strategy action plan.

We will engage with residents in achieving our key departmental objectives.

- warm, dry and safe
- improvements to the housing repairs service.
- improvements to customer service and increasing on-line services.
- that charges for home owners are fair
- value for money and delivering savings
- use of housing stock and temporary accommodation
- involvement of tenants and homeowners in service delivery
- meet equality objectives.
- We will prioritise the creation of a tenant compact

We will increase the overall resident engagement

- We will make sure that there is a culture change across the whole service through every member of staff having a resident involvement aspect to their job.
- We will promote resident participation in estate inspections, project teams and contract monitoring meetings.
- We will reach all sections of the communities we serve. We will gather information about who we have engaged with and look for any gaps between the makeup of this group and that of the general population of tenants and home owners.
- We will include a localised resident information pack with each sign-up for a new tenancy; and with each re-assignment of the lease when somebody exercises their right to buy.

- We will ensure that equalities monitoring is part of tenancy check procedures.

We will introduce new ways for residents to engage with us

- Many of our residents are not involved in our traditional structure, so as well as seeking engagement through our existing structures we will offer more methods for others to engage, reflecting their interests and the time they can give.
- We will identify and engage with residents who will be particularly affected by changes in local and government policy.
- We will work together with residents to engage in modern ways of social networking.

We will deliver better quality engagement

- We will facilitate training, networking, good information to residents, and provide access to advice and support.
- We will develop our website as a resource for TRAs on how to access grants, training, seminars, good practice and other important information.
- We will facilitate opportunities for involvement and representation tailored for home owners. An action plan will be developed and the Home Owners Council will be consulted on this action plan.
- We will facilitate opportunities for involvement and representation tailored for people living in street properties. An action plan will be developed and the Home Owners Council and Tenants Council will be consulted on this action plan.
- We aim to increase and strengthen partnership training opportunities

We will demonstrate the value of our engagement

- We will work with the tenants' and home owners' fund management committees to review how funds are spent so they can be used to the greatest benefit to residents.
- We will work with partners to make the best use of halls so that they are an asset to the whole community.
- We will work with Southwark group of tenants' organisations to promote the interest of TRAs in a range of ways including providing capacity building support to residents.
- We will work with partners to promote financial inclusion by improving residents' access to financial capability and literacy.

**TENANTS FUND BUDGET 2014-15
REPORT FROM THE TENANTS FUND MANAGEMENT COMMITTEE
TO CABINET MEMBER FOR HOUSING**

1. The purpose of this report is to comment and make corrections on the report prepared by the officers and to make alternative recommendations in respect of recommendation (2).

The reason for the report, which is the first time a separate report from the TFMC has been necessary, is because it has not been possible to reach a consensus with the Officers involved in the discussions,

You will be aware that the Chair of Tenants Council has already written to you expressing his concerns about the current situation and has asked that he meet with you to discuss our grounds for these concerns. The tenants Fund Management Committee concurs with his views and would ask that the Chair of the TFMC be present at that meeting and involved in the discussions.

2. RECOMMENDATIONS

In terms of recommendation (1) we agree and in terms of funding for the Southwark Group of Tenants Organisations in the sum of £238,000. This is the original sum proposed by the TFMC and endorsed by the TC. This sum was originally rejected by the officers on the grounds that a grant of this size would send out the wrong message. They do not say who the recipients of the wrong message would be.

The Officers have now, at the last minute, changed their position and recommend the full sum subject to agreement to the caveat that we sign up to the Council's Conditions of Grant Aid. We have not been given the opportunity to discuss this change. On the face of it we see this as a further attempt by officers to take control of the Tenants Fund. Neither the Chair of Tenants Council nor the Chair of TFMC has delegated authority to agree a change of such magnitude. The fact it has been proposed at the very last minute and after discussions had taken place with the TFMC and the final report had been agreed with the TC is indicative of the conduct of officers in this round of discussions.

The Chairs of TC and the TFMC met with Stephen Douglass and agreed to a number of proposals to review the fund and its effectiveness as a part of our work programme for 2014-15; the monitoring of the fund and the simplified application forms. Having agreed to that process officers have decided to unilaterally bypass it. The TFMC has been reviewing the fund and its workings over the past two years and have made a number of improving changes. We were of the understanding that the point discussed with Stephen Douglass was a continuation of that process.

3. FURTHER ISSUES FROM THE OFFICERS REPORT

In the appendix setting out the TFMC Budget officers state that the current proposals are an increase of funding by 25%. The TFMC in reaching its calculations have reported that in the financial year 2013-14 the grant to the SGTO was £190,828 and £40,000 which was granted in 2012-2013 and which was intended to be spent in 2013-14 when the new

post of Research & Campaign Worker was filled. That money is meeting the costs of the worker who is now in post.

The TFMC calculated the total funding to be £230,828. The recommended funding for 2014-15 is £238,000 which amounts to an increase of £7172 or an increase of 3.1%.

You will see from clause 8 & 9 that a considerable amount of work has been undertaken to make the workings of the TFMC more efficient and the fund more clients focussed. We need to resolve with Officers a more accurate financial reporting system to allow the TFMC to have rolling and updated budget information and control. The TFMC has had considerable concerns regarding this in recent years.

It should also be noted that an interim sum of £18,000 from the training budget is to meet the cost of specific training for tenants' halls and community centres Management Committees to assist them understand and apply such legal requirements, health & safety, food hygiene, public liability and organising activities for vulnerable persons, This is not a complete list but is intended to reduce liabilities to people who give their services free of charge.

4. With reference to (17),(18) and (19)

The TFMC would refer you again to our comments at 2 above and specifically in respect of our conclusions on recommendation (2). The TFMC is happy to discuss changes and to move forward and we have always made this clear. The monitoring and control of the fund is an agreed issue for further discussion which you are now being asked to bypass. It will require discussions with the recipients of the fund across the board and with the TFMC and TC and we recommend that you allow those discussions to take place and where appropriate implemented. The alternative currently recommended by officers envisages major problems with the Tenants Movement and its relationship with the Council and its officers.

We are also concerned that the additional recommendation on SGTO funding and the report at (17), (18) and (19) have not been referred to the TFMC for discussion and were not included in the officers report to Tenants Council.

In terms of overall budget we can report that following discussions at the TC and input by the TFMC the figure is substantially correct, although the figure in respect of the outturn cost of the Tenants Conference may need to be adjusted upwards and we have yet to receive an accurate costing for taxi fares. Hopefully this will be resolved in future years with a more accurate reporting system.

5. General Comments

The TFMC meets with the SGTO on a quarterly basis. The SGTO reports in writing on its activities, its footfall and its current budget and cash flow. It is practice that the Chair of the SGTO and the Senior Manager attends and reports and is available to clarify points and answer questions by the Officers and TFMC members. We believe that these conditions are as stringent and strident as any monitoring applied by the Council.

The TFMC takes the view that the SGTO, given its wide range of activities including:
 * Their work on campaigning on benefit changes and the 'Bedroom Tax' which concurs with the views and aspirations and with support of the Council.

- * Their free account verification services to a large number of T&RAs
- * Their support and advice to Southwark tenants and residents trying to get back into work and in particular their help with CVs and in contacts with the DWP
- * Their support and assistance to people suffering the effects of the 'Bedroom Tax' and the reduction of Council Tax Benefit.

The TFMC is also involved in the wider issues currently being agreed with the Council such as the Tenancy Conditions and Handbook which is almost completed, the Futures Steering Board, the Tenants Council, Digital Inclusion, and a considerable number of other working parties. They consider the SGTO to be value for money.

Officers originally recommended an overall reduction in funding which would have resulted in a loss of staff by one person. In effect this would likely have been the Campaign and Research Officer.

The officers have now shifted their position and are recommending conditional funding in line with that recommended by the TFMC and the TC. We take the view that this is an attempt to get control of a substantial part of the Tenant Fund and seems to imply that tenants are not capable of running their own financial affairs.

If the SGTO warrants funding of £238,000 now, then they warranted it when this figure was recommended by the TC and the TFMC. We can only speculate on the activities and change of position by the officers.

- (1) We also meet on a quarterly basis with the Training Officers funded through the Tenants Fund to monitor their work and training programmes. One Training Officer now attends our meetings to advise in training, skills development and technology support.
- (2) The Tenants Fund is unique to Southwark. It allows Tenants & Residents Associations to meet their running costs and affords a degree of financial autonomy. It supports tenant's democracy and participation. The fund enjoys an excellent reputation within and outside Southwark. Tenants' involvement in its management is important.

6. Conclusions

1. The TFMC, when asked to consider the original recommendations of the officers took the view that if we agreed this would lead to anger and confrontation with the Tenants Movement at a time when we have much in common with the Council's aims and objectives. This includes a number of committees and working groups that are making real and progressive changes for the future. The TFMC acknowledge the unanimity of purpose and felt it would be ill advised to create conflict that neither the Council nor the Tenants Movement would benefit from, or welcome at this time.
2. For the first time in the history of the Tenants Fund there has been a situation when it was not possible to reach a conclusion in our submission to the Tenants Council. We are anxious that this is not a recurring situation and would welcome the opportunity for the Chair of the TC and the TFMC to discuss and resolve the situation that has arisen this year with you.
3. The TFMC, for all the reasons previously stated, would ask that you agree the budget as submitted and you do not agree the additional condition with recommendation (2)

that the SGTO funding be approved subject to the agreement that the SGTO signs acceptance of the Council's Standard Conditions of Funding.

Item No.	Classification: Open	Date: 6 May 2014	Meeting Name: Overview & Scrutiny Committee
Report title:		Tenant Fund Budget Decision Call-in	
Ward(s) or groups affected:		All	
From:		Stephen Douglass, Head of Community Engagement	

What the Tenant Fund is

1. The Tenant Fund was established in 1989 to fund and support the tenant movement. It derives its income from a precept on tenants' rents, which stands at 26.53p per week per property for 2013/14. Further contributions are made from the home owner fund for 25% of the amount actually paid to tenants' & residents' associations during the year.
2. It forms a ring fenced part of the Housing revenue Account and is spent only on resident involvement activities.
3. Among other things the Tenant Fund pays a grant to the Southwark Group of Tenants Organisations (SGTO). The proposed grant to SGTO for this current financial year is £238,000. This is an increase over the previous year award of £190,828. It is also the largest grant that the council gives to any organisation in the borough. SGTO is a tenant's federation and exists to support and give a voice to council tenants and residents.
4. As part of the HRA the Tenant Fund is covered by the council's financial standing orders, financial management framework and regulations. These include that where grant money is passed on to third parties, the terms of the funding must be clearly documented. Appropriate reporting and monitoring arrangements must be put in place before any monies are paid over, and the organisation being given the funds must report progress and performance to the Council.
5. The council has a fiduciary duty to those who it collects the funding from to ensure that it is administered with reasonable care and skill and with due regard to those (in this case council tenants) on whose behalf we manage it.

Council Policy on Grants

6. The awarding of grants over £2,500 is a matter reserved in the council constitution to Individual Cabinet members within their portfolio areas.
7. In this case the decision maker is the Deputy Leader and Cabinet member for Housing Management.
8. The framework and procedures under which council grants are managed require that organisations in receipt of grants above £2,000 must sign their agreement of the Council's standard conditions of grant funding. This is

applied to all organisations in the borough and is standard practice among all funders.

9. Signing the COGF does not interfere with their independence or ability to campaign but sets out the responsibilities and obligations of both parties to the agreement for example:
10. The organisation agrees to:
 - Use the funding for the purpose for which it was given and to benefit the people of Southwark
 - Complies with its legal obligations e.g. under Health & Safety Legislation
 - Manages the money effectively
 - Follows the principles of good governance and management e.g., is democratic, accountable etc.

The council agrees to:

- Act reasonably
- Pay the grant promptly
- Communicate clearly
- Where necessary provide additional non-financial support

The first paragraph of the document says clearly that:

"The Council recognises and respects the independence and values of the third sector but also has a responsibility to ensure that organisations which receive funding continue to achieve certain levels of effective management and financial practices and use the funding they receive for the purposes it was granted."

11. The Conditions of Grant Funding were first adopted by the council in 1986 and were more recently reviewed and an amended version agreed by cabinet on 29 January 2013. The cabinet report states the following:

Implementing the new COGF will address a number of weaknesses in the Council's grant monitoring processes that were highlighted in the audit. The recommendations for action are as follows:

- The need to update the council's policy/guidance document covering process requirements for funding voluntary sector organisations
- The need for consistent evaluation of voluntary organisations' financial sustainability
- The need to produce service specifications detailing what is required on the part of funded organisations and the obligations of the council in the funding relationship
- The need for a minimum standard of acceptable performance monitoring promoted across the council

- The need for agreements between the council and funded organisations detailing circumstances in which the council can recover funds from funded organisations
12. The concurrent advice from the Director of Legal Services states:

“Conditions of Grant Funding do not create a contract between the Council and the funded organisation and are not legally enforceable. They also fall outside the Council’s Contract Standing Orders. However, clear, up-to-date and relevant conditions which identify minimum requirements of service delivery, reporting and governance linked to continued payment should always be in place. These are essential to ensure the proper use of public funds and to protect the reputation of the Council. The contracts team in the Corporate Services section of Legal Services has advised in detail upon the proposed new Conditions of Grant Funding.”

The decision making process

13. The Tenant Fund budget follows the same process every year. Consultation takes place with Tenant Fund management Committee and Tenant Council on officer proposals prior to a decision being made and this typically this takes several months to complete. Officer recommendations are shared with Tenant Council and Tenant Fund management Committee through the process.
14. This year given in particular that there was disagreement over the officer recommendations this was shared in the report and the organisation were invited to make representations that were shared with the decision maker before he took his decision and consideration of this representation has been noted in the Record of Decision form.
15. All of this has been discussed with Tenant Representatives over the past more than 12 months. More detail on the consultation that has taken place is set out below including minutes of TFMC meetings where the issue of conditions of grant funding has been raised. This would bring SGTO into line with all other council funded organisations.

Internal Audit requirements

16. In 2012 the council’s internal auditors carried out a review of procedures involved in management of the relationship with tenants & Residents Associations. This took place as part of the routine series of internal audits and was reported to the Audit and Governance Committee.
17. The audit made a recommendation relating to the funding of SGTO as follows:
- Management of TRAs - To address the relationship with the SGTO and funding provided, the Council should:
 - Prepare a grant agreement including performance targets to be met by the SGTO;
 - Develop the KPIs against which the SGTO is to be assessed;

- Clearly set out the obligations and responsibilities of both parties in any agreement prepared;
- Regularly monitor the performance of the SGTO;
- Include the right to recall funding should the obligations of the SGTO, as set out in the agreement, not be met.

This was shared with the SGTO and the Tenant Fund management Committee as detailed in the chronology below.

The housing consultation structure

18. Tenant Council and Tenant Fund management Committee form part of the formal structure by which the council consults with representatives of council tenants. These bodies are consultative and have no formal decision making powers and this is specified in the Tenant Council constitution. They are comprised of representatives of Tenants & Residents Associations.
19. The Tenant Fund Management Committee is a sub-committee of the Tenant Council.
20. As noted above formal decisions of this nature are reserved to the relevant cabinet member and it is officer's responsibility to give impartial advice to the decision maker.

Chronology 13/14 and 14/15 Funding

Communication/ documents referred to are numbered below

Date	Communication	Action	Response
18.4.13	Email: Head of Community Engagement to Chair of SGTO (Item 1)	Audit requirement referenced. Advised that the council requires a grant agreement is put in place for SGTO and that this will be achieved through the standard conditions of grant funding. (COGF) (Item 2)	Email of 21.4.13 below
21.4.13	Email: Chair of SGTO to Head of Community Engagement (3)	Stating that matter for Tenant Council not SGTO	See below
22.4.13	Email: Chair of TFMC to Head of Community Engagement (4)	Stating that matter for discussion with Chair of TC and Chair/Vice-Chair of TFMC as proposed change to management of Tenant Fund	See below
22.4.13	Email: Head of Community Engagement to Chair of TFMC copying in Chairs of TC & SGTO (5)	Re-states audit requirement about grant agreement and offers further discussion of issues.	No response
29.4.13	Tenant Fund report 13/14 to Tenant Council (6)	"As part of the Review of the Tenant Fund there is an expectation that a grant agreement will be put in place this year to manage the grant to SGTO." (page 4, paragraph K)	
29.4.13	Tenant Council Minutes of 29.4.13 (7)	Report unanimously passed.	Minutes of TC do not record any discussion relating to the grant agreement.
25.6.13	Email: Senior Commissioning Officer to Chair of SGTO	Meeting requested to discuss putting in place grant agreement for SGTO and attaching COGF document	Meeting arranged for 2 July 13
1.7.13	Email: Senior Commissioning Officer to Chair & Manager of SGTO	Grant monitoring self-assessment checklist and other documentation sent by email in advance of visit the next day.	
2.7.13	Meeting at SGTO of Senior	Purpose of meeting to progress putting in place a grant agreement	SGTO representative

	Commissioning Officer with Chair & Manager of SGTO	for SGTO.	s indicated that would not be signing grant agreement stating that TFMC has responsibility for Tenant Fund.
8.7.13	Email: Chair of TFMC to Senior Commissioning Officer	Email forwards an email from Chair of SGTO relating to the grant agreement meeting of 2 July stating that monitoring of SGTO is a matter for TFMC, asking why the council is proposing changing the arrangement and suggesting a meeting with Chair & Vice Chair of TFMC	Senior Commissioning Officer proposes dates to meet with Chair of TC and Chair & Vice-Chair of TFMC in email of 1 Aug 13 to Chairs of TFMC & SGTO.
2.8.13	Email: Chair of TFMC to Senior Commissioning Officer	Asking for documents to support the proposed change and stating that the matter be dealt with by next meeting of TFMC the responsible body	
9.8.13	Email: Senior Commissioning Officer to Chair of TFMC	Copy of the email dated 18.4.13 from Head of Community Engagement to Chair of SGTO referred to above is forwarded referencing the audit requirements and attaching the Conditions of Grant Funding	
18.8.13	Email: Chair of TFMC to Senior Commissioning Officer	Asking that documents relating to the grant agreement be sent out to TFMC members in advance	See below
20.8.13	Email: Tenant Grants Officer to TFMC members (8)	Attaches COGF document and Tenant Fund review document	
27.8.13	TFMC meeting	Agenda lists "SGTO Grant Agreement" as item 5	See minutes below
8.10.13	TFMC Minutes of meeting of 27.8.13 (9)	Minutes state, "Officers presented the Conditions of Grant Funding and a paper tabled in advance of the meeting. The Conditions of	

		<p>Grant Funding are a requirement set out in the recommendations of an internal audit report that the council should prepare a grant agreement which clearly sets out the obligations and responsibilities of both parties.</p> <p>Approximately 300 external organisations receive funding through the council. There is a requirement for a funding agreement to be in place for all of these to provide transparency and accountability and safeguard public money. This is irrespective of the source of the funding.</p> <p>The meeting stated it did not agree with the request and would not be progressing it but would raise it at TC.”</p>	
14.10.13	Tenant Council (10)	<p>Minutes of TC item 9.1 record “Ian Ritchie - Why does report say that the tenant fund needs to be made fair and transparent? Noted there has been an attempt by officers to go behind TFMC’s back and go to SGTO and get them to sign a contract.</p> <p>Cris Claridge– not clear who wrote this report, as chair of SGTO, called to a meeting with a community engagement and asked to sign a funding agreement. This made her feel uncomfortable as felt it was not being done through the appropriate channel; i.e. through TFMC.</p> <p>Ian Ritchie– Think methodology is under hand - TFMC monitors SGTO -what would the council do differently?”</p>	
18.2.14	TFMC meeting minutes (11)	<p>Draft of Tenant Fund budget report for 2014/15 presented includes “The SGTO grant will be subject to the council’s normal conditions of grant aid.”</p>	

3.3.14	Tenant Council (12)	Draft of Tenant Fund budget report for 2014/15 presented includes "The SGTO grant will be subject to the council's normal conditions of grant aid." Minutes of meeting record, "Cris Claridge raised an additional point about the officer report that funding is subject to normal conditions of the grant agreement. SGTO refuses to do this. The employer/funder is TFMC. This needs a proper discussion."	
13.3.14	Email Head of Community Engagement to Chairs of Tenant Council & TFMC (13)	Summarises what was agreed at meeting on 12.3.2014 which includes to present standard Conditions of Grant Funding to TFMC and that latest draft of the Tenant Fund budget report would be sent to Chairs of TC and TFMC. enable representations to be made to the Decision Maker. Deadline for making these of 19.3.2014.	
19.3.14	Report received from TFMC for Decision Maker Deputy leader and cabinet member for housing management (14)	The final paragraph of the report submitted states, "The TFMC, for all the reasons previously stated, would ask that you agree the budget as submitted and you do not agree the additional condition with recommendation (2) that the SGTO funding be approved subject to the agreement that the SGTO signs acceptance of the Council's Standard Conditions of Funding".	
19.3.14	Tenant Fund Report amended to include reference to representations received from TFMC for the Decision Maker (15)	Paragraph 27 of the final report refers to the representations received.	
21.3.14	Report is		

	published on the council website and councillors are notified of the decision to be taken and the timeline (16)		
3.4.14	The decision is taken to approve the recommendations (17)	The record of decision form records, "I received representations from the Tenant Fund Management Committee in regards to funding for 2014/15".	

Other documents:

- 1. Tenant Council Terms of Reference**
- 2. Tenant Fund Management Committee Terms of Reference**
- 3. Southwark Council procurement guidelines – difference between contract and a grant**

From: Douglass, Stephen
Sent: 18 April 2013 18:05
To: 'Cris Claridge'
Cc: Royal, Bonnie
Subject: SGTO Funding

Hi Cris I hope you are well.

I understand that arrangements for the 2013/2014 funding of SGTO are underway and officers in my team have been dealing with this. Just wanted to highlight one thing we had an internal audit report that looked at resident involvement and things like management of TRA grants which was part of the normal internal audits of services across the council that we do. The audit made a recommendation relating to the funding of SGTO as follows:

1.2) Management of TRAs - To address the relationship with the SGTO and funding provided, the Council should:

- Prepare a grant agreement including performance targets to be met by the SGTO;
- Develop the KPIs against which the SGTO is to be assessed;
- Clearly set out the obligations and responsibilities of both parties in any agreement prepared;
- Regularly monitor the performance of the SGTO;
- Include the right to recall funding should the obligations of the SGTO, as set out in the agreement, not be met.

The above would be satisfied by implementing the standard conditions of grant funding that the Council already has in place with other organisations.

This is pretty standard stuff with all funded organisations whatever the funding source so I hope will not cause any difficulty and can be taken on board following agreement of your funding through the normal process.

Happy to discuss this further if you need to.

Regards

Stephen

Stephen Douglass

Head of Community Engagement
Housing & Community Services Department
Southwark Council
PO Box 64529
London SE1P 5LX
Phone: 020 7525 0886
Email: stephen.douglass@southwark.gov.uk

Get Involved online at: <http://www.southwark.gov.uk/consultations>

Conditions of Grant Funding

Commissioning Officer	[name and contact details], who is your primary contact in the Council for discussing all matters relating to the Funding, dealing with any problems relating to these Conditions of Grant Funding, monitoring the use of the Funding and reporting to the Council on any future funding applications by the Funding Recipient – any change will be notified to you as soon as possible.
Council	THE MAYOR AND BURGESSES OF THE LONDON BOROUGH OF SOUTHWARK of 160 Tooley Street, London, SE1 2QH (also referred to as “We” or “we”).
Council Rules	Means all relevant Council policies, rules, codes, procedures, orders and codes of practice
Funded Activities	Those activities and services which are the subject of a financial grant from the Council as detailed in the grant application form dated [*]
Funding	£[*]
Funding Recipient	[] (also referred to as “You” or “you” and includes anyone engaged by you to provide the Funded Activities including any sub-contractor, volunteer, licensee or employee.)
Legislation	Means all relevant Acts of Parliament, statutory regulations, order, guidance and codes of practice including any subsequent amendments or comparable legislation
Funding Recipient Representative	[name and contact details], who shall be responsible for the Funded Activities and who has the authority to speak on behalf of the Funding Recipient on a day-to-day basis.

Please sign below to confirm that you have read, understood and accept on behalf of the Funding Recipient, these Conditions of Grant Funding.

Name:

Name:

Position: [CHAIR] OR [DIRECTOR]

Position: [TREASURER] OR
[DIRECTOR/COMPANY SECRETARY]

Signature:

Signature:

FOR AND ON BEHALF OF
THE FUNDING RECIPIENT

FOR AND ON BEHALF OF
THE FUNDING RECIPIENT

Date:

Date:

1 Overall Aim

- 1.1 The Council and the Funding Recipient are both committed to supporting the aims and outcomes identified in the grant application form. The Council recognises and respects the independence and values of the third sector but also has a responsibility to ensure that organisations which receive funding continue to achieve certain levels of effective management and financial practices and use the funding they receive for the purposes it was granted. The Conditions of Grant Funding set out these requirements and what may happen if they are not met. This document does not constitute a contract and there is no intention to create a legal relationship between us.

2 Funding Recipients' Core Obligations

- 2.1 The Funding Recipients' Core Obligations to the Council in relation to the Funding are to:-

- (a) Use the Funding effectively and as set out in your grant application form for the Funded Activities;
- (b) Comply with these Conditions of Grant Funding;
- (c) Comply with any Legislation or Council Rules which are relevant to the management, provision and delivery of the Funded Activities. In particular, you will support and assist the Council in compliance with our obligations under Best Value and the Human Rights Act 1998;
- (d) Ensure that you have and keep in place effective governance and management practices as set out in Schedule One;
- (e) Ensure that you have and keep in place sufficient resources and effective financial practices as set out in Schedule Two;
- (f) Ensure that you are properly managed, staffed, operated and/or equipped to provide the Funded Activities as set out in Schedule Three;
- (g) Ensure that you have and keep in place effective monitoring and information systems as set out in Schedule Four;
- (h) Primarily base your Funded Activities within the boundaries of the London Borough of Southwark and to directly or indirectly benefit the people who live or work in Southwark and to take positive steps, where appropriate, to involve local people in managing or otherwise participating in the Funded Activities.

3 Council's Obligations

- 3.1 Subject to your compliance with these Conditions of Grant Funding, the Council will:

- (a) act reasonably in all matters;
- (b) ensure reasonably prompt payment of the Funding;
- (c) endeavour to maintain clear communication;
- (d) give you reasonable notice of any matter which affects or may affect the provision of the Funding; and
- (e) provide you, wherever reasonably possible, with appropriate additional non-financial support.

4 Funding

- 4.1 Funding will be paid to you quarterly in four equal instalments at the beginning of each quarter, unless otherwise agreed and arranged with the Commissioning Officer.
- 4.2 Funding payments depend on your continued satisfactory management and operation, the Funded Activities continuing on an on-going basis and compliance with these Conditions of Grant Funding.
- 4.3 You must only use the Funding for the Funded Activities as described in your grant application form. You must keep the Commissioning Officer informed at all times about how you use the Funding. In particular, if you wish to use part of the Funding for any other purpose, this must be agreed in writing in advance by your Commissioning Officer.
- 4.4 The Council does not permit Funding to be used to fund your deficit under any circumstances.

- 4.5 You must not use the Funding to pay for publicity which is for or against any political party.
- 4.6 The Council reserves the right to withhold Funding, or demand repayment of any Funding already paid, if the Funding is not used for the Funded Activities or in breach of these Conditions of Grant Funding as set out in Condition 7.

5 Premises

- 5.1 You shall ensure that the premises from or in connection with which the Funded Activities are provided are appropriate and offer a safe environment. So far as is required by law, you shall make those premises fully accessible to people with disabilities.
- 5.2 Where you are in occupation of Council owned premises, you will enter into a lease or licence for those premises in the terms provided by your Commissioning Officer and where the Funding includes a sum to cover the rent the Council may take this amount from the Funding payments.

6 Dispute Resolution

- 6.1 The Council will endeavour to work with you to address any problems identified through the monitoring process, or to address any concerns raised with the Council in another way. All initial queries or concerns should be raised with your Commissioning Officer.
- 6.2 If an issue or dispute relating to the Funding cannot be resolved between the Funding Recipient Representative and the Commissioning Officer, it will be referred to a more senior representative of the Council and the Funding Recipient for resolution.
- 6.3 Both parties acknowledge that it is generally in both of their interests for issues or disputes between them to be practicably resolved amicably by negotiation wherever possible.

7 Suspension, Termination and Recovery of Funding.

- 7.1 You must not in any circumstances assume that the Council will provide future Funding. Before the start of each financial year, the Council considers which third sector organisations to fund and at what level, so no assurance or comfort can be given that Funding will continue.
- 7.2 Funding may be temporarily or permanently reduced, withheld, recovered and/or discontinued by the Council in the Council's sole discretion at any time on the occurrence of any one or more of the following events:
 - (a) you or any person acting on your behalf are in material or repeated breach of any one or more of your Core Obligations;
 - (b) you are or are likely to become subject to an insolvency or bankruptcy event or to cease to operate or to provide the Funded Activities;
 - (c) you are in breach of any of the covenants or conditions of any lease, licence or permit with the Council;
 - (d) the Council decides for financial or other reasons not to continue the Funding.
- 7.3 Where the Council intends to exercise its right to reduce, withhold, recover or discontinue Funding, we will give you as much prior written notice as reasonable in the circumstances setting out a summary of the reasons for the proposed action. You may then, if appropriate, be given the opportunity to make representations to the relevant Council decision-maker as to why the Council should not take the proposed action and to present any information which you consider relevant.
- 7.4 However, you should be aware that if you create or allow the occurrence of a nuisance, commit or allow the occurrence of a fraud or a fraudulent activity or in any way act unlawfully you are liable to have your funding immediately suspended, pending a full investigation by the relevant Council decision-maker.
- 7.5 If the Council withdraws the Funding, it will consider giving you winding down costs. However, the Council shall not in any circumstances be responsible for any of your outstanding liabilities.

7.6 Dissolution

7.7 Where the dissolution of the Funding Recipient has been approved, your governing body shall notify the Council of the amount of any unspent Funding that is held by you and shall provide the Council with a final set of accounts up to the date of dissolution.

7.8 Any amount of unspent or otherwise uncommitted Funding shall be refunded to the Council and any assets purchased by you with the Funding, shall be returned to the Council unless the Council agrees otherwise in writing.

8 Variations

8.1 The Council may, from time to time, change any or some of these Conditions of Grant Funding. Where this occurs, the Council will write and tell you about the changes and subject to your written consent, the changes will be deemed to be incorporated into these Conditions of Grant Funding with effect from the date of any such notice. You shall use your reasonable endeavours to accommodate any changes to the needs and requirements of the Council.

Schedule One - Governance and Management

The Funding Recipient must have and keep in place effective governance and management practices. Minimum requirements and assistance in meeting this Core Obligation are set out in this Schedule.

1. Politics

- 1.1. You must be seen to be politically neutral and not engage in party political activity. Activities which show a party political bias or involve party political propaganda will not therefore be approved for financial assistance.

2. Constitutional Documents

- 2.1. As part of the application process, you will have provided the Council with copies of your constitutional or other governing documents. These will demonstrate your independence, openness to participation by members of the community and your adherence to policies and procedures that are appropriate to a publicly accountable Funding Recipient.
- 2.2. Whilst you are in receipt of Funding you will maintain and comply with your constitutional documents at all times and notify and provide copies of any changes to your Commissioning Officer within 7 working days, including changes to your governing body or Funding Recipient Representative.
- 2.3. You are advised to discuss any proposed changes to your constitutional documents with your Commissioning Officer in advance to ensure that you continue to meet your effective management and governance obligations. If the Council considers that any such changes to the constitutional documents are of an adverse nature, this may lead to the Funding being withheld or withdrawn.
- 2.4. You must promptly advise your Commissioning Officer of any significant change in the circumstances within your organisation or in the circumstances on which the Council based our decision to provide or to continue to provide your Funding.

3. Governing Body and Meetings

- 3.1. You must have a democratically elected body (the Governing Body) which should comprise a management committee, a board of directors, a number of trustees or a satisfactory similar arrangement, and specific rules for your membership should be set out in your constitutional documents. All your annual and other general meetings must be open to all of your members. You will provide the Council with the names, addresses, and telephone numbers and, where applicable, e-mail addresses, of the chair, secretary, treasurer and/or other members of your Governing Body.
- 3.2. You will hold regular meetings of your Governing Body and/or any relevant management committee in accordance with your constitutional documents and shall give the Commissioning Officer reasonable advanced written notice of all such meetings and any additional meetings that are scheduled (which notice shall include an agenda that briefly sets out the matters that are to be discussed). You shall invite and permit the Commissioning Officer to attend these meetings and the Commissioning Officer shall be able to discuss or raise any matters relating to the Funded Activities at any such meetings. You shall keep copies of the agenda and minutes of every meeting of your Governing Body and/or of any relevant management committee, access to which must be provided to the Commissioning Officer on request. However, part or all of confidential client and staff information need not be provided.

4. Conflict of Interests

- 4.1. You will conduct your operations in a manner that guards against the possibility of any conflict of interest arising. In particular, no decision shall be made which may compromise the good standing or reputation of the Funding Recipient or the Council. Your Governing Body and/or persons working on your behalf must not use their positions or influence within the organisation to gain undue advantage for themselves or others in a private capacity. In the event of any such circumstances arising, alternative arrangements must be discussed and agreed with the Commissioning Officer.

- 4.2. The scenarios set out below are examples of situations in which conflicts of interest may arise. The list is not exhaustive. It is your responsibility to guard against conflicts of interest and abuse of position or influence.
- 4.2.1. a member of your Governing Body shall not also be employed by you as a member of staff, or receive payment for any services provided;
 - 4.2.2. your paid employees shall only attend meetings of your Governing Body in a non-voting capacity and at the discretion of the members of the Governing Body;
 - 4.2.3. any member of your Governing Body who has a pecuniary or other interest in a contract for goods or services being considered by you shall declare the nature of such interest in advance of any decision relating to that contract and shall abstain from voting on the award of that contract. Such declarations are to be recorded in the formal minutes of that meeting;
 - 4.2.4. you shall promptly inform the Council of any employee of the Council or currently elected member of the Council who is serving on your Governing Body. You shall also procure (to the extent you are able) that the employee or member of the Council concerned shall also make such declaration to the Council as is required by the Council's internal rules and regulations. The member or employee in question should abstain from voting on issues relating to your relationship with the Council.

5. Internal Disputes

- 5.1. The Council considers that internal disputes within your organisation are the responsibility of your Governing Body and you must have agreed procedures in place for dealing with and/or resolving any such disputes. As any such disputes may have an impact on the provision of the Funded Activities, you should inform the Commissioning Officer of any such dispute at an early stage.

6. Dissolution

- 6.1. Any dissolution of the Funding Recipient shall be done in accordance with your constitutional documents and/or other relevant rules and the Council shall be given proper notice of the meeting(s) at which the your dissolution is considered and/or approved. You shall also promptly provide the Council with the minutes of any such meeting.

Schedule Two – Finance

The Funding Recipient must have and keep in place sufficient resources and effective financial practices. Minimum requirements and assistance in meeting this Core Obligation are set out in this Schedule.

1. Insurance

- 1.1. You must be adequately insured to cover all relevant risks. Such insurance cover shall include without limitation buildings and contents cover, employers and public liability insurance and professional indemnity cover. The Council will require you to provide satisfactory documentary evidence that adequate insurance cover is maintained.

2. Bank Account

- 2.1. You must have a bank account in your name. The signatures of at least two (2) members of your Governing Body or the relevant management committee members shall be required to carry out any transactions in relation to such bank account. One of these members must be your treasurer. The signatories shall not be direct or indirect relatives or business associates of one another.

3. Budget Statement

- 3.1. You must submit an estimated budget statement to the Council at least four (4) weeks prior to the commencement of the financial year to which it relates.

4. Accounts

- 4.1. You must (unless otherwise agreed by the Council in writing) provide the Council with audited accounts for every financial year or part of a financial year during which you receive the Funding. The accounts will show all of your income and expenditure and shall be independently audited by a fully qualified accountant or independent financial examiner and must conform to all relevant law and accounting standards and practice, and must include specific itemised information on how you used the Funding.
- 4.2. You must send your accounts to the Council by 31 October of the following financial year. If you do not use the same financial year as the Council, you must send the accounts to the Council by no later than six (6) months after the end of your financial year. Usually, the Council will hold back the next and/or final instalment of the Funding until the Council has received all relevant accounts or written statement of financial transactions (as applicable), which are in a form that is satisfactory to the Council.
- 4.3. Where the Council has concerns relating to your submitted audited accounts, the Council may require you to submit further financial details and evidence of expenditure.

5. Financial management

- 5.1. You are responsible for ensuring you comply with all relevant legal requirements in respect of your operations, including the way you conduct your business with third parties. You must establish and maintain proper financial management and accounting systems and practices, including proper arrangements for the payment of tax, national insurance and VAT, where appropriate.
- 5.2. You must, upon request, be able to demonstrate to the Council that you have proper financial accounting systems and practices in place, including proper arrangements for paying all relevant taxes and national insurance contributions.
- 5.3. You shall keep proper records and accounts that show how the Funding has been used. Your Governing Body shall ensure that there are adequate and effective internal financial controls to protect your income and assets from misuse, abuse, waste, fraud or potential fraud. It is your duty to be aware of the Council's policies and codes of conduct to combat fraud and corruption. You can seek advice from your Commissioning Officer regarding this.

6. Fund Raising

- 6.1. Monies generated through fund raising and the Funded Activities may be retained by you to be invested in the Funded Activities, as appropriate.

7. Contingency Fund

- 7.1. It is recommended that you set up a contingency fund to meet any redundancy payments and other potential financial liabilities (e.g., to provide any additional equipment that is required, or to fund any unexpected major premises costs).

Schedule Three - Employment Practices

The Funding Recipient must be properly managed, staffed, operated and/or equipped to provide the Funded Activities. Minimum requirements and assistance in meeting this Core Obligation are set out in this Schedule.

1. Employees

1.1. You must provide all of your employees with:

- a contract of employment;
- a job description;
- a copy of your equal opportunities policy and code of practice;
- a copy your disciplinary and grievance procedure;
- regular support and supervision;
- appropriate training opportunities; and
- consultation about organisational or service changes that are likely to affect them.

1.2. You will, upon request, provide the Commissioning Officer with copies of these documents.

2. Recruitment

2.1. If you wish to employ anyone in a post that is funded by the Council, you must:

- Notify the Commissioning Officer immediately, in writing and allow, if requested, the Commissioning Officer to be involved as an observer in all stages of the recruitment process.
- draw up an appropriate job description and specification;
- advertise the vacancy in an appropriate manner and make reference to the fact that you operate an equal opportunities policy in any relevant advertisement; and
- hold open and competitive interviews and select the best candidate for the position.

2.2. Where continuity of the Funded Activities may be compromised and a vacancy needs to be filled urgently, you need not follow the procedure set out above, provided that:

- the vacancy is of a temporary nature and the appointee is appointed for no more than four (4) months;
- the appointee meets the requirements of the person specification; and
- prior written consent has been obtained from the Commissioning Officer.

3. Equality and Diversity

3.1. The Council is committed to the implementation of equal opportunities policies and you must promote and implement equal opportunities. In particular you must have a written equal opportunities policy and you must be able to demonstrate to the Council that you are implementing this policy and show that:

- you have taken positive and practical steps to ensure that people from all groups and backgrounds are encouraged to participate in your organisation and are able to use your services and participate in your activities;
- you have taken positive steps to welcome people from all groups on to your Governing Body and any other of your committees;
- your employment practices are fair and you do not discriminate in relation to pay and conditions of employment, recruitment, promotion, career opportunities; and victimisation and harassment disciplinary procedures; and
- you are actively monitoring the effectiveness with which you put your equal opportunities policy into practice.

3.2. You shall ensure that you (and anyone acting on your behalf) comply with the law (as amended) in the United Kingdom and in particular do not commit any act of discrimination rendered unlawful by the Equality Act 2010. There are nine protected characteristics under this Act. They are age,

disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

4. Safeguarding and Vetting

- 4.1. All Council funded voluntary organisations have a duty to safeguard and promote the welfare of children and vulnerable adults. Whatever service you provide, you may identify a child (under 18 years) or a vulnerable adult who is being harmed or neglected. You must therefore have and comply with a Safeguarding Policy and Procedure on referring a child/person at risk to social care.
- 4.2. You shall follow the guidance of the Southwark Safeguarding Children Board (SSCB) and the Southwark Safeguarding Adults Partnership (SAPB) to ensure that all persons who are engaged are fit and suitable.
- 4.3. Where an employee, volunteer or other person acting on behalf of the Funding Recipient will have contact with children or vulnerable adults in any 'regulated' activity you must carry out appropriate checks with the Criminal Records Bureau and/or the Independent Safeguarding Authority. From October 2009 it has become a criminal offence for an employer to allow a 'barred' person to work in such an activity. It will be a criminal offence for an employer to take on a person in a regulated activity if they fail to check that person's status.
- 4.4. If having carried out such checks you are unsure as to the suitability of a particular person, you shall promptly discuss the matter with your Commissioning Officer to agree the course of action to be taken.
- 4.5. Any allegation of harm to a child or vulnerable adult by a member of staff or volunteer must be immediately referred by you to the relevant officer in children's social care or adult social care in the Council.

5. Volunteers

- 5.1. You are expected, where appropriate, to develop and operate a volunteer policy that sets out the respective rights and responsibilities of the Funding Recipient and the volunteers.
- 5.2. Volunteers must not be paid by you for the tasks they undertake. However, they should be reimbursed for any reasonable expenses that they have incurred in connection with their voluntary service.

6. Health and Safety

- 6.1. You shall comply and procure compliance with all relevant provisions of the Health and Safety at Work Act 1974 and develop and implement a health and safety policy for the protection of your employees, volunteers and service users.

Schedule Four – Monitoring and Information

The Funding Recipient must ensure that you have and keep in place effective monitoring and information systems. Minimum requirements and assistance in meeting this Core Obligation are set out in this Schedule.

1 Annual Report

1.1 You must provide the Commissioning Officer with a written report in respect of every financial year or part of a financial year during which you receive Funding regarding the Funded Activities. These reports shall be provided by the time(s) specified by the Commissioning Officer and should include:

- a summary description of the Funded Activities provided by you;
- summary information regarding the numbers and types of users;
- summary information regarding the full costs of providing the Funded Activities;
- evidence of the benefits users gain from the Funded Activities; and
- a summary of any problems or issues that you have come across in delivering the Funded Activities.

2 Monitoring

2.1 The Council is accountable to its taxpayers and ratepayers for the money that it awards in funding. Monitoring is therefore an integral requirement of the Conditions of Grant Funding. You shall comply with all monitoring and evaluation procedures that are required by the Commissioning Officer.

2.2 The Council has to ensure its services meet the needs of local people, and are continually improving. The Council expects you to share this responsibility. You shall therefore provide upon request evidence of sustained improvement against agreed performance indicators. You must be able to demonstrate to the Council that you are meeting your aims and purposes effectively and that you provide high quality Funded Activities that offer good value for money.

2.3 You must give the Commissioning Officer reasonable opportunities to observe how you deliver the Funded Activities and how users participate or respond to them.

3 Confidential Information

3.1 Neither the Council nor the Funding Recipient will disclose or allow to be disclosed to any person (except on a confidential basis to professional advisers) any confidential information acquired in the course of carrying out the Funded Activities, except as may be required or permitted by law.

4 Inspection

4.1 You will give to the Commissioning Officer, the Council, the Council's auditors, the District Auditor and the Local Government Ombudsman such information, explanations and access to and copies of any documents as may reasonably be required to satisfy themselves as to your compliance with these Conditions of Grant Funding. Direct reasonable costs of any inspection will be met by the Council except where the information is requested as a result of complaints of poor performance or non-compliance.

5 Co-operation

5.1 You will, in performing your obligations under these Conditions of Grant Funding, liaise with and co-operate with the Commissioning Officer and all officers of the Council and other organisations undertaking duties on behalf of the Council. You shall comply with all reasonable instructions issued by the Commissioning Officer.

6 Complaints handling

6.1 You will deal with any complaints promptly, courteously and efficiently and will notify the Council in writing of all complaints received and the steps you have taken in response to them.

7 Publicity

- 7.1 You must acknowledge the Council's help in all literature (including your annual reports), publicity, events and advertisements for posts the Council has funded, unless otherwise agreed with the Commissioning Officer.

8 Copyright

- 8.1 All copyright or other intellectual property rights in all work created or produced by you in relation to the Funded Activities shall be your property. You hereby grant the Council, and/or any third party which performs services on behalf of the Council, a non-exclusive, perpetual, transferable, royalty free licence to use such work for Council business that is reasonably related to the Funded Activities. You also warrant that any document or design produced by you is your original work which does not infringe the copyright, design right, moral right or any other rights of any third party, and that no claims of such infringement have been made or are the subject of litigation actual or threatened.

9 Data Protection

- 9.1 The Council and the Funding Recipient will comply with our respective obligations, whether as data controller, data processor or otherwise under the Data Protection Acts as and when the same are applicable to the Funded Activities and that we will comply with the additional obligations of confidentiality applying to any personal data controlled and/or processed by either of us under these Conditions of Grant Funding.

10 Information Requests

- 10.1 You accept that the Council is obliged to comply with information legislation including the Freedom of Information Act 2000 and Code of Practice, Environmental Information Regulations 2004, Aarhus Convention and Audit Commission Act 1998. You will assist the Council to comply with our obligations under this information legislation. This includes helping the Council comply with its obligation to respond to requests for information within statutory deadlines and providing information to the Council where the Council requests.
- 10.2 The Council is entitled to disclose information unless we believe that the information is exempt or excluded under the legislation or the legislation does not apply. For example where information is provided in confidence, the information is a trade secret or where release is likely to prejudice commercial interests. The Council will decide, acting reasonably, whether information requested is to be disclosed or not. The Council will where reasonably practicable, consult you and will consider any representations made by you. The Council shall not be liable for any loss or other detriment caused by the disclosure of any information.

From: Douglass, Stephen
Sent: 01 May 2014 09:27
To: Matheson, Andrew
Subject: FW: SGTO Funding

Stephen Douglass

Head of Community Engagement
Housing & Community Services Department
Southwark Council
PO Box 64529
London SE1P 5LX
Phone: 020 7525 0886
Email: stephen.douglass@southwark.gov.uk

Get Involved online at: <http://www.southwark.gov.uk/consultations>

Follow us on facebook www.southwark.gov.uk/residentsinvolvement

From: Douglass, Stephen
Sent: 22 April 2013 16:57
To: 'IAN RITCHIE'
Cc: SteveHedger; 'Cris Claridge'; Royal, Bonnie
Subject: RE: SGTO Funding

Dear Ian

Apologies if this has caused some misunderstanding. As I explained in my email to Cris the Internal audit team do audits of every service area in the council on a rotating basis to look at compliance with good management practice. This audit had already commenced when I took over Resident Involvement so I am not aware whether any of this was communicated before then. On Cris's point about management of TRAs I wouldn't read too much into the title it was in effect an audit of the Resident Involvement team and their work that included their work with TRAs of which this recommendation was one part.

I am not sure I understand the point about wide ranging changes to the way the funding is administered. Cris refers in her email to these arrangements being in place and what the auditors have said is that signing of the standard conditions of grant aid which isn't in place would cover the need for a formal funding agreement covering all of this. This sort of arrangement would be standard practice for any grant regardless of who the funder is.

Once again apologies if this has caused some misunderstanding but I do not see any reason why this fundamentally changes the positive working partnership with TFMC and Tenants Council with whom the officers work on this funding. I am happy to discuss this issue further if it would help.

Regards

Stephen

Stephen Douglass

Head of Community Engagement
Housing & Community Services Department
Southwark Council
PO Box 64529
London SE1P 5LX
Phone: 020 7525 0886
Email: stephen.douglass@southwark.gov.uk

Get Involved online at: <http://www.southwark.gov.uk/consultations>

From: IAN RITCHIE [<mailto:ian.ritchie2@btinternet.com>]
Sent: 22 April 2013 11:33
To: Douglass, Stephen
Cc: SteveHedger
Subject: Fw: SGTO Funding

Stephen,

I have been forwarded a copy of Cris's response to you and I am very concerned that you should open up this kind of dialogue without either you or your officers having the simple good manners to inform both myself and Val Fenn as Chair and Vice chair of the Tenants Fund Management Committee.

What you are proposing has fairly wide ranging changes to the way the Tenant Fund is administered and it would appear that from what you seem to be saying that this is more a role for officers rather than tenants.

I think it would be proper procedure to discuss these proposals with the the Chair of Tenants Council and Val Fenn and myself before this is taken further.

I look forward to your early response.

Regards
Ian Ritchie

----- Forwarded Message -----

From: Cris Claridge <cris.claridge2@btinternet.com>
To: "Douglass, Stephen" <Stephen.Douglass@SOUTHWARK.GOV.UK>
Cc: AndrewEke <andyeke2000@yahoo.co.uk>; IANRITCHIE <ian.ritchie2@btinternet.com>; ValFenn <vfenn@yahoo.co.uk>; SteveHedger <stevehedger@iftsl.co.uk>; "Margaretonwuta@sgto.co.uk" <Margaretonwuta@sgto.co.uk>; "dscottemuakpor@yahoo.com" <dscottemuakpor@yahoo.com>
Sent: Sunday, 21 April 2013, 21:20
Subject: Re: SGTO Funding

Dear Stephen

I am a bit confused by your e-mail in that the things you list are already in place.

I'm not sure that I understand the heading 'Management of TRAs'. It begs the question 'management by whom? because the SGTO and the TRAs are a part of the consultation process and responsible for their own management.

In response to your bullet points:

1. The SGTO has already developed KPIs and SMART Objectives and these have been presented to the TFMC as part of our grant application and our ongoing monitoring arrangements.
2. The SGTO is regularly monitored and meets with the TFMC every three months to discuss services delivered and targets met.
3. With regard to the suggested withdrawing of funds I am confused how this would work; are you saying that everything we do has an agreed price against it?

Finally, our funding and monitoring has always been part of the role of the TFMC; are you now suggesting that it is changed to an officer role? If that is the case then this is a matter for discussion with the Tenants Council rather than with the SGTO chair.

Regards

Cris

From: "Douglass, Stephen" <Stephen.Douglass@SOUTHWARK.GOV.UK>
To: Cris Claridge <cris.claridge2@btinternet.com>
Cc: "Royal, Bonnie" <Bonnie.Royal@SOUTHWARK.GOV.UK>
Sent: Thursday, 18 April 2013, 18:04
Subject: SGTO Funding

Hi Cris I hope you are well.

I understand that arrangements for the 2013/2014 funding of SGTO are underway and officers in my team have been dealing with this. Just wanted to highlight one thing we had an internal audit report that looked at resident involvement and things like management of TRA grants which was part of the normal internal audits of services across the council that we do. The audit made a recommendation relating to the funding of SGTO as follows:

1.2) Management of TRAs - To address the relationship with the SGTO and funding provided, the Council should:

- Prepare a grant agreement including performance targets to be met by the SGTO;
- Develop the KPIs against which the SGTO is to be assessed;
- Clearly set out the obligations and responsibilities of both parties in any agreement prepared;
- Regularly monitor the performance of the SGTO;
- Include the right to recall funding should the obligations of the SGTO, as set out in the agreement, not be met.

The above would be satisfied by implementing the standard conditions of grant funding that the Council already has in place with other organisations.

This is pretty standard stuff with all funded organisations whatever the funding source so I hope will not cause any difficulty and can be taken on board following agreement of your funding through the normal process.

Happy to discuss this further if you need to.

Regards

Stephen

Stephen Douglass

Head of Community Engagement

Housing & Community Services Department

Southwark Council

PO Box 64529

London SE1P 5LX

Phone: 020 7525 0886

Email: stephen.douglass@southwark.gov.uk

Get Involved online at: <http://www.southwark.gov.uk/consultations>

The email you received and any files transmitted with it are confidential, may be covered by legal and/or professional privilege and are intended solely for the use of the individual or entity to whom they are addressed. If you have received this in error please notify us immediately. If you are not the intended recipient of the email or the person responsible for delivering it to them you may not copy it, forward it or otherwise use it for any purpose or disclose its contents to any other person. To do so may be unlawful. Where opinions are expressed in the email they are not necessarily those of Southwark Council and Southwark Council is not responsible for any changes made to the message after it has been sent.

Item No.	Classification: Open	Date: 30 May 2013	Meeting Name: Deputy Leader and Cabinet Member for Housing Management
Report title:		Tenant Fund Budget 2013/2014	
Ward(s) or groups affected:		All	
From:		Head of Community Engagement	

Recommendations

1. That the Deputy Leader and Cabinet Member for Housing Management approves the proposed 2013/2014 tenants' fund budget as summarised in Appendix 1 and following consultation with the Tenant Fund Management Committee (TFMC) and Tenant Council the following proposals:
 - A request for funding from Southwark Group of Tenants Organisations (SGTO) for 2013/14 of £190,828 which includes an increase of 1.0% applied to the staff salaries and £5000 to cover colour printing enabling a free service to be provided to T&RA's.
 - That 2013/14 is seen as a transitional year during which the administration and allocation of the TF will be reviewed with a view to making it more efficient and fair. This will also include revision of the current application form to simplify it and to make it available for completion on-line.
 - That TFMC are currently undertaking a full review of the Resource Centres at Taplow & Albrighton. Training currently given is being analysed and the two Training Officers are presenting their first report to TFM on the 23 April 2013. TFMC are looking into introducing new training programmes from April 2014.

Background information

2. The Tenant Fund was established in 1989 to fund and support the tenant movement. It derives its income from a precept on tenants' rents, which stands at 26.53p per week per property for 2013/14. Further contributions are made from the home owner fund for 25% of the amount actually paid to tenants' & residents' associations during the year.
3. The Tenant Fund base budget is set every year according to the current number of secure tenanted properties in management and the rent rise. This has been the case every year since the Tenant Fund was introduced in 1991.
4. The proposed 2013/14 budget has been set on the basis of the previous year's budget and accounting for any trends in expenditure and assumes an increase of 1% only for salaries
5. In 2013/14 there is a significant carry forward. It must be noted however that not all of that carry forward is available for discretionary spending. The reason for this is that TRA's are allowed to apply for grants retrospectively, which means

that part of the carry forward has to fund these retrospective applications, the extent of which is uncertain. It is therefore proposed that the current policy be reviewed and consideration be given to deadlines for receipt of applications, as not having any deadlines introduces an element of budget uncertainty.

Key issues for consideration

6. When the budget went to TFMC, the SGTO also presented its proposed budget for the year as set out below:

		2013	2012
Basic Funding		£160,710	£175,000
Research Worker	Continued funding	£10,000	
(Sub total)		£170,710	
Colour Printing		£5000	
Salary Increases 2013	Assumed 1%	£1,190	
(Sub total)		£176,900	
Senior Manager	Increased hours		
	(from 21.5 hours to		
	36 hours per week)	£13,928	
Total		£190,828	£175,000

7. TFMC & Tenant Council agreed in 2012 to the inclusion of £40,000 to SGTO to fund the post for Research & Campaign Worker. The new budget for SGTO includes a continuation of the funding of this post, but only for quarter 1 of 2013/14.
8. The figures for 2013/14 were submitted to TFMC and Tenant Council on the basis of returning the post of Senior Manager to a full time contract (36 hours). It has been funded in the previous year on the basis of 21.5 hours (3 days). This adjustment was effected by following the large reduction of funding applied in the 2012/13 funding year of 25%. The post of Senior Manager has now been filled following recruitment.
9. The SGTO have applied for an annual funding increase of £5,000 to cover the cost of colour printing enabling free service to be provided to Residents Associations. This was agreed by TFMC on the 8 January 2013.

Review of Tenant Fund

10. Tenant Fund Management Committee has previously agreed a full review of the Tenant Fund and the services provided from it. Whilst this proposed budget has been based on the traditional approach, it may be that this will change next year with recommendations being brought forward to make the fund more effective, value for money and user-friendly. Tenant Council considering the report on the 29 April also agreed with this approach.

Budget elements

11. The reference letters used in this part of the report relate to the relevant lines of the budget at Appendix 1.

Expenditure

A. Salaries and staffing

The staff funded is within the council's Community Engagement team: two community training officers and one grants and support officer. An uplift of 1% is applied, which is consistent with council-wide adjustments for 2013/14.

B. Training

The budget has been reduced reflecting actual expenditure in 12/13.

C. Other employee expenses

These relate to costs mainly to do with payroll postings and small amounts for Youth involvement grants. This is a reduction on the budget for 12/13.

D. Cab fares

Expenditure is limited to use of cabs in line with the policy with further information relevant to this budget element contained in G.

E. Equipment purchase/repair

This year's expenditure has been excessively high. A review of the hardware and software and the costs incurred is currently underway. The main cost in this budget has been colour photocopying available in the resource centres free of charge to T&RA's. The previous contract with the provider Ricoh was brought to an end and a new contract entered into with Canon reducing the copier leasing costs by almost half.

F. Refreshments/Meetings

Spend on this element is above the budget. However, the majority of the actual spend has been on refreshment costs incurred as part of the Tenants Conference and expenditure in the year to come will fall within the budget allowed and be allocated accordingly.

G. Marketing/Publicity (Tenants Conference)

This remains the same as last year as this budget is intended to cover Tenant's Conference. The budget is showing a significant under spend in 12/13 due to elements of Tenant's Conference expenditure having been allocated to cost elements D and F. Strategies aimed at reflecting the true position more accurately will be pursued during 2013/14.

H. Telephones

No change.

I. Printing & Stationery

An increase of £1,500 from 2012/13.

J. Grants to T&RA's

This figure is simply the balancing figure after all other budgets have been determined, and therefore does not necessarily represent expected expenditure on this item. The actual expenditure on grants in any given year is very difficult to predict, as it depends on the number of TRAs successfully applying for grants, including grants retrospectively applied for.

K. Grant to SGTO

This budget has been set in line with the proposals agreed by TFMC after their presentation from the SGTO (see Tenant Fund Management Committee below). SGTO have developed a new grant monitoring report that sets out activities delivered and this has been presented to the February meeting of TFMC. This will form the basis of quarterly reporting to TFMC. As part of the review of Tenant Fund there is an expectation that a grant agreement will be put in place this year to manage the grant to SGTO.

A copy of the SGTO 12/13 business plan and expenditure budget is available as a background document.

Consideration should be given to establishing a baseline budget for SGTO from 2014/15 and in subsequent years increase the budget by the same percentage increase as the increase in the Tenant Fund budget.

Income

Total Income

Following the rent increase, the weekly precept on the rent for 2013/14 is 26.53p. When multiplied by 53 weeks and then by 38,408 tenanted properties, the base budget calculates as £540,051.

L. Home Owners Levy

This figure simply represents 25% of the budget provision for grant payments.

M. Carry forward

After reducing consistently and significantly from over £532k in 05/06 to only £28k in 10/11, before increasing to £198k in 11/12, the reserve has continued to improve and has increased to £230k at the start of 2013/14. TC and TFMC may want to consider the implementation of a target level for the reserve, working towards reducing expenditure if the reserve falls below the desired level. The policy that TRA's are allowed to apply for grants retrospectively should be reviewed as the current situation means that part of the reserve will always have to be available to cover any retrospective grant payments, something that introduces an element of uncertainty into the budget.

Tenant Fund management committee

12. This report in draft form was presented to TFMC on 19 March 2013 for discussion and comment. A request was made that a dedicated cost element be set up for 2013/14 Tenant's Conference and this is being done. The budget

headings and expenditure within these as compared to the budget allowances was discussed. It was agreed that some adjustments need to be made to how costs are allocated and charged within cost elements as this will ensure that budget reporting remains accurate and an accurate picture of expenditure within each main area will be maintained. Strategies to progress this are being considered.

13. There was also discussion about the Tenants Fund areas of activity that will be covered by the review including training, the timelines for making applications and the appeals process. This will now move forward following the recruitment of council staff to vacant posts and broad agreement on the approach to be taken.

Policy implications

14. There are no policy implications.

Community impact statement

15. The Tenant Fund supports tenant and resident associations and related support services including training, two resource centres, and the SGTO.
16. Full equalities information is not currently available for TRA committee members, but work is ongoing to collect this. It will then be possible to assess how well the equalities information on committee members matches with those living in council housing.
17. A known gap is that of young people, who are under-represented within TRAs. One project proposed for 2013/14 is for the council and the SGTO to jointly procure young advisors to 'youth proof' TRAs, leading to a conference where young people can give their findings and suggestions on how TRAs can be more inclusive of young people. This work is one of the items to be subject to a later business case for funding from the carry forward.

Consultation

18. Consultation has been carried out in the usual way as in previous years.
19. The draft budget was prepared by officers based on the previous year and accounting for any known changes.
20. The report including the budget was presented to TFMC on 19 March 2013 and Tenant Council on the 29 April 2013. As well as taking into account comments from TFMC referred to in paragraphs 12 and 13 above Tenant Council voted to accept the report and comments indicated support for the recommendations, the budget and review proposals. Comments made also support the policy objective of achieving greater clarity in establishing a baseline budget for the Tenant Fund.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Director of Legal Services

21. There are no significant legal implications arising from the recommendations in this report.

Strategic Director of Finance and Corporate Services

22. The financial aspects of this report have either been provided by, or reviewed by finance staff and are considered to reflect reasonably the budget position of the Tenants fund as understood at the start of 2013/14. Certain recommendations have been put forward by finance staff in order to assist the Tenant Council and TFMC in effectively managing the budget. These include a baseline budget for SGTO (see final paragraph of budget element K), and a desired target level for the carry forward (see recommendation under budget element M).

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
SGTO Business Plan 2012/13	Housing and Community Services, Community Engagement, Tooley St	Sabrina Burrell 020 7525 7833

APPENDIX

No	Title
1	Tenant Fund budget and actual summary 2012/13 and 2013/14

AUDIT TRAIL

Lead Officer	Stephen Douglass, Head of Community Engagement	
Report Author	Andrew Matheson, Senior Commissioning Officer	
Version	Final	
Dated	30 May 2013	
Key Decision	Yes	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments included
Director of Legal Services	Yes	Yes
Strategic Director of Finance and Corporate Services	Yes	Yes
Cabinet Member	Yes	Yes
Date final report sent to Constitutional Team	29 May 2013	

Tenant council 29th April 2013

Item	Title of Report	Action
1	Delegates and deputies	
2	Constitution and Standing Orders – made available for information.	
	<p>SH reminded attendees of procedure for raising questions and points of order.</p> <p>AM noted that the agenda should give time for scrutiny and genuine debate.</p>	
3	Apologies	
	<p>Councillor Bukola Pat Hickson Gloria Hill Carol Vincent Harold Vincent Susan Webb Councillor Wingfield</p>	
4	Declarations of Interest	
	None	
5	Attendance Monitor	
6	Minutes of TC meeting 25th March 2013	
	<p>IR noted that comments were attributed to named individuals and requested that this be amended for future minutes</p> <p>Minutes agreed.</p>	
10	Tenant Fund Budget 2013/14 (Andy Matheson)	
	<p>The officer presented the report.</p> <p>Need your views as to how this reviewed this year. Whatever agreed implemented for 2014.</p> <p>TFMC currently reviewing resource centres – looking at training provided, tenant trainers provided report. What new training, what is effective.</p>	

<p>IR – Tenant Fund was a bit chaotic, spent the last couple of years trying to tidy up process. Some TRAs didn't receive funding – should have?</p> <p>Much clearer about budget headings – easier to see spend and make adjustments. Still more work to do.</p> <p>Important issues – fund effective, and in some cases certificated, training, training for those who manage tenant halls, make sure resource centres are financially supported and the right equipment.</p> <p>CC – Under section K – says SGTO seeking money to help manage Bells Gardens – not doing so. Other community centres would be surprised to see that</p> <p>KP – £230k reserved – if not spent will this be the same for next year?</p> <p>IR- large part of reserve will be spent of the resource centres.</p> <p>SH – we always err on the side of caution, would be good to be clear.</p> <p>SDO – Issue is that TRAs can claim retrospectively, if TRAs could only apply for the current year this would provide budget clarity.</p> <p>SH – will there be a big increase in training?</p> <p>IR - need to identify training first. This problem comes from 3 yrs ago when anyone thought there was going to be overspend and so became cautious.</p> <p>Amanda S – TRAs get £1100 pa – are they going to get more? some TRA spending it all on insurance for halls</p> <p>AMa – year of review so scope of this could include amounts for TRAs.</p> <p>IR – could change but we're not increasing housing stock, we're losing it, so TF will go down proportionality; but leaseholders are making some contribution.</p> <p>AM – want assurance that all TRAs get the funding they're entitled to</p> <p>IR – if TRA unsuccessful in their application, they can go to TFMC and can provide support to unlock funding.</p> <p>SH – contact Sabrina Burrell the funding officer.</p> <p>Vote: Report unanimously passed.</p>	
---	--

	Tenant panels (Zoe Bulmer)	
	<p>The officer presented the report.</p> <p>ZB - Localism Act – moving responsibility from local government ombudsman – to housing ombudsman.</p> <p>Designated person – enable local resolution of complaints. –</p> <p>Officers met with SH and John Nosworthy who asked that LBS use Arbitration as tenant panel. This is not necessarily what housing ombudsman had envisaged but the whole point is that areas find local solutions, so will look at how we can use arbitration panel.</p> <p>SH noted that if a tenant panel made recommendations the council should commit to accepting them.</p> <p>AM – supports arbitration. Problem – those who are independent not really independent – Councillors protecting their own interests.</p> <p>IR – arbitration as it currently exists offers more than these new tenant panels. Thorough and fair, doesn't get many appeals.</p> <p>Catherine Barfield – maybe that we could use Arbitration framework and reps for tenant panel, could scheduled separately,</p> <p>CC – what is the advantage of a tenant panel?</p> <p>ZB – help tenants resolve complaints locally, important to note difference</p> <ul style="list-style-type: none"> • Arbitration = can be challenged in court, • Tenant panel = power is just to refer case to housing ombudsman, but could make it more <p>AM – while arbitration works well there are some anomalies - council has watered down tenants rights.</p> <p>KP – happy with arbitration as it is, would this be cheaper?</p> <p>TC agreed that matter should be discussed outside of meeting by group of reps.</p> <p>Volunteers – AM, IR if evening, AK, KP if evening.</p>	ACTION
	Changes to Tenancy and Leaseholder Arbitration rules (Catherine Barfield)	
	<p>The officer introduced the paper.</p> <p>– proposing that tribunal can reopen a case if something comes to</p>	

	<p>light after case. Eg when recommended works not completed.</p> <p>For leaseholders, clarifying what we can and cannot look at.</p> <p>CR – arbitration panel members come from AHF so can this item go to them?</p> <p>AM– worried that local authority might reopen cases that the council isn't happy with a ruling about. Tenant will always be victim</p> <p>ZB – Can circulate proposed rule changes to area housing forums.</p> <p>AS – para 13 on pg 18 -</p> <p>ZB Arbitration for party in dispute with the council, not each other</p>	ACTION
	<p>Lakanal and fire safety (Tony Hunter)</p>	
	<p>Coroner's recommendations mostly around signage, information for residents, FRA process.</p> <p>Two that are biggest issues for consideration –</p> <ol style="list-style-type: none"> 1. Should councils go in to dwellings to do FRA, council will wait for guidance from Government. 2. Retro fitting of sprinkler systems in high rise dwelling – but – issue what is a high rise? Above 6 storey (need dry riser) or 10 storey and above (new development def) <p>Huge impact on resources to undertake sprinkler retrofitting. Not just talking about communal areas – includes inside properties, also legal issues around installing in leasehold properties.</p> <p>GS – rule 41 letter (coroners recommendation letter) deadline for council to respond end of May, response will be published via May cabinet report.</p> <p>May is too early for us to be able to respond to coroner recommendation re sprinklers.</p> <p>AM – want council response public.</p> <p>GS - council's response to the rule 41 letter will be sent to all TRA chairs and secretaries.</p> <p>AM – can we add info re fire safety to tenancy agreement.</p> <p>SH – tenancy conditions & handbook grp will look at adding protections</p>	ACTION

	<p>AS – 6 or 10 storeys but what about 2-4 storeys? Eg maisonettes</p> <p>TH – maisonettes generally have two means of escape so may be considered in the category of complex blocks.</p> <p>SH – all FRAs are available online can also ask that the relevant ones can be sent to your AHF</p> <p>CC – can see how these things can all be put in place but need to ensure that tenants understand signage and that things are practical.</p> <p>TH – looking at providing pack for certain blocks and doing walk through.</p> <p>GS – anything we do for high-rise should also do for complex low rise, sheltered and hostel accommodation, anywhere that has vulnerable residents.</p> <p>MO'B – my block, only one stair well escape route.</p> <p>IR – Fire brigade noted that scissor construction is particular concern.</p> <p>TH – Main issue is the 'compartmentalisation' they provide. What type of building it's in is less relevant.</p> <p>CR – Fire brigade still saying they still recommend that people in purpose built blocks of flats stay in their dwelling. – big challenge.</p> <p>AS – package of information would be a very good idea.</p> <p>SH – laminated panels – originally made of asbestos, facilitated compartmentalisation, downgraded panels from ones that will hold for hours and hours to those which only hold for 4 and half minutes.</p> <p>TH – looking at possibility of reviewing the panelling that was changed.</p> <p>SH - Surprised that building control allowed for such downgrading of component.</p> <p>DM – 3 months to be able to identify which blocks have had panels replaced, then check standard.</p> <p>SH – Then what?</p> <p>GS all responses public and reported to cabinet.</p>	
--	---	--

	<p>SH - but will tenants in blocks know?</p> <p>CH – what about fire alarms? Council and fire brigade don't give them out anymore.</p> <p>TH – Fire brigade should still provide – council policy to put in hardwired fire alarms when rewiring voids and other properties.</p> <p>GS – Recommendation that coroner makes, as the law stands, can only be done to tenanted properties. So sprinklers could be fitted with tenanted, not leaseholder flats, leaving parts of blocks unprotected.</p> <p>VF – Raised concerns regarding the FRA for her area.</p> <p>TH – will look at FRA and get back to VF</p> <p>AS – 10 years ago Southwark fitted smoke alarms that we fitted into light switches (non batteries) would council do this again.</p> <p>TH – technology moving on, so looking at lots of options.</p> <p>Henry Mott – service panels not being screwed back in place</p> <p>TH – Yes, all should be – pass details on and could look into it. Donald – what happens if we don't respond to rule 41 letter in time?</p> <p>GS – We are confident that the coroner will be satisfied if we demonstrate that we are working.</p> <p>Coroner says the council should consider the question of retrofitting sprinklers, not the council should retrofit sprinklers.</p> <p>KP – some people are doing BBQs on their small balconies.</p> <p>TH – the council does follow up on reports and enforces via tenancy conditions.</p>	ACTION
	<p>Draper House (Dave Markham)</p>	
	<p>The officer presented the report.</p> <p>Mutual termination and termination of partnering contract.</p> <p>Consulted [Draper House] residents whether they wanted to use the back up contractor or go out to tender - majority said back up contractor.</p> <p>Scrutiny Committee have looked at contract arrangements and termination arrangements.</p>	

	<p>Council lost all confidence in contractor hence mutual termination.</p> <p>AS – are tenants and residents happy with outcome?</p> <p>DM – We believe they are happy with the appointment of new contractor but there have been delays to work and residents will need to see progress. Have full time on site project manager to liaise with residents.</p> <p>GS – was traumatic for residents, and because of negotiations there was a period of uncertainty. But now have way forward but trust needed to be regained.</p> <p>SH have had failure on two of the five MW contracts. Had concerns regarding these contracts from the start as felt they were weak on enforcement with little or no penalties.</p> <p>How can we have any confidence with the other three (know for two of them the feedback has been positive as to the quality of works)</p> <p>DM – Will be recommendations from the scrutiny sub committee around contract terms.</p> <p>Will continue with three remaining partners, the partnering contracts were slightly weaker on performance monitoring but we are now much stronger.</p> <p>There are provisions for default notices and have served. Partnering contracts can work well, but must be robust in monitoring.</p> <p>In future looking to put in place an arrangement where we have a list of 10-18 contractors usual large contractors plus some local providers for jobs under £1m.</p> <p>CR – What as already been spent at Draper House? Contractor have been paid £2m for work they've already carried out.</p> <p>DM – £2M is for work carried out – very small element is for work lost.</p> <p>CR – how much will it go over original estimated cost ?</p> <p>DM - £1.8M maximum predicted additional spend (includes £500k worth of added works that would have been added either way), plus compensation.</p> <p>SH - Compensation will have to come from investment programme. How much will new contract procurement cost?</p>	
--	---	--

	<p>DM – we would always have to have done a procurement process after the partnering arrangement finished anyway.</p> <p>SH – What about the benefits gained in the partnering contracts with harmonisation of supply chain?</p> <p>FM – we use their buying power, buying power of three remaining contractors is the same because doing almost same amount of works. Not lost any suppliers as a result of losing 2/5 contractors.</p> <p>Cllr Clark – Rockingham delays – why are they off site?</p> <p>FM – Serving default notices on contractor , contractor is aware of what is required of them on Rockingham.</p> <p>AM - if problems with works, why chasing leaseholders for payment?</p> <p>FM – Standard practice is that notice for payment is issued at the start of works then can be given long period to pay. This is clearly stated in the lease.</p>	
11	Standard Items	
	<p>Report back from Working Parties – Information Only</p> <p>Forward Plan :</p> <p>Performance reports for TC and HOC: info item only</p> <p>Update on progress of tenancy conditions tenant handbook review – for info only</p> <p>Complaints Policy Consultation Feedback for Tenant Council</p>	
12	Any other business	
	<p>Tenant conference working party – Shelia Hayman’s name missing – to be updated.</p> <p>AM – clamping issue – SH to send clarification email</p> <p>AS – until new parking signs then can’t issue ticket.</p> <p>BN – at present they are just issuing warning notices.</p>	<p>ACTION</p> <p>ACTION</p>
13	Next meeting	
	10 th June 2013	

From: Burrell, Sabrina
Sent: 20 August 2013 08:57
To: 'IAN RITCHIE'; 'Val Fenn'; 'vcarol89@yahoo.com'; 'gloria hill';
'william.newman1@sky.com'; 'Maureen Moseley'
Cc: Matheson, Andrew; Rotsos, Louis
Subject: RE: TFMC Tuesday 27th August 2013

Importance: High

Attachments: Conditions of Grant Funding rev3 FINAL.doc; Tenant Fund 9Aug13 review doc for Proj Board..docx

Dear All,

Please find attached two documents for your reading ahead of TFMC 27th August.

Please note that hard copies will be sent to you through the post as well as to the other not on email.

Conditions of grant funding document:



Conditions of
Grant Funding re...

TF Review document:



Tenant Fund
Aug13 review doc

Regards

Sabrina

Sabrina Burrell
Tenant Grants Officer
Housing & Community Services, Community Engagement
2nd Floor, Hub 4, Area E
PO Box 64529
London SE1P 5LX



sabrina.burrell@southwark.gov.uk



020 7525 7833 (Office)



07944 130 818 (Mobile)



Please consider the environment - do you really need to print this email?

Tenant Fund Management Committee Meeting

7pm Tuesday 8th October 2013

Bells Gardens, 19 Buller Close, London, SE15 6UJ

AGENDA

1. Introductions and apologies
2. Terms of reference, Code of conduct and declaration of conflicts of interest
3. Minutes 27 August 2013 meeting & Matters arising
4. SGTO 3rd Quarter Report
5. SGTO Thank You Letter
6. Training Update
7. Resource Centres
8. Tenant Fund Budget Monitoring & Fund Update
9. Funding Appeals
10. Tenant Fund Review
11. AOB

Updated: Tenant Council on 14 March 2011

Tenant Fund Management Committee Terms of Reference

1. The Tenant Fund Management Committee shall be composed of a maximum of 12 tenants nominated by Tenant Council. Tenant Council should endeavor to ensure that the composition of the Tenant Fund Management Committee adequately reflects the composition of Tenant Council.

Tenant Fund Management Committee Members to:

- (a) Be elected annually
- (b) Hold a post for no more than 2 years consecutively
- (c) Stand down for at least one year.

2. The Tenant Fund Management Committee shall meet as necessary but at least once in every quarter for the purpose of T&RA transacting such business as is set out in the Terms of Reference.
3. The Tenant Fund Management Committee shall, once in each municipal year, elect a person to serve in the office of Chair, and elect a person to serve in the office of Vice Chair. The person elected as Chair shall chair all meetings. In the absence of the Chair the meeting shall be chaired by the Vice Chair. In the absence of both the Chair and Vice Chair a person shall be elected from amongst the members present to preside for that meeting only.

TFMC delegates who are not present at the meeting to elect the Chair and Vice-chair, must signal their interest in being proposed and seconded for these roles, in writing to the lead officer before the meeting.

4. The Tenant Fund Management Committee shall be responsible for:-
 - (a) Reviewing the detailed working arrangements of the scheme and reviewing the criteria for recognition and funding on an annual basis, recommending to Tenant Council and the Cabinet, such changes as it considers from time to time shall be necessary for the good and efficient management of the scheme.
 - (b) Receiving reports, statements and balance sheets on the overall running of the scheme and on the amounts of grant made payable to each individual organization, and make recommendations to Tenant Council and the Cabinet thereon.
 - (c) To recommend for approval, to Tenant Council and the Cabinet the disposal of any funds which have accrued within the scheme following the payment of all outgoings and changes to the scheme.
 - (d) The Tenant Fund Management Committee shall, once in each municipal year be required to report upon the operation of the scheme to the Tenant Council and the Cabinet. Such report shall include a balance sheet and details of the disposal of all monies within the scheme together with recommendations on the amount of monies to be paid to each eligible organisation in the next following municipal year.
5. Any member of the Committee must declare an interest, where a grant which will benefit their organization, is being debated and taken. The member must leave the meeting when the decision is being debated and taken.
6. All matters considered at Tenant Fund Management Committee meetings are confidential and may not be discussed by TFMC members outside the meetings
7. The quorum for any meeting of the Tenant Fund Management Committee shall be four.
8. Where a group feels that it has been unfairly dealt with there is a right of appeal, in the first instance to the Tenant Fund Management Committee, then to Tenant Council and then to the Cabinet.
9. The Tenant Fund Management Committee will be serviced and supported by officers from Southward's Resident Involvement Section. The Management Committee will seek to appoint an equalities advisor from officers within Southwark Council.
10. The Terms of Reference of the Tenant Fund Management Committee can only be amended following consideration by Tenant Council and with the agreement of the Cabinet

TENANT FUND MANAGEMENT COMMITTEE (TFMC)

Draft minutes of the meeting held at the Tooley St on Tuesday, 27 August 2013

Present:	Ian Ritchie (IR)	Chair
	Val Fenn (VF)	Vice Chair
	Gloria Hill (GH)	Committee Member
	Sheila Hayman (SH)	Committee Member
	Carol Vincent (CV)	Committee Member
Officers:	Louis Rotsos (LR)	Capacity and Partnerships Coordinator
	Andrew Matheson (AM)	Senior Commissioning Officer
Apologies:	Sabrina Burrell	Tenant Grants Officer

ACTION

1. INTRODUCTIONS & APOLOGIES

The meeting promptly began at 7pm and opened by Ian Ritchie.

2. TERMS OF REFERENCE (TOR), CODE OF CONDUCT AND DECLARATION OF CONFLICTS OF INTEREST

2.1 No conflicts of interest declared.

3. MINUTES MATTERS ARISING FROM 27 AUGUST 2013 MEETING

3.1 Minutes agreed.

3.2 **Changes in constitutional amount of meetings** – further to the June meeting and the suggestion of reducing the requirement from 4 general meetings to 2, TFMC have put this on the agenda for Tenants' Council on 2 September. TFMC will ask that Tenants' Council agrees until such time as the constitution is sorted out to suspend the requirement for 4 general meetings a year until Tenants' Council agrees the new constitution.

Officers are to reconvene the Constitution Working Party in September with 8 delegates to be invited: 2 from Homeowners Council and 6 from Tenants Council.

LR

View of the TFMC is that working party should address the issue of basic recognition only and any issues relating to halls should be dealt with separately.

4. **Training Update**

Officers provided a report setting out the training that has been provided in the first term of the new financial year to cover training sessions between April and August. TFMC gave very positive feedback on the quality of the report and the training that had been provided during the period. The report set out full details of each course, where it was delivered and the number of participants. Comment was made that one course had only attracted 2 attendees, that this did not provide value for money and running courses with a low number of delegates needed to be avoided.

TFMC stated that the need for training in areas such as food hygiene and health and safety relating to use of halls had not been progressed. The issue of funding to provide the training was also raised.

LR

5. **SGTO Grant Agreement**

Officers presented the Conditions of Grant Funding and a paper tabled in advance of the meeting. The Conditions of Grant Funding are a requirement set out in the recommendations of an internal audit report that the council should prepare a grant agreement which clearly sets out the obligations and responsibilities of both parties.

Approximately 300 external organisations receive funding through the council. There is a requirement for a funding agreement to be in place for all of these to provide transparency and accountability and safeguard public money. This is irrespective of the source of the funding.

The meeting stated it did not agree with the request and would not be progressing it but would raise it at Tenants' Council.

6. **Tenant Fund Review**

A paper had been circulated and officers updated on the Tenant Fund review. The review was included as part of the Tenant Budget Report for 2013/14 presented in draft form at TFMC on 19 March and at Tenants' Council on 6 May 2013. The report set out that 2013/14 would include a review of the Tenant Fund to include administration and allocation with a view to making it more efficient and accessible. This is to include revision of the current application form to simplify it and to make it available online.

There will be full consultation with TFMC and the other engagement bodies for any area of activity identified where potential changes could be made.

7. Tenant Fund Budget Monitoring

The meeting examined the budget position based on budget information as of the 31 July. Variances indicating overspend were noted relating to printing and stationery. Further clarification is needed relating to these. Work has been carried out to tidy up the allocation of spend to ensure that it is attributed to the correct budget headings. The budget for 13/14 sought to forecast spend based on a realistic assessment of actual expenditure within the allocated budget headings. In view of this overspend figures within line items should be less prevalent.

AM/SB

The meeting also queried the budget forecast relating to the General Recharge which covers the recharge to of TRA grants to Homeowners fund and what the implications of this over the course of the year would mean.

AM/SB

Total funds available are also set out in the budget monitor and the meeting said that some budget adjustments need to be considered taking this into account.

Also presented were a list of awards made to TRAs in 2012/13 and 13/14 together with a list of applications that have been submitted, are live and for which further documentation is required.

Fund Update

8. This was dealt with by agenda item above.

Funding Appeals

9. There are no current funding appeals.

Training Matters

10. All training matters were dealt with under agenda item 4.

11. AOB

There was no AOB

Next meeting

19 November, 7pm at Bells Gardens

TENANT FUND MANAGEMENT COMMITTEE (TFMC)

Draft Meeting Dates

January 2013 – November 2013

1. **Tuesday 5 January 2013 – Bells Gardens Community Centre**

2. **Tuesday 19 March 2013 – Bells Gardens Community Centre**

3. **Tuesday 23 April 2013 – Bells Gardens Community Centre**

4. **Tuesday 4 June 2013 – Bells Gardens Community Centre**

5. **Tuesday 16 July 2013 – Bells Gardens Community Centre**

6. **Tuesday 27 August 2013 - Bells Gardens Community Centre**

7. **Tuesday 8 October 2013 – Bells Gardens Community Centre**

8. **Tuesday 19 November 2013 – Bells Gardens Community Centre**

Tenant Council

Tenant Council

Minutes of the meeting held 14th October 2013
At Cator Street,

Present:

Voting delegates and deputies:

Deputy/Delegate	Forum
Carol Vincent	Aylesbury
Al-Issa Munu	Borough and Bankside
Bill Wardell	Bermondsey East
Mary O'Brien	Bermondsey West
Val Fenn (Vice Chair)	Camberwell East
Gloria Hill	Dulwich
Dolly Mace	Neckinger
Sheila Hayman	Nunhead and Peckham Rye
Ian Ritchie	Nunhead and Peckham Rye
Kiri Pieri	Rotherhithe
Angela Krime	Walworth West
Amanda Sewell	Walworth East
Suzanne Webb	Bermondsey East
Colin Harrison	Walworth West
Cris Claridge	SGTO

Non-voting deputies, delegates with speaking rights:

None

Observer(s):

Veronica Naraine Friary Estate

Officers

Zoe Bulmer	Customer Resolution Manager
Catherine Barfield	Investigation Manager
John Daley	Private Sector Housing Accreditation Manager
Marie D'Cruze	Garage Manager
Alice Orr-Ewing	Resident Involvement Coordinator
Benta Pilch	Support Officer
Cheryl Russell	South Area Manager
Gerri Scott	Director of Housing and Community Services Department

Councillors

Cllr Althea Smith Nunhead ward
Cllr Michael Situ Livesey ward

Apologies

Cllr Barrie Hargrove	
Cllr Richard Livingstone	
Susan Webb	Bermondsey East
Marion Gillman	Bermondsey West
Steve Hedger	Camberwell East
Bill Newman	Dulwich
Val Taylor	Peckham
Pat Hickson	Rotherhithe

Item	Title of Report	Action
1.	Delegates and deputies	
	Noted as correct.	
2.	Constitutions and Standing Orders, Declarations of interest	
	All present were reminded of the code of conduct by the chair. Representing areas not just specific estates or areas.	
3.	Apologies	
	As above	
4.	Declarations of Interest	
	None.	
5.	Attendance Monitor	
	Noted as correct.	
6	Minutes of TC September 2013	
	Agreed as a true record of the meeting	
7	Matters Arising from September meeting	
	None	
8	Correspondence	
	Gas safety checks procedure from Tony Hunter, Compliance Manager	
9.1	TRA constitutions – reduction in requirement	
	Ian Ritchie - Why does report say that the tenant fund needs to be made fair and transparent? Noted there has been an attempt by officers to go behind TFMC's back and go to SGTO and get them to sign a contract. Cris Claridge– not clear who wrote this report, as chair of SGTO, called	

	<p>to a meeting with a community engagement and asked to sign a funding agreement. This made her feel uncomfortable as felt it was not being done through the appropriate channel; i.e. through TFMC.</p> <p>Ian Ritchie– Think methodology is under hand - TFMC monitors SGTO -what would the council do differently?</p> <p>Alice Orr-Ewing – understanding is that ‘review of tenant fund’ is not about SGTO but around a number of issues - of number of meetings required for TRA’s to qualify for funding, how easy it is for TRA’s to apply for funding, the deadline for funding applications for previous years and effect this has on understand the balance of the fund.</p> <p>Ian Ritchie– TFMC has already sorted out the issue regarding deadlines for applying for funding - 2011/12 no longer allowed outstanding applications after September.</p> <p>Sabrina Burrell noted as a very good officer – gone through application form and sorted out, making it easy for TRAs to apply for funding.</p> <p>Cris Claridge noted that while residents respected the officer, Alice Orr-Ewing, they do not trust that council.</p> <p>Cllr Anthea Smith – should be noted that tenant council is concerned at council’s approach.</p> <p>Kiri Pieri - if an officer plays a role in writing a report – should be clearly named so they can be contacted.</p> <p>Ian Ritchie proposed that the meeting noted and agreed the report recommendations – that of reducing the number of meetings required by TRAs to qualify for funding but that paragraphs 3-5 of the report that reference a wider review of the tenant fund be retracted and the matter discussed at the next TFMC meeting – taking place on 29th October.</p> <p>Agreed.</p> <p>Al-Issa Munu – Need to be careful - why are the council expecting TRAs to have 2 meetings a year - even to have one AGM is a problem.</p> <p>Ian Ritchie – Clarified that the recommendation would see a reduction, not increase, in the number of meetings (currently 3 general and 1 AGM) TRAs currently have to undertake.</p>	
9.2	Private sector standards – John Daley	
	<p>John Daley presented his report.</p> <ul style="list-style-type: none"> ➤ PRS largest growing sector – now 25% properties. ➤ Sector has grown and some issues around safety and repairs in private properties. ➤ Consulting on draft standard from this week. ➤ Once agreed, the council plans to apply it to all properties that the council procures <p>Ian Ritchie – what’s in it for the landlords?</p>	

	<p>John Daley – initially a partnership approach – eg landlord could put council logo on paper, council could find grants for</p> <p>Cheryl Russell – council currently procures 1400 properties per year for TA and homelessness prevention. The standard is based on the property, not the landlord. So if a landlord has 1 property that will be inspected, and noted as meeting standard. If they have 50 properties then each will be inspected.</p> <p>Al-Issa Munu – doesn't the Housing Act 2004 cover this?</p> <p>John Daley – only if a house of multiple occupation (HMO), not if small family home.</p> <p>Al-Issa Munu –support anything that helps increases the standard of accommodation for tenants.</p> <p>Cris Claridge– so if property isn't fit for purpose and a family is already in it?</p> <p>Cheryl Russell – landlord must get property up to required standard.</p> <p>Cris Claridge – What about rent levels?</p> <p>John Daley– at moment it's about stock used for temporary accommodation.</p> <p>Al-Issa Munu – ask officer to provide project updates.</p> <p>Cheryl Russell – consultation goes live this week until 22nd Nov and then goes live in January – so happy to bring back progress report to which ever tenant council meeting.</p>	CR/JD
9.3	Garage report - Marie D'Cruze	
	<p>Marie D'Cruze presented the report.</p> <ul style="list-style-type: none"> ➤ Now just have one centralised waiting list. ➤ Have been approached by a number of private companies eg car hire, taxis, classic car companies ➤ Hoping to recruit 3 more officers to the team. ➤ Looking at adding a service charge for some garages– eg some are much larger and have water and electricity and so looking at possible. ➤ Looking at mapping for waiting list. ➤ Rent arrears – working to reduce that <p>Angela Krime – officer said lots of garages and can get any, but not true – know people who have asked and have been told none are available.</p> <p>Marie D'Cruze said people are offered garages but it can take time for garages to become available if resident wants a garage in a specific location.</p> <p>Carol Vincent – some people use their garages as storage, is this allowed?</p>	

	<p>Marie D’Cruze – can use for storage as long as not storing flammable items.</p> <p>Amanda Sewell – 30 garages under sheltered housing unit (30) on her estate (Salisbury)</p> <p>Marie D’Cruze - are refurbishing Westly Close via a 5 yr programme.</p> <p>Suzanne Webb – People are parking on garage forecourts at Astley House – blocking access.</p> <p>Marie D’Cruze – happy to arrange a visit.</p>	
9.4	Tenant panel – Zoe Bulmer	
	<p>Zoe Bulmer presented her report.</p> <ul style="list-style-type: none"> ➤ Spoke to TC in July about how complaints are managed under the localism act. ➤ Pre April 2013 people can make complaint housing ombudsman via a designated person eg MP, councillor. ➤ Under Localism Act – can have designated panel made up of tenants. ➤ Tenant and Homeowner councils agreed that needed detailed discussion. ➤ Grp of tenants and homeowners met with officers and both groups supported current system of arbitration panel and don’t think we need additional tenant panel as well. ➤ Recommendation to TC – not going to set up a tenant panel, but if tenant or homeowner council would like officers to look again <p>General update on how new housing ombudsman is working.</p> <ul style="list-style-type: none"> - doesn’t seem to be any big problem, people seem to be able to access him to make complaint. <p>Ian Ritchie – Zoe and team have done a lot of work on this, Southwark is in a unique position of having an arbitration panel and support the recommendation.</p> <p>Zoe Bulmer thanked those residents who attended the previous meeting to discuss the issue.</p>	
9.5	Working parties update	
	<p>Alice Orr-Ewing – understand this is a standing for info item but as TC council AGM coming up, would be good to get up to date. Current report is very out of date.</p> <p>Gerri Scott – council should apologise for poor quality of report.</p> <p>Amanda – problem with parking working party – never heard anything.</p> <p>Alice Orr-Ewing – confirmed that the relevant officer would be contacting members of the parking working party.</p> <p>Dolly Mace – was a tenant council delegate, now deputy can still attend?</p>	

	<p>Ian – biggest number of names is tenant hall but most people don't attend.</p> <p>Sue Webb – item on security, Astely cooper, Wessex House, had letters saying letters.</p> <p>Alice Orr-Ewing will raise with investment team.</p> <p>Carol Vincent noted that she puts her name down for lots of working parties but - when I put my name down, I attend them all.</p> <p>Gerri Scott– we want as many to attend as possible so may need to consider spreading the membership. Recognise there is no point in having lots of working parties if nothing is coming back.</p> <p>Ian Ritchie – like the idea of task and finish eg tenancy conditions.</p> <p>Cris Claridge – Futures Steering Board – not list – one of the best groups – when report was presented</p> <p>Gerri Scott – says FSB is mentioned in November Cabinet report. Would be looking at further direction from FSB, FSB was invaluable.</p> <p>Ian – FSB was a good bridge between leaseholders and tenant</p> <p>Tenant hall working party – have gone through first round of investment works, 2nd tranche of works – January</p> <p>Alice Orr-Ewing to produce a full report on all working parties, current (accurate membership), potential work for the next year for discussed at tenant council AGM.</p>	<p>AOE</p> <p>AOE</p>
10.	Items for information only	
	See pack	
11	Standard Items	
	See pack	
12	Any Other Business	
	None	
13	Next Meeting:	
	24 th November 2013	

TENANT FUND MANAGEMENT COMMITTEE (TFMC)
Minutes of the meeting held at the
Bells Gardens Community Centre on Tuesday, 18th February
2014

Present:	Ian Ritchie (IR)	Chair
	Val Fenn (VF)	Vice Chair
	Sheila Hayman (SH)	Committee Member
	Carol Vincent (CV)	Committee Member
	Bill Newman (BN)	Committee Member
	Dolly Mace (DM)	Committee Member
Officers:	Andrew Matheson (AM)	Senior Commissioning Officer
	Paulette Watson	Community Trainer
	Louis Rotsos	Capacity and Partnerships Coordinator
Apologies:	Colin Harrison (CH)	Committee Member
	Sabrina Burrell (SB)	Grants Officer

ACTION**1 INTRODUCTIONS & APOLOGIES**

1.1 The meeting began promptly at 7:00pm and opened by IR.

1.2 IR requested details of committee membership for the next meeting LR

2 TERMS OF REFERENCE (TOR), CODE OF CONDUCT AND DECLARATION OF CONFLICTS OF INTEREST

2.1 No conflicts of interest declared.

3. MINUTES FROM 7 JANUARY AND 4 FEBRUARY MEETING AND MATTERS ARISING**7 JANUARY AGM**

3.1 PW confirmed that the computer equipment replacement costs for all three sites would be £32k. This amount included a three year on-site warranty.

3.2 VF proposed and CV seconded that the minutes were an accurate record of the meeting.

4 FEBRUARY

- 3.3 VF proposed and BN seconded that the minutes were an accurate record of the meeting.
- 4 **TOTAL BUDGETS FOR THE YEAR 2014-15 INCLUDING SGTO BID OF 2014-15**
- 4.1 IR Distributed copies of a response to AM's email & subsequent telephone conversation regarding the SGTO funding application and raising some queries.
- 4.2 Officers presented the IDM report. The recommending funding for SGTO was £190,828 for 2013/14. This included the following specific elements: £5k colour printing, £10k for continuous funding for research worker and the manager's post going full time. The officer recommendation for funding to SGTO for 14/15 is £204,732 with the breakdown provided and rationale for the recommendation.
- 4.3 IR stated that the funding SGTO received was paid in arrears and that the organisation was overspending on a monthly basis.
- 4.4 Officers confirmed that all grants are usually paid in advance. However, SGTO's is currently paid in arrears this **is due to a glitch in the system and is also a historical problem.**
- 4.5 There was a difference of opinion about the additional funding received by SGTO with TFMC stating that the funding had been agreed during the last year. Officers informed the meeting that the funding had been agreed in 2012/13 but was a one-off extraordinary payment for the Research & Campaign Officer.
- 4.6 IR stated that SGTO was a registered charity and only received grant funding from TFMC. He stated that the £40k allocated to fund the researcher/worker was agreed with **Cllr Wingfield** and it was in direct response to the introduction of Welfare reform changes.
- 4.7 Officers stated that the funding recommendation amounts to an increase of 7% compared to the current year's funding to SGTO.
- 4.8 IR stated that this recommendation equates to a cut in the current funding to SGTO of £40k and that the organisation would have to cut their staffing levels as a result.

- 4.9 IR stated that the proposed officer recommendations for funding SGTO represented a cut in the budget and he could not support this.
- 4..10 IR SGTO are working with habitat **For** Humanity to provide 100 new homes in Southwark.
- 4.11 There was a discussion about SGTO reserves. Officers stated SGTO accounts show a carried forward sum of £113k for year ending 2013. Good practice is for three months reserves to meet an organisation's liabilities. Was the additional £45k paid to SGTO?
- 4.12 VF the heating costs of **£7200** seems very high. BN SGTO could use the income from the hall to pay this expenditure. AM the income from the hall is £38000.
- 4.13 IR The £40k additional funding recommendation was part of the campaign against the bedroom tax and changes in council tax benefit.
- 4.14 AM Officers had looked at bid and raised some queries with SGTO which were responded to. The £36k element for photocopiers was revised downwards to £12k. Other slight adjustments were made.
- 4.14 BN if the £8k represents the cost of paper, this is excessive.
- 4.15 There was a discussion about pension contributions for SGTO and the amount in the budget and what the requirements are. Further clarification about the proposed level of pension contributions was needed.
- 4.16 BN concerned about the potential surplus. This could be used elsewhere in the tenants' movement.
- 4.17 IR stated that the recommendation to TC would be for a sum of £243,000 for approval. **Officers comment on their own are academic and need to be jointly submitted with the recommendations of TFMC.**
- 4.18 AM there has to be accountability for public funds.
- 4.19 The committee considered appendix two in the report and made the following comments:
- Budget element B (training) – an additional amount of £18k is

required to cover Community Matters hall management training.
This currently under discussion with Community Matters and not yet agreed.

- Budget element D (cabs) current expenditure, needs to be checked
- Budget element E (equipment purchase and repair) should be increased to £32k
- Budget element I (printing) should be increased to £5k

Budget element K (external agencies and bodies) (SGTO) should be renamed – SGTO. In addition the amount should be increased to £243k

4.20 IR the work that has been done by this committee has to be reflected in the final report. The report, with amendments, will be considered by Tenant Council.

5 TRAINING AND RESOURCE CENTRES UPDATE

5.1 IR item discussed earlier in meeting

6 FUNDING APPLICATION AND UPDATE

6.1 IR model TRA constitution redrafted and will be considered by TC

7 TENANT FUND BUDGET MONITORING AND FUND UPDATE

7.1 LR distributed the January 2014 spreadsheet

7.2 IR stated that a sum of £18k was required for hall training and £25k for accredited training.

7.3 PW the money set aside for commissioned training would give officers flexibility when sourcing the appropriate courses.

7.4 BN Youth engagement is an important area that we should consider doing work on.

7.5 IR is currently in discussions with Paulette and Jessica Leech about HRA training for tenant representatives.

8 FUNDING APPEALS

8.1 IR thought there was one to consider?

8.2 LR not aware of any appeal

9 AOB

9.1 None

10 DATE OF NEXT MEETING

10.1 6.30pm Tuesday 1st April at Bells Gardens Community Centre

DRAFT



Tenant Council

Monday 14th April 2014
7pm

132 queens road
 SE15 2HP

(see map on other side)

For further information contact:

Benta Wambui Njururi Pilch
 Tel: 020 7525 3326
 Benta.Pilch@southwark.gov.uk

SGTO

Borough and Bankside

Bermondsey East
Bermondsey West

Rotherhithe

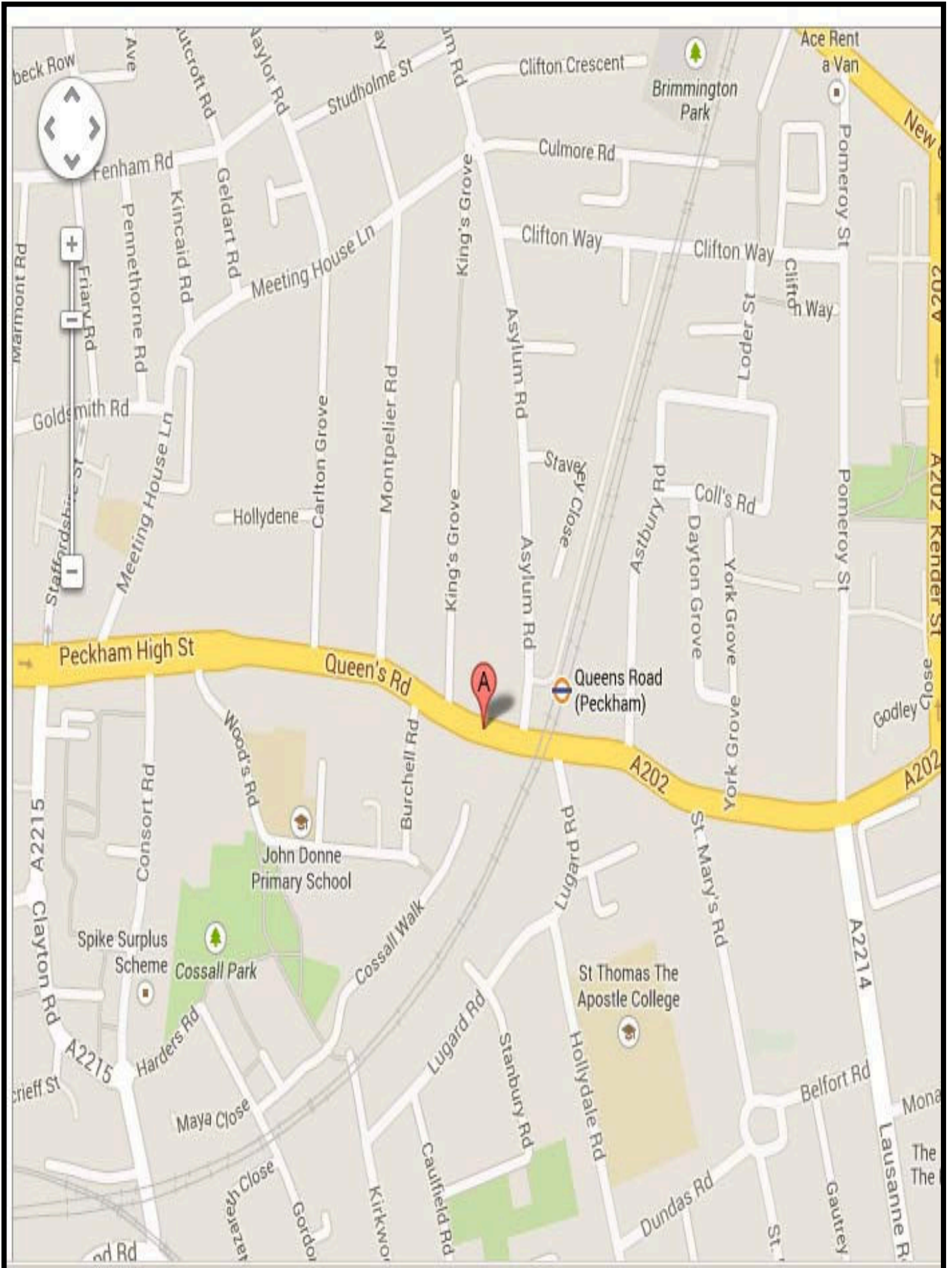
Aylesbury
Walworth East
Walworth West

Peckham

Camberwell East
Camberwell West

Nunhead and
Peckham Rye

Dulwich



74
Tenant Council

Order of Business

Item	Title of Report	Time	Page
1	Delegates and deputies		1
2	Constitution and Standing Orders – made available for information.		-
3	Apologies	2 min	-
4	Declarations of Interest	2 min	-
5	Attendance Monitor	2 min	2
6	Minutes of 03 March 2014	5 min	3 - 10
6.1	Matters arising	10 min	-
7	Reports		-
7.1	Customer Services Performance Report	20	11 - 15
7.2	Update on Resident Involvement Action plan	20	16 - 18
8	Standard Items: Non Forward Plan : Partnering Contractors		-
9	Any other business		-
10	Next Meeting 19 May 2014		-
11	Appendices:		19 – 24

Refreshments will be available at the meeting. Meeting will begin promptly at 7 pm.

If delegates wish any materials to be circulated at Tenant Council they must ask the Chairs' permission.

All Tenant Council meetings will be conducted under the normal rules of debate. All speakers must go through the Chair.

Tenant Council

AREA HOUSING FORUM/ ORGANISATION	DELEGATE	DEPUTY
Aylesbury	Carol Vincent	Vacant
Aylesbury	Florence Essien	Vacant
Bermondsey East	Suzanne Webb	Vacant
Bermondsey East	Bill Wardell	Vacant
Bermondsey West	Mary O'Brien	Vacant
Bermondsey West	Dolly Mace	Vacant
Borough & Bankside	Al-Issa Munu	Vacant
Borough & Bankside	Nadia Grocott	Vacant
Camberwell East	Steve Hedger	Theophilus Toweh
Camberwell East	Val Fenn	Vacant
Camberwell West	Cyril Ashley	Vacant
Camberwell West	Sheila Benjamin	Sandra Finn
Dulwich	Bill Newman	Jennifer Bevan
Dulwich	Selina Boshorin	Vacant
Nunhead & Peckham Rye	Ian Ritchie	Lorraine Beck
Nunhead & Peckham Rye	Sheila Hayman	Vacant
Peckham	Donald Cole	Leo Poyotte
Peckham	Bassey Bassey	Val Taylor
Rotherhithe	Kiri Pieri	Jackie Wardle
Rotherhithe	Pat Hickson	Vacant
Walworth East	Amanda Sewell	Tim Whelan
Walworth East	Vacant	Vacant
Walworth West	Colin Harrison	Vacant
Walworth West	Angela Krime	Vacant

DELEGATES WITH SPEAKING and VOTING RIGHTS		
SGTO	Cris Claridge	Miriam Facey
Other organisations	Vacant	Vacant
Other organisations	Vacant	Vacant

Tenant Council Attendance Monitor 2012/13

	07	28	11	25	29	10	22	02	14	25	06	27	03
	01	01	02	03	04	06	07	09	10	11	01	01	03
	13	13	13	13	13	13	13	13	13	13	14	14	14
DELEGATES													
Aylesbury	P	A	P	P	P	P	P	PP	P/-	P/-	P/-	P-/V	P-/V
Bermondsey East Area Forum	P	P/P	A	P	P	P	P	P	PP	P/-	P/-	AP/V	A-/V
Bermondsey West Area Forum	P	P	P	P	P/P	P	D	P/D/A	P/D	P/D	P/A	PP/V	PP/V
Borough & Bankside Area Forum	P	P	P	P	P	P	P	-	P	A/-	-	P-/V	PP/V
Camberwell East Area Forum	P	P/P	P/P	P	P/P	P/P	P/P/D	PP	P	PP	PP/A	PP/-	PP/DV
Camberwell West Area Forum	P	-	-	-	-	-	-	-	-	-	-	P-/V	P-/V
Dulwich Area Forum	P	P/P	A/P	P	P	A/P	P/P	P/A	P	PP	P	AP/DV	P-/DV
Nunhead & Peckham Rye Area Forum	P	P/P	A/P	PP	P/P	P/P	P/P	P/A	PP	PP	PP	PP/-V	PP/-V
Peckham Area Forum	P	P	P/P	P	P/P	A/-	P/P/D	PP	-	-	D	P-/D-	--/DD
Rotherhithe Area Forum	A	P/P	P/P	A/P	P	P/P	P	-	P	P/D	D/AA	PP/DV	--/DV
Walworth East Area Forum	P	P	P	P	P	P	-	P	P	P	P	PV/-V	-P/DV
Walworth West Area Forum	P	P	P/P	P	P/P	P	P	P/A	PP	PP	P	PP/V	P-/
SGTO	P	P	A/P	A/P	P	P	P	P	P	P	P	P/-	P/D

- (P) Denotes Delegate present
- (A) Denotes Delegate sent apologies
- (D) Denotes Deputy attended
- (-) Denotes Delegate did not attend or send apologies
- (*) Denotes Delegate unable to attend due to lack of suitable transport
- V Denotes Delegate / Deputy positions both Vacant

Tenant Council

Tenant Council

Minutes of the meeting held **03 March 2014**
At Tooley Street

Present:

Voting delegates and deputies:

Deputy/Delegate	Forum
Carol Vincent	Aylesbury
Al-Issa Munu	Borough and Bankside
Nadia Grocott	Borough and Bankside
Mary O'Brian	Bermondsey West
Dorothy Mace	Bermondsey West
Steve Hedger	Camberwell East
Val Fenn	Camberwell East
Theophilus Toweh	Camberwell East
Shelia Benjamin	Camberwell West
Bill Newman	Dulwich
Jennie Bevan	Dulwich
Leo Poyotte	Peckham
Val Taylor	Peckham
Ian Ritchie	Nunhead and Peckham Rye
Sheila Hayman	Nunhead and Peckham Rye
Jackie Wardle	Rotherhithe
Angela Krime	Walworth West
Tim Whelan	Walworth East
Cris Claridge	SGTO

Non-voting deputies, delegates with speaking rights:

None

Observer(s):

None

Council Officers

Benta Wambui Njururi Pilch	Support Officer (Minute taker)
Jessica Leech	Resident Participation Co-ordinator(Minute taker)
Stephen Douglass	Community Engagement Head of Service
Gerri Scott	Director of Housing and Community Services
Ian Swift	Group Services Manager Homelessness and Housing Options
Andrew Matheson	Senior Commissioning Officer
Tony Hunter	Compliance Operations Manager
Shaun Regan	Senior Finance Manager Housing Community Services
Ian Young	Departmental Finance Manger-Housing & Community Services

Councillors

Cllr Althea Smith – Nunhead

External Organisation

Catherine Michelet	PPCR Associates
Abraham Nomafo	PPCR Associates

Apologies

Kiri Pieri	Rotherhithe
Pat Hickson	Rotherhithe
Colin Harrison	Walworth West
Bill Wardell	Bermondsey East

Item	Title of Report	Action
1.	Delegates and deputies	
	Agreed	
2.	Constitutions and Standing Orders, Declarations of interest	
	All present were reminded of the code of conduct by the chair. Representing areas not just specific estates or areas.	
3.	Apologies	
	Noted as above	
4.	Declarations of Interest	
	None noted	
5.	Attendance Monitor	
	Agreed	

6	Minutes of TC 27 January 2014	
	Agreed	
6.1	Matters Arising from minutes	
	None	
7	Reports	
7.1	Partnership on the Community Cashback Scheme- Catherine Michelet	
	<p>PPCR delivered a short presentation on community cash back. The questions and comments raised were:</p> <ul style="list-style-type: none"> • Concern about the support for residents if they are volunteering and the legal and implications and liabilities if things go wrong. • Is this statutory obligation? • Is this for big or small projects? • What is the government funding at this stage? <p>PPCR responded:</p> <ul style="list-style-type: none"> • There are no statutory obligations to accept this. • Any savings on the contracts are reinvested locally. • There is a limit of £170,000 on contracts to be delivered by local communities otherwise there are procurement and other legal complications. • The approach should be to start with something small build capacity and then decide if the group wishes to take on greater responsibility. • Funding available from government is for capacity building groups to take on the role not to provide the services. <p>TC agreed they were happy for PPCR to present community cash back scheme to forums.</p>	
7.2	Housing Allocations Scheme- Ian Swift	
	<p>Allocations Policy: Ian Swift presented a report on the new allocations policy approved in December 2013. The key changes in the report are:</p> <ul style="list-style-type: none"> - Five year local connection required to be eligible for the list. - We will reward good neighbours. - We will demote tenants in arrears. - We will demote applicants if there is no bid activity for 12 months. - Demotion if applicant has refused 3 reasonable offers. - Aim to rebuild mixed communities through the points system. - Discharge homeless duty through the private sector. <p>New allocations scheme reflects best practice and government legislation We will come back to you end 2014 to review its operation so it is reflective of your concerns.</p> <p>The following issues were raised by residents.</p> <ul style="list-style-type: none"> • Residents should be rewarded for being here a long time. It is important that residents that have lived here 20 years not treated the same as those who have been here for five. • Only five forums out of 12 supported the increase from two year qualification period to five year, this is not a majority. The policy seems to ignore earlier consultation work. • We are concerned about consultation process. The policy was discussed at AHF but not at TC. 	

- This is almost Northampton's policy word for word; this is scandalous.
- The report does not reflect local issues, the view of the community nor was its full content discussed at AHF. E.g. point about you will refuse an offer if applicant does not attend workshop on budgets and increasing the number of viewings per property.
- There is a lack of clarity on issue of children sharing over 10 and when they become overcrowded. The wording needs to be clearer. These views about language are shared by Law project. It is open to interpretation and this raises concerns.
- People are being pushed to move in e.g. the lettings policy is to turn around voids in 15 days.
- How much is spent to refurbish the property to the new standard.
- There are things in this report that are not applicable to Southwark.
- Delays in letting property which do not need refurbishment.

The responses:

- As best we can we are rewarding residents with commitment to living in Southwark through the five year qualification period
- Keen to have parity with neighbours so that Southwark does not attract more applicants.
- The service faces criticism about who is being re-housed which is perceived as not to be local people. Councillors supported the five year qualification period.
- Northampton's allocations policy seen as a model others are encouraged by DLG to use it as a basis for their own policies. It is similar but there are differences and similarities with other council's policies too. Ian Swift is from Northampton. There has not been anything underhand here officers take what they have learnt from elsewhere and use this as a starting point for their work.
- This is not the last attempt to write this policy. A six month review is built into the report. We need to do something now but there will be an additional opportunity to amend it.
- We are increasing the number of viewings because of high rate of refusals.
- We are insisting on attendance at workshops because of high number of failed tenancies – high because people struggle to manage. We have been piloting this with CAB delivering the training. Voluntary workshops have had no take up which is why we are making them compulsory.
- It is regrettable that the report did not come back to TC before it went to Councillor Wingfield.
- The team has met with Law project and two further meetings are scheduled to address the concerns they have raised.
- The void standard at re-let is only the 3rd highest reason for refusal of property and the standard has improved with both kitchens and bathrooms being replaced and decorating. We are implementing a six month pilot of the new standard and customer satisfaction is already improving.
- Money spent on each property is different depending on the condition.
- The property is checked by Housing option officers on the computer, housing officer and managers.

It was proposed by Ian Ritchie that we should not implement the policy but go through it clause by clause.

	<p>Cris Claridge seconded the motion.</p> <p>GS recognised the concerns expressed and may not be addressed today. Our homes are a scarce resource should be given wisely to those who need it. It is a good thing to review our policy, it is right to allocate our homes fairly. If the policy does not go ahead it delays implementation of a fairer system. Helpful for a sub group go through the document including TC, SGTO and Law project. The group should meet and do its work quickly. We need to hold the sub group quickly working towards completion in April; meanwhile Ian can work on a desk top review.</p> <p>The following people volunteered and were accepted by the meeting for this group. Bill Newman, Al Issa Munu, Ian Ritchie, Cris Claridge for SGTO, Steve Hedger and Carol Vincent.</p>	
7.3	Lakanal Inquiry – Sprinkler Feasibility study – Tony Hunter	
	<p>The key issues in the report were:</p> <ul style="list-style-type: none"> • Sprinklers will be installed in all SHU. • LD2 system in general needs blocks which is enhanced provision from recommendations. • How to support leaseholders so that the systems are the same quality. • Southwark has implemented safe independent scheme for older residents in general needs. <p>Issues raised:</p> <ul style="list-style-type: none"> • How can you prevent the malicious setting off of sprinklers and protect residents' against flooding. • Why is implementation of LD2 over 10-15 years? • It is important for individuals to do their fire plans especially those who do not have fire escape or balcony. It is important for the council to recommend this to the Residents. • What about vulnerable people? <p>Responses</p> <ul style="list-style-type: none"> • Sprinklers are only to be installed in communal or personal areas very unlikely sites for vandalism. Systems are isolated therefore very localised and safer. • Highest risk properties will have LD2 installed by the end of the year. 10 -15 for the remainder of the stock. Vulnerable people will be identified through SIS and personal safety measures installed. • The scheme will also be rolled out to the blocks recommended by the coroner report. <p>The chair asked the report to go to the forums.</p>	
7.4	Cabinet decision about the HRA budget for 14-15	
	<p>Ian Young presented the report that was distributed at the meeting. The main points were:</p> <ul style="list-style-type: none"> • Cabinet agreed rent increase of 2.7% 29 Jan. • In future rises will be no more than CPI +1%. Implication is that there will be less rent in the future. • Gap in the budget this year is 5.1 Million. Officers had already proposed 5.9M efficiency savings. <p>The adjustments are:</p> <ul style="list-style-type: none"> • Reduce investment programme to 2.3 M 	

	<ul style="list-style-type: none"> • Targeted approach to inflation reduces budget by further 1.2 M • Reduce early debt repayment by 1.3 M <p>The chair asked the HRA report feedback from the cabinet to be sent to forums for information only.</p>	
7.5	Tenant Fund Budget 2014/2015 – Andrew Matheson	
	<p>Report on the Tenant Fund budget 14/15. There are two reports about this budget. Ian Ritchie was invited to present the report from the TFMC IR identified the following points:</p> <ul style="list-style-type: none"> • This was the first time there was an uncooperative approach from officers. We are angry about the way SGTO and the TFMC has been treated. They should not have adopted such a high handed approach. • We were told that it didn't mater what we had to say and that this is the report that will go out. • The SGTO budget has now been revised to be £5000 less by reducing the printing costs for last years report. They are now seeking £238,000 from the TF. • Tenants want to support research and campaign worker. • The officer took a snapshot of funding and said that SGTO has £113, 000 however SGTO is paid in arrears; £48,000 had only just been received, £40,000 was being held for new worker, the remainder was a running balance of £27,000 which is the right amount for an organisation of the size of SGTO. • SGTO work is important. <p>Suspension of standing orders proposed and accepted by the meeting to continue the discussion.</p> <p>Officer response</p> <ul style="list-style-type: none"> • No decision has been made yet; the process is the same as previous years the decision maker about TF budget is the Council Member for Housing (CMH). We have made it clear that throughout the process that the views of TFMC will be attached to any report. Officer report notes the disagreement officers and drafted an additional report for TFMC. There is a commitment to take your views to the decision maker. • The budget increase for TF is the same as the rent increase 2.7%. The difference is not about the process but a difference in views about the budget. <p>Issues raised:</p> <ul style="list-style-type: none"> • The differences should have been resolved at the working party People may not get what they want but positions should be resolved before it comes to TC. • SGTO holds a reserve but this stems from a time when during the last purdah they could not be paid and this created real difficulties. We made clear that in future it should hold 3 months running costs to protect itself. • 2.7% increase is the wrong restriction to impose on their budget. • The role of officers is to advise the tenants not determine the wishes of tenants movement. SGTO are currently doing a survey to find this out. SGTO will look at how to address any issues that arise from the evaluation. • The fund is hugely in surplus this is unhealthy. 	

- The problem is that the TFMC has not received proper management accounts. SMT would not accept the same failings; e.g. it says only 295 has been spent on training this seems wrong
- In 2012 SGTO made cuts to protect the TF budget as we thought the fund would be overspent. The officer proposal means a 17% cut which will mean one worker has to go. If we reduce costs instead there will be no money for any of the team to do anything.
- It was the intention of TC to fund the campaign and research officer post not as a one off but as a continuing post. Need to point out that three council staff funded by TF is £177,000 and SGTO five staff for £157,000
- Pension provision for council staff in the budget is generous but not for SGTO - where is the equality in that?
- This officer report affects the rights of the TFMC. TFMC will not be dictated to.
- This post is so important to TFMC that it should continue.

Officers' response

- Officers provide impartial advice to CMH responsible for the budget; the report is written by officers.
- Lots of issues have been raised starting point is that budget for 2013 14 was/is £190,000 in 2012-13 an additional sum was awarded for £40,000 for the campaign and research post. In 2012 /13 we agreed a budget and then asked CMH to approve an additional £40,000. Last year an extra £10,00 was agreed to continue this post for the year 13/14
- The five members of staff included in the officer proposed budget of £204,000 includes payment for the Campaigns Worker

The chair proposed that the Campaign and research officer should be funded and we should endorse this as long as there is funding.

Cris Claridge raised an additional point about the officer report. It states that funding is subject to normal conditions of the grant agreement. SGTO refuses to do this. The employer/funder is TFMC. This needs a proper discussion.

Officers confirmed that the budget surplus is increasing by about £80,000 a year. The TF budget has enough to meet this commitment

The chair asked TFMC to look at additional ways to reduce the surplus.

The budget proposed by TFMC was approved unanimously with the following amendments:

SGTO receives £238,000

The budget for IT is uplifted from £32,000 to £40,000

Grants for TRA's are the higher figure of £154.

Before closure of the meeting the chair reiterated that next year there should be agreement on budget between officers and TFMC before it is brought to TC.

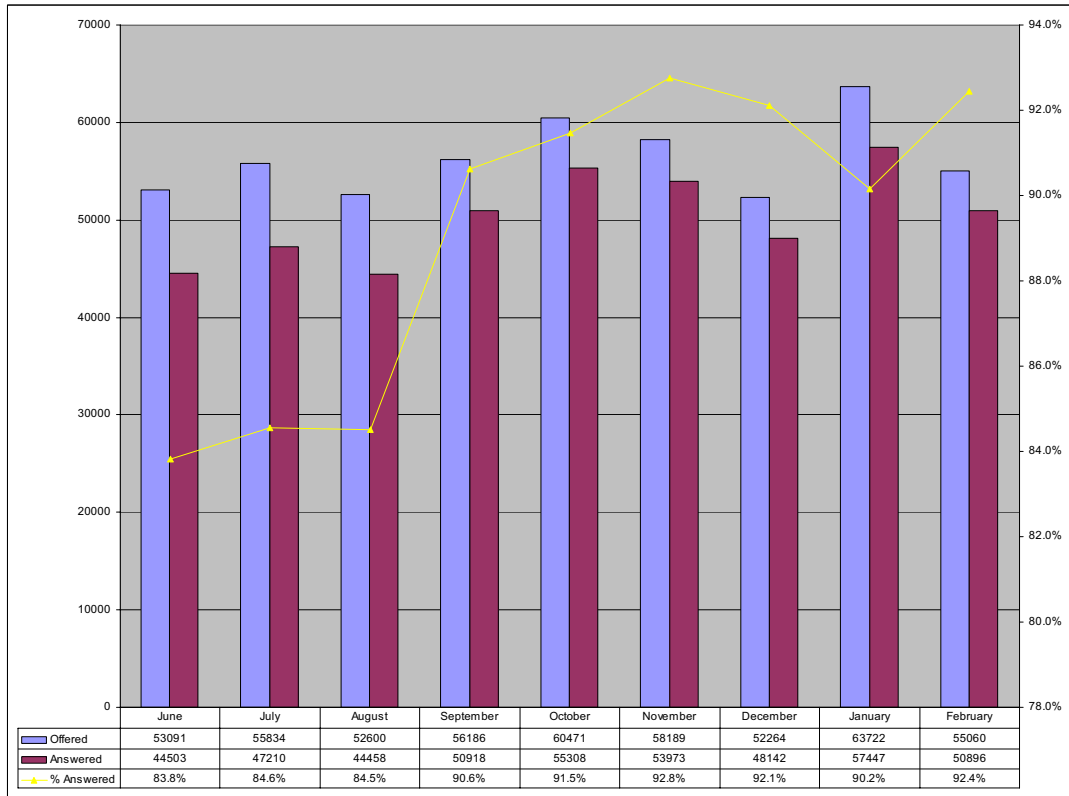
Officers raised that the TC had just agreed to set an unbalanced budget.

The chair proposed that we draw on reserves to deliver this budget. This was agreed unanimously.

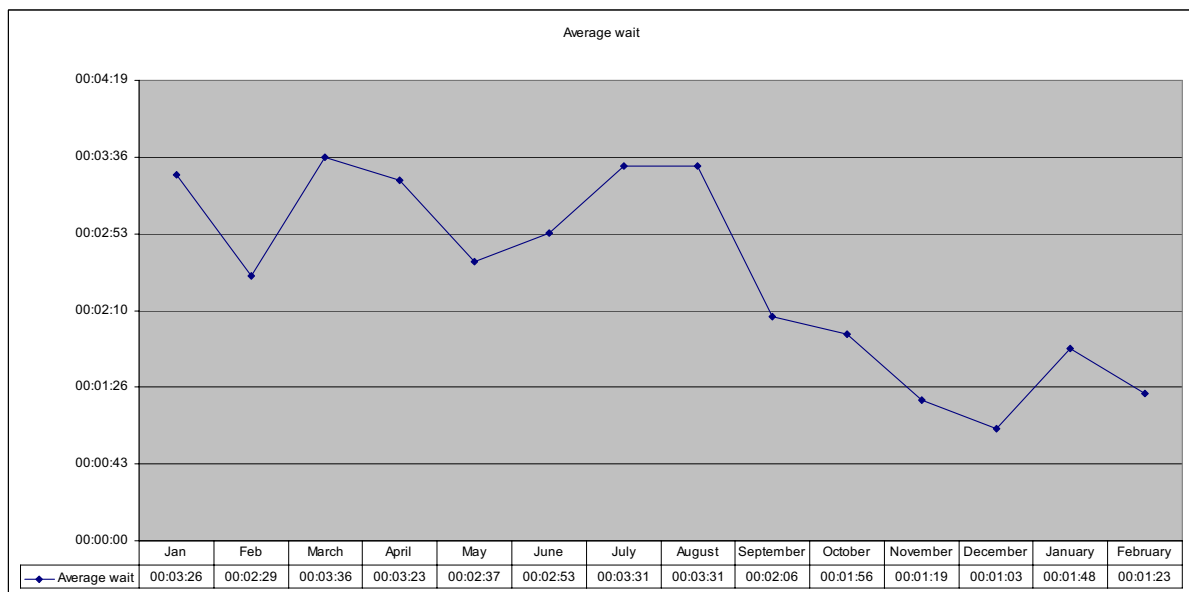
	IR asked and SD agreed that the report to CMH will be seen before it is sent and TFMC would be able to submit its own report if it wished to. Meeting ended at 10pm	
8	Any other Business	
9	Next meeting	
	14 April 2014	

Tenants Council 14th April 2014 Customer Services Performance Report

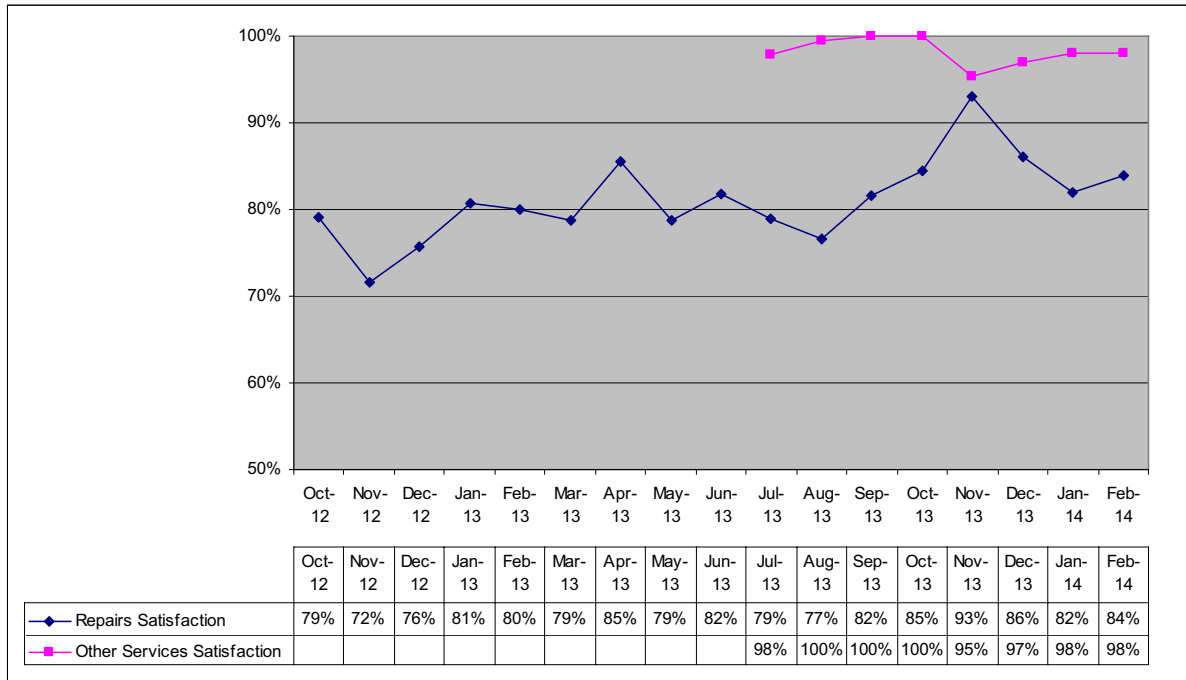
Percentage of calls answered - target 90% (changing to 95% from April 2014)



Contact Centre - Average Call Waiting (ACW) – Target 80% in under a 60 seconds (changing to 75% in 45 seconds from April)



Contact Centre Customer Satisfaction Scores



COMPLAINTS AND MEMBER ENQUIRIES

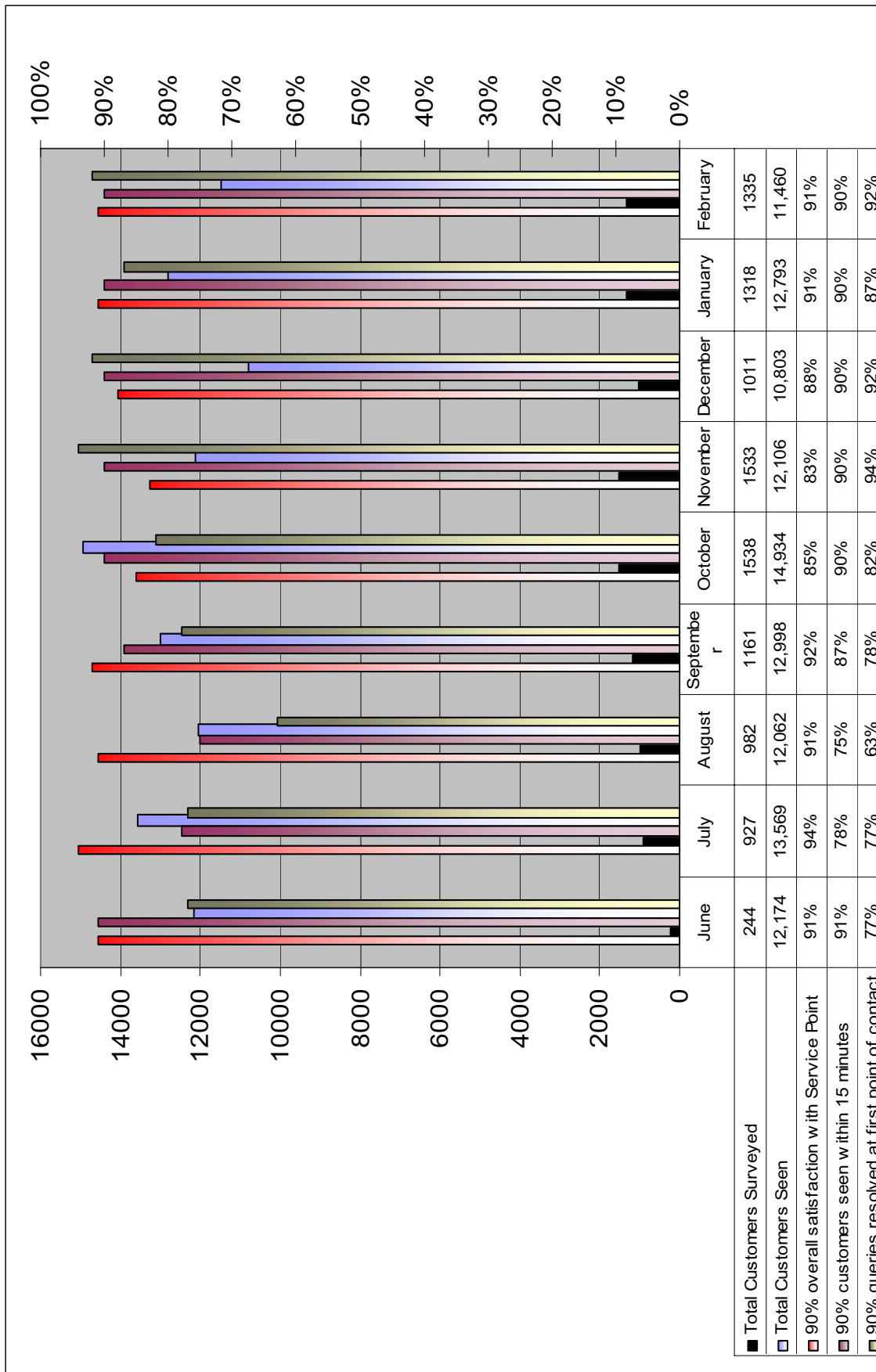
Repairs and Maintenance

Stage one		Stage two	
April – Feb 2012/13	April – Feb 2013/14	April – Feb 2012/13	April – Feb 2013/14
223	156	37	12
252	120	35	13
201	114	22	16
206	107	14	21
190	94	12	6
157	132	7	12
188	168	10	15
218	178	8	3
118	149	10	11
174	272	9	15
155	283	8	17
2082	1773 15% ↓	172	141 18% ↓

Engineering and Compliance complaints






Stage one		Stage two	
April – Feb 2012/13	April – Feb 2013/14	April – Feb 2012/13	April – Feb 2013/14
53	72	12	3
57	33	14	2
50	33	9	2
60	27	2	1
66	33	2	0
47	28	3	1
67	59	0	2
104	68	3	1
100	52	5	5
103	79	1	1
82	92	1	1
789	576 37% ↓	52	19 63% ↓

Service Point Performance













Southwark Service Points GovMetric Data October To date March (01/10/13 – 01/03/14)




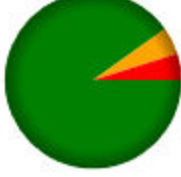

Overall Channel Satisfaction

Service Points				Overall Rating	
Number of respondents	5393	505	838	 Good	
Percentage of respondents	80%	8%	12%		

Satisfaction By Site

Bermondsey CSP				Overall Rating	
Number of respondents	1817	79	105	 Good	
Percentage of respondents	91%	4%	5%		

Peckham OSS				Overall Rating	
Number of respondents	1578	315	625	 Average	
Percentage of respondents	63%	13%	25%		

Walworth CSP				Overall Rating	
Number of respondents	1998	111	108	 Good	
Percentage of respondents	90%	5%	5%		

Item No.	Classification: Open	Date: 14/04/14	MEETING NAME Tenant Council
Report title:		Update on Resident Involvement Action plan	
Ward(s) or groups affected:		All	
From:		Jessica Leech Resident Participation Co-ordinator	

BACKGROUND

1 In January the Tenant Council reviewed the final version of the Resident Involvement Action Plan. This action plan outlined how the council will deliver the resident involvement strategy and focussed on how the council would achieve:

- Greater involvement by residents in decisions about services and monitoring the quality of those services
- Increasing engagement
- Developing new ways for residents to be involved
- Improving the quality of council consultations

UPDATES

Below is an update of progress in delivering the action plan.

2 Greater involvement by residents in decisions about services and monitoring the quality of those services

Sheltered Housing

190 residents living in council Sheltered Housing units completed surveys about their satisfaction with the new service and their appetite to get involved. These were conducted face to face and an additional 60 attended the sessions and provided comments.

Recommendations to the service included providing information to residents on the service promises and role of the new Housing officers and development of a SHU resident newsletter.

The team are planning an event on April 16 to bring a range of service providers together to promote the opportunities for residents to get involved and facilitate residents and SHO's organise activity. At this event there will be workshops that will support residents and SHO's raise funds and form groups. We are exploring with residents setting up resident groups so that they can be consulted more effectively on the services they receive. There have been discussions with the TFMC on how the Tenant's Fund can support these residents get involved.

The team will evaluate the success of the event, carry out an involvement baseline study and identify whether there has been an increase in participation by December 2014.

Future Steering Board

The future Steering Board has been re-established with revised terms of reference to work in partnership with the council to develop the investment plan and delivery model for 10,000 new homes.

There is agreement to meet monthly and a work plan agreed. The areas that the group will look at are investment options, innovative delivery models and engagement on the proposals or options. The group has had sessions on Hidden Homes and Bonds and a discussion with Savills is planned for later in April.

Resident and Contractor major works group

This group has been established and is meeting regularly.

3 Increasing resident engagement

Promotional material

The team has updated the involvement pages of the tenants' handbook. The Resident Involvement working party has begun to work with officers on producing a new tenant's compact.

Estate inspections

The team has reviewed estate inspections, looking at best practice among different officers and other housing providers, and talking to residents. A report has been presented to Area Housing Manager with a number of recommendations. We will review the impact of the recommendations in six months time.

JSI

The JSI review has been completed with recommendations made to the JSI Panel. The first steps will be to rewrite the application form and prepare a guidance note to support residents complete the form. It is anticipated that TRA's, TMO's and AHF will be invited to submit applications in mid April. The team will organise a workshop to help people complete the forms. Notice of this will be included in the application packs.

New Training

The trainers have developed a new training programme expanding the offer for residents. They are working in partnership with Virtual College to bring free on-line training to the Residents of Southwark. This training is accredited and can be completed at a time, place and pace that suit's tenants and their lifestyles.

4 We will introduce new ways for residents to engage

Face book Page

The face book page for resident engagement is up and running. It can be located using the following address www.southwark.gov.uk/residentsinvolvement Not only will this be a way for people to keep up to date with work of the communities teams but TRA's will be able to use this as an opportunity to talk informally spreading good practice and undertaking joint problem solving.

New tenant event

The team are planning to pilot four events, based on the citizen ceremonies, for new tenants to welcome them to the Southwark family and provide information on a range of activities they could benefit from. There will be a review at the end of this period to determine the value of this as promotion of 'good neighbours', inclusivity and encouraging people to become involved in their community.

Next Steps

5 Young people's participation

The team is just about to start a piece of work looking at the barriers to young people's participation and how we might address these. We will be working with SGTO on this project.

6 Mystery Shopping

We are working with colleagues in customer services to develop a mystery shopping programme. It is important that those who participate are not familiar faces and your support in identifying people to participate would be helpful.

7 Service Reviews

We will be conducting service reviews for Voids, Lettings and Anti Social Behaviour teams over the next six to nine months months.

8 Information

We will continue to review and update the information about the services resident involvement offer through leaflets and on the web site.

9 Training

Following the request of Tenants Council we are aiming to deliver briefing sessions for AHF on Housing Finance, starting in May. The team will be in touch with each AHF to book a session in the period May to July. It is intended that this introductory session will lead to more in depth training offered to those from the forums who are interested.

Briefing ends

Tenant Council Working Party and Task & Finish Group Update Report

Item No. 12	Classification: Open	Date: 14 April 2014	Meeting Name: Tenants Council
Item title:		Appendices	

The following page(s) are items placed on the appendix to be reference to their relevant report item(s).

Party / group	Current Lead Officer	Name	Elected	Update	Background & Frequency of meetings	Vacancies
Ongoing / working party Tenant Fund Management Committee	Andrew Matheson 0207 525 7648	Sheila Hayman Ian Ritchie Colin Harrision Val Fenn Bill Newman Carol Vincent Dolly Mace	AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013		Ongoing management and monitoring of tenant fund. Direct improvements to TRA funding application process	2
Tenants conference	Louis Rotsos 0207 525 1239	Val Fenn Angela Krime Cris Claridge Sheila Hayman Amanda Sewell	AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013		Sub-committee organising the Tenant Conference	1
Resident Involvement	Jessica Leech 0207 525 5853	Carol Vincent Cris Claridge Sheila Hayman Bill Newman Kiri Pieri	AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013		1-2 meetings to consider Resident involvement Strategy Action Plan.	2
Constitutions WP	Louis Rotsos 0207 525 1239	Carol Vincent Ian Ritchie Angela Krime Sheila Hayman Bill Newman	AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013		To work along with HOC delegates in reviewing Area Housing Forum and model TRA Constitutions	2

Party / group	Current Lead Officer	Name	Elected	Update	Background & Frequency of meetings	Vacancies
Ongoing / working party Future Steering Board	Stephen Douglass 0207 525 7844	Cris Claridge Steve Hedger Ian Ritchie Carol Vincent 3 leaseholders	AGM 2013 AGM 2013 AGM 2013 AGM 2013		Next step in Future of Council Housing/ Housing Commission work – delivery of new homes and management models.	
Repairs Core	David Lewis 0207 525 5114	Carol Vincent Angela Krime Val Taylor Dolly Mace (Deputy)	AGM 2013 AGM 2013 AGM 2013 AGM 2013		Continued contract monitoring as per previous section plus. Communal repairs and estate inspections. Handheld technology Improving the quality of repairs Repairs social enterprise initiatives	
Heating Core	David Lewis 0207 525 5114	Carol Vincent Angela Krime Val Taylor Dolly Mace (Deputy)	AGM 2013 AGM 2013 AGM 2013 AGM 2013		Ongoing contract monitoring	

Party / group	Current Lead Officer	Name	Elected	Update	Background & Frequency of meetings	Vacancies
Ongoing / working party Major works Core	Dave Markham 0207 525 5114	Carol Vincent Angela Krime Val Taylor Dolly Mace (Deputy)	AGM 2013 AGM 2013 AGM 2013 AGM 2013		Ongoing contract monitoring	
TRA Halls WP	Ian Brinley 0207 525 5571	Cris Claridge Colin Harrison Pat Hickson Angela Krime Bill Newman Kiri Pieri Ian Ritchie Val Taylor Carol Vincent Bill Wardell Suzanne Webb	AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013		Continued meetings to assess where resources can be utilised to improve the baseline foundations to the TRA halls and improve a quality of use across all of the halls in reference to the scrutiny report given in mid 2013	

Currently task & finish	Current Lead Officer	Name	Elected	Update	Background & Frequency of meetings	Vacancies
Conditions of tenancy moving on to Tenants' handbook task & finish group	Robert Johnson 0207 525 2640	Cris Claridge Angela Krime Bill Newman Carol Vincent	AGM 2013 AGM 2013 AGM 2013 AGM 2013		Conditions of tenancy work almost complete, group to finish tenant handbook.	
Annual Report	Robert Johnson 0207 525 2640	Sheila Hayman Kiri Pieri Carol Vincent Val Taylor Angela Krime Jackie Wardle	AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013		Annual month yearly piece of work. To allow more time for increased consideration, officer proposing to reconvene group earlier in the year i.e. January 2014	
Call Centre	Daniel Rankine 207 525 0236	Val Taylor Bill Wardell Cris Claridge Mary O'Brien Jackie Wardle Kiri Pieri Carol Vincent	AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013		Tenants have requested a renewed focus on performance monitoring now call centre has been brought back in house.	
Parking WP	Anthony Shaw 0207 525 1474	Amanda Sewell Val Taylor Angela Krime Sheila Hayman Bill Newman Michele King –Koranteng	AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013 AGM 2013		To look at the performance. Agreed – approach Clarence Parkes for future meeting support	
Garage	Marie D'Cruze 0207 525 1721	Steve Hedger Angela Krime	06 .01.14 06 .01.14			

Party / group	Current Lead Officer	Name	Elected	Update	Background & Frequency of meetings	Vacancies
For consideration Decent Homes	Dave Markham 0207 525 5114		In order to avoid duplication, postpone election of delegates until future role of FSB is clearer AGM 2013		Consultation of warm dry and safe – internal works investment programme.	
Contract Procurement Review		Ian Ritchie		Ian Ritchie – noted commission of this role from papers, suggested he stay on as representative and report back at next meeting		
Performance Review	Antoinette Stasaitis & Sachin Sethi 0207 525 1226	Postponed until next meeting			Continued performance scrutiny. Areas for further investigation/ challenge selected by group	
Allocation Policy Review	Ian Swift 0207 525 4089		Agree to postpone election of tenants until timescale for review is known.		There is a further planned review of elements of Southwark's allocations policy in June 2014.	

From: Douglass, Stephen
Sent: 13 March 2014 15:06
To: <SteveHedger@albrightoncommunitycentre.org>; 'Ian Ritchie'
Cc: Matheson, Andrew; Royal, Bonnie
Subject: Tenant Fund Budget

Importance: High

Attachments: 11b GB120 Feb14 Working (2).xls; TF IDM report13March Draft2014-2015.doc

Dear Steve and Ian

Thanks for the meeting yesterday I appreciate this was difficult but hope when you look at the draft report you will see that we have made some progress - below is a short summary of what we agreed:

1. We will make sure officers provide regular management accounting reports to TFMC attached is a copy of the report that officers currently present to the TFMC meetings.



11b GB120 Feb14
Working (2).xl...

2. We agreed officers would recommend the requested increased contribution to SGTO pensions.

3. We agreed there would be a review in the next financial year of the three resource centres that would include looking at usage.

4. We agreed officers would recommend as is normal practice with voluntary sector organisations that in future SGTO would be paid quarterly in advance and this is now reflected in the report.

5. We agreed to present the standard conditions of grant funding to TFMC that apply to all voluntary & community sector organisations.

6. I have spoken with our finance officer and he is happy to meet with Ian to discuss how the council finance system works that we discussed briefly. In the meantime the mispostings we identified have been corrected and this is reflected in the table in the IDM report.

7. Lastly I agreed we would send you the latest draft of the IDM report on the Tenant Fund Budget in advance of the decision being made. This gives you the opportunity to put in writing any additional representation you may want to make before Cllr Wingfield makes the decision and we will present this to him with the report. I am therefore attaching a draft copy of the report and would be grateful if you can send me any representation you want to make in writing by Wednesday 19th March so we can ensure it is presented with the final version of the report.

You will note that the recommendation is now to fund at the £238,000 level requested by SGTO, TC and TFMC subject to the standard conditions of grant funding.



TF IDM
rt13March Draft201

Regards

Stephen

Stephen Douglass

Head of Community Engagement
Housing & Community Services Department
Southwark Council
PO Box 64529
London SE1P 5LX
Phone: 020 7525 0886
Email: stephen.douglass@southwark.gov.uk

Get Involved online at: <http://www.southwark.gov.uk/consultations>

Follow us on facebook: www.southwark.gov.uk/residentsinvolvement

TENANTS FUND BUDGET 2014-15
REPORT FROM THE TENANTS FUND MANAGEMENT COMMITTEE
TO CABINET MEMBER FOR HOUSING

1. The purpose of this report is to comment and make corrections on the report prepared by the officers and to make alternative recommendations in respect of recommendation (2).

The reason for the report, which is the first time a separate report from the TFMC has been necessary, is because it has not been possible to reach a consensus with the Officers involved in the discussions,

You will be aware that the Chair of Tenants Council has already written to you expressing his concerns about the current situation and has asked that he meet with you to discuss our grounds for these concerns. The tenants Fund Management Committee concurs with his views and would ask that the Chair of the TFMC be present at that meeting and involved in the discussions.

2. RECOMMENDATIONS

In terms of recommendation (1) we agree and in terms of funding for the Southwark Group of Tenants Organisations in the sum of £238,000. This is the original sum proposed by the TFMC and endorsed by the TC. This sum was originally rejected by the officers on the grounds that a grant of this size would send out the wrong message. They do not say who the recipients of the wrong message would be.

The Officers have now, at the last minute, changed their position and recommend the full sum subject to agreement to the caveat that we sign up to the Council's Conditions of Grant Aid. We have not been given the opportunity to discuss this change. On the face of it we see this as a further attempt by officers to take control of the Tenants Fund. Neither the Chair of Tenants Council nor the Chair of TFMC has delegated authority to agree a change of such magnitude. The fact it has been proposed at the very last minute and after discussions had taken place with the TFMC and the final report had been agreed with the TC is indicative of the conduct of officers in this round of discussions.

The Chairs of TC and the TFMC met with Stephen Douglass and agreed to a number of proposals to review the fund and its effectiveness as a part of our work programme for 2014-15; the monitoring of the fund and the simplified application forms. Having agreed to that process officers have decided to unilaterally bypass it. The TFMC has been reviewing the fund and its workings over the past two years and have made a number of improving changes. We were of the understanding that the point discussed with Stephen Douglass was a continuation of that process.

3. FURTHER ISSUES FROM THE OFFICERS REPORT

In the appendix setting out the TFMC Budget officers state that the current proposals are an increase of funding by 25%. The TFMC in reaching its calculations have reported that in the financial year 2013-14 the grant to the SGTO was £190,828 and £40,000 which was granted in 2012-2013 and which was intended to be spent in 2013-14 when the new post of Research &

Campaign Worker was filled. That money is meeting the costs of the worker who is now in post.

The TFMC calculated the total funding to be £230,828. The recommended funding for 2014-15 is £238,000 which amounts to an increase of £7172 or an increase of 3.1%.

You will see from clause 8 & 9 that a considerable amount of work has been undertaken to make the workings of the TFMC more efficient and the fund more clients focussed. We need to resolve with Officers a more accurate financial reporting system to allow the TFMC to have rolling and updated budget information and control. The TFMC has had considerable concerns regarding this in recent years.

It should also be noted that an interim sum of £18,000 from the training budget is to meet the cost of specific training for tenants' halls and community centres Management Committees to assist them understand and apply such legal requirements, health & safety, food hygiene, public liability and organising activities for vulnerable persons, This is not a complete list but is intended to reduce liabilities to people who give their services free of charge.

4. With reference to (17),(18) and (19)

The TFMC would refer you again to our comments at 2 above and specifically in respect of our conclusions on recommendation (2). The TFMC is happy to discuss changes and to move forward and we have always made this clear. The monitoring and control of the fund is an agreed issue for further discussion which you are now being asked to bypass. It will require discussions with the recipients of the fund across the board and with the TFMC and TC and we recommend that you allow those discussions to take place and where appropriate implemented. The alternative currently recommended by officers envisages major problems with the Tenants Movement and its relationship with the Council and its officers.

We are also concerned that the additional recommendation on SGTO funding and the report at (17), (18) and (19) have not been referred to the TFMC for discussion and were not included in the officers report to Tenants Council.

In terms of overall budget we can report that following discussions at the TC and input by the TFMC the figure is substantially correct, although the figure in respect of the outturn cost of the Tenants Conference may need to be adjusted upwards and we have yet to receive an accurate costing for taxi fares. Hopefully this will be resolved in future years with a more accurate reporting system.

5. General Comments

The TFMC meets with the SGTO on a quarterly basis. The SGTO reports in writing on its activities, its footfall and its current budget and cash flow. It is practice that the Chair of the SGTO and the Senior Manager attends and reports and is available to clarify points and answer questions by the Officers and TFMC members. We believe that these conditions are as stringent and strident as any monitoring applied by the Council.

The TFMC takes the view that the SGTO, given its wide range of activities including:

- * Their work on campaigning on benefit changes and the 'Bedroom Tax' which concurs with the views and aspirations and with support of the Council.
- * Their free account verification services to a large number of T&RAs
- * Their support and advice to Southwark tenants and residents trying to get back into work and in particular their help with CVs and in contacts with the DWP
- * Their support and assistance to people suffering the effects of the 'Bedroom Tax' and the reduction of Council Tax Benefit.

The TFMC is also involved in the wider issues currently being agreed with the Council such as the Tenancy Conditions and Handbook which is almost completed, the Futures Steering Board, the Tenants Council, Digital Inclusion, and a considerable number of other working parties. They consider the SGTO to be value for money.

Officers originally recommended an overall reduction in funding which would have resulted in a loss of staff by one person. In effect this would likely have been the Campaign and Research Officer.

The officers have now shifted their position and are recommending conditional funding in line with that recommended by the TFMC and the TC. We take the view that this is an attempt to get control of a substantial part of the Tenant Fund and seems to imply that tenants are not capable of running their own financial affairs.

If the SGTO warrants funding of £238,000 now, then they warranted it when this figure was recommended by the TC and the TFMC. We can only speculate on the activities and change of position by the officers.

- (1) We also meet on a quarterly basis with the Training Officers funded through the Tenants Fund to monitor their work and training programmes. One Training Officer now attends our meetings to advise in training, skills development and technology support.
- (2) The Tenants Fund is unique to Southwark. It allows Tenants & Residents Associations to meet their running costs and affords a degree of financial autonomy. It supportstenant's democracy and participation. The fund enjoys an excellent reputation within and outside Southwark. Tenants' involvement in its management is important.

6. Conclusions

1. The TFMC, when asked to consider the original recommendations of the officers took the view that if we agreed this would lead to anger and confrontation with the Tenants Movement at a time when we have much in common with the Council's aims and objectives. This includes a number of committees and working groups that are making real and progressive changes for the future. The TFMC acknowledge the unanimity of purpose and felt it would be ill advised to create conflict that neither the Council nor the Tenants Movement would benefit from, or welcome at this time.

2. For the first time in the history of the Tenants Fund there has been a situation when it was not possible to reach a conclusion in our submission to the Tenants Council. We are anxious that this is not a recurring situation and would welcome the opportunity for the Chair of the TC and the TFMC to discuss and resolve the situation that has arisen this year with you.
3. The TFMC, for all the reasons previously stated, would ask that you agree the budget as submitted and you do not agree the additional condition with recommendation (2) that the SGTO funding be approved subject to the agreement that the SGTO signs acceptance of the Council's Standard Conditions of Funding.

Item No.	Classification: Open	Date: 20 March 2014	Decision Taker: Deputy Leader and Cabinet Member for Housing Management
Report title:		Tenant Fund Budget 2014/2015	
Ward(s) or groups affected:		All	
From:		Head of Community Engagement	

Recommendations

1. That the Deputy Leader and Cabinet Member for housing management approves the proposed 2014/2015 Tenant Fund budget as summarised in Appendix 1 following consultation with the Tenant Fund Management Committee (TFMC) and Tenant Council (TC).
2. That the Deputy Leader and Cabinet Member for Housing Management notes that the funding of £238,000 recommended for Southwark Group of Tenants Organisations (SGTO) subject to SGTO signed acceptance of the Council's Standard Conditions of Funding (COGF), an agreed specification with clear outcomes and performance monitoring of these outcomes.

Background

3. The Tenant Fund was established in 1989 to fund and support the tenant movement. It derives its income from a precept on tenants' rents, which currently stands at £0.2725p per week per property for 2014/15. Further contributions are made from the home owner fund for 25% of the amount actually paid to tenants' & residents' associations (TRAs) during the year.
4. The Tenant Fund base budget is set every year according to the current number of secure tenanted properties in management and any rent increase. This has been the case every year since the Tenant Fund was introduced.
5. In previous years, the budget has been set after the start of the financial year rather than in advance because it was not possible to have full certainty about the income available until out-turn figures were available and both the carry forward and expected home owner fund contributions were known.
6. In 2012 it was agreed that the budget should be set at the start of the year. The proposed 2014/15 budget has been set on the basis of the previous year's budget accounting for any trends in expenditure and assumes an increase of 1% for salaries
7. It is currently estimated that the Tenant Fund reserve will be in the region of £313k on 1 April 2014. This is an increase of £75k on the amount in the reserve on 1 April 2013. However, some of these resources though not currently allocated may be allocated after the end of the current financial year. This process of delayed budget allocation is linked to the timelines and process for Tenant Fund applications. TFMC has also approved additional expenditure for IT and training.

Details of this are set out in paragraph 9 below and expenditure will be drawn from the Tenant Fund reserve.

Review of Tenant Fund

8. In 2013/14 TFMC and officers worked jointly on reviewing the following elements of the Tenant Fund:
 - Tenant Fund criteria and TRA grant application form
 - Training offer to TRAs and their training needs
 - The standard of the computer and printing facilities in the 3 resource centres – Taplow, Albrighton and SGTO at Bells Gardens to meet the needs of TRA members

9. Following the review a number of changes and improvements are proposed, and subject to final consultation and agreement with TFMC and TC will be implemented from the start of the 2014/15 financial year:
 - Availability of a simplified Tenant Fund grant application form including the availability of the form online.
 - A clear cut off point for making grant applications with a deadline of the 30 September applied to applications relating to the previous financial year.
 - A reduction in the requirement for TRAs to hold general meetings from 4 to 2 a year.
 - An enhanced training offer through the availability of new bespoke training programmes for TRA members covering Health & Safety Risk Assessments, Employment procedures, Fire Risk and Food Hygiene and a pilot scheme for training area housing forum representatives in housing finance
 - Training officers gaining accredited status for the delivery of courses to improve the quality of the training offer. TFMC has agreed a budget of £38,000 for the improved training offer and these new initiatives. This one-off expenditure is to be funded from the Tenant Fund reserve.
 - Improved computer and printing facilities for the use of TRA members in each of the 3 resource centres. Following a request made by SGTO in January 2014 for improved IT infrastructure work has been carried out to identify how their specific computer needs can be met in the most efficient and cost effective way. In order to maximise value, the purchase of equipment through one order will achieve best value and consistency across the 3 resource centres. TFMC has agreed a maximum budget of £40,000 for the upgrading and replacement of the current equipment including a 3 year maintenance contract. This one-off expenditure is to be funded from the Tenant Fund reserve.

Key issues for consideration

10. The Tenant Fund supports resident involvement and TRA activities including:
 - Grants to TRAs

- Services and facilities in the resource centres
- Funding to Southwark Group of Tenants Organisations
- Training and capacity building.

The consultation framework consists of area housing forums that nominate representatives to Tenant Council, which then elects a sub-group to manage the Tenant Fund: the Tenant Fund Management Committee.

11. In 2011 TFMC and TC recommended a total budget of £539,833 with a grant of £160,562 to SGTO for 2011/2012. In 2012/2013 TFMC and TC recommended a total budget of £509,320 with a grant of £175,000 to SGTO. The IDM report for 2012/13 is available as background papers. The report included a recommendation that a request for an additional £40,000 received from SGTO to fund a Research and Campaigns Officer was subject to the submission of a formal business case for funding from contingency and that a further report was to be brought back for consideration in July 2012. The report was considered by TC on 16 April 2012.
12. The SGTO funding application for the year 2014/15 was considered by TFMC on 4 February 2014 and totalled £250,000. Following clarification with SGTO on project costs, the application was revised to £243,000. This is attached as Appendix 2. Following further clarification the amount was amended to £238,000 at the request of TC on 3 March 2014. This sum includes an amount for salaries for the current complement of 5 staff including the Research and Campaign Officer at a total of £157,500. Following consultation with TC and TFMC officers are recommending a grant of £238,000 subject to the normal conditions of grant funding that apply to all voluntary and community sector organisations. This brings SGTO into line with all voluntary sector funded organisations.

Budget elements

13. The reference letters **A - N** used in this part of the report relate to the relevant lines of the budget in Appendix 1.

Expenditure

A. Salaries and staffing

The staff funded is within the council's Community Engagement team: two Community Training Officers and one Tenant Grants Officer. An uplift of 1% is applied in line with Southwark Council's uplift.

B. Training

Set at the same level as last year at £5000. An additional maximum amount of £38,000 has been earmarked for new training initiatives. These are the delivery of new training by external trainers to cover Health & Safety Risk Assessments, Employment procedures, Fire Risk, and Food Hygiene. There are also costs for accreditation of the trainers and the piloting of training in housing finance for area housing forum representatives. This expenditure has been approved by TFMC and TC and will be drawn from Tenant Fund reserve.

C. Other employee expenses

This budget has been changed to zero. Costs in the year 2013/14 related to the cost of an employee's season ticket travel loan which was repaid through monthly salary deduction.

D. Cab fares

Expenditure is limited to use of cabs in line with the policy with further information relevant to this budget element contained in G. Cab expenditure is for attendance by residents at TC, TFMC and attendance at working parties.

E. Equipment lease/repair

The budget covers the hire of photocopiers as well as quarterly costs for the number of copies. The base budget has been set at £7000. However, TFMC and TC has allocated an additional estimated amount of £40,000 to improve the IT facilities at Taplow, Albrighton and Bells Gardens which will be drawn from Tenant Fund reserve.

F. Refreshments / Meetings

This is maintained at the 2013/14 level for TC refreshments.

G. Marketing/Publicity (Tenants Conference)

This is maintained at the 2013/14 level at £10,000.

H. Telephones

This is maintained at the 2013/14 level and includes mobiles phones.

I. Printing & Stationery

This is maintained at the 2013/14 level of £5000.

J. Grants to T&RAs

The budget for grants to T&RAs is the balancing figure for the Tenant Fund and is set after the other budget elements have been determined. The budget makes provision for expenditure on TRA grants of £202,938. Based on expenditure in the current year there is adequate provision as current expenditure is just over £162k with 55 applications processed.

K. Grant to SGTO

The details of this are contained in paragraphs 11 and 12.

L. Income**Total Income**

Following the rent increase, the weekly precept on the rent for 2014/15 is £0.2725. When multiplied by 52 weeks and then by 37,913 tenanted properties, the base budget calculates as £537,227.

M. Home Owners Levy

This figure is based on the agreement with the Home Owners' Fund to contribute 25% of a particular year's actual grant payments by the Tenants fund to T&RAs. It simply represents 25% of the budgeted amount for Grants to T&RAs (budget item J). It is paid quarterly based on the actual TRA spend figure for the quarter.

N. Carry forward

The estimated Tenant Fund budget carry forward is £312,637. A significant number of further grant applications for the current year will continue to be received up to September 2014. It is estimated that these may number between 20 and 30. There is a possibility that further applications might in exceptional circumstances be received for previous years. £78,000 has been earmarked for expenditure for new training initiatives and for upgrading ITC equipment as indicated under budget items B and E. Officers will work with TFMC to consider proposals for use of the reserve in the year to come.

Tenant Fund management committee

14. TFMC is a sub-committee of TC. The Tenant Fund budget is presented to TC after TFMC has finalised its recommendations.
15. This report in draft form was presented to TFMC on the 18 February 2014 for discussion and comment. The budget recommendations were agreed with officers with the exception of the recommendation for SGTO. After further discussion and clarification a final recommendation of £238,000 has been agreed.

Funding of the Southwark Group of Tenant Organisations (SGTO)

16. For 2014/15 the grant to SGTO will be paid quarterly in advance in 2014/15.
17. The grant to SGTO is the largest council grant to any voluntary and community sector organisation. It is not currently subject to standard monitoring arrangements. These are the requirements to submit a grant application setting out the purpose of the grant and the outcomes to be achieved and a requirement to sign the standard conditions of grant funding.
18. All independent organisations funded by the council are subject to funding agreements in the form of grants or contracts. These include the law centre and other advocacy organisations that enable the community to challenge statutory bodies when appropriate. The agreements provide a framework which confer rights and responsibilities on both sides and recognise the independence of the organisation.
19. Putting in place an agreed specification with outcomes and a signed grant agreement would provide greater clarity of purpose and a clear set of objectives for all tenants to be able to see how the organisation meets their needs. It would enable TC and TFMC to set objectives and measure the impact of the work carried out against a business plan. It would also enable SGTO to respond to changes in needs and to develop new strategic objectives in consultation with the broader

tenant movement as well as TFMC. The specification will be developed by officers in consultation with SGTO.

Community impact statement

20. The Tenant Fund supports tenant and resident associations and related support services including training, two resource centres and the SGTO.
21. Services provided through the resource centres in the form of access to IT and printing facilities as well as the training offer, have the objective of promoting TRA member involvement. This is to support the development of engaged and inclusive tenant and resident communities across the borough by providing opportunities for participation that reduces exclusion and inactivity.
22. A known gap is that of young people, who are under-represented within TRAs. One TRA is piloting setting up a youth TRA to increase the engagement of young people with housing and decision making. Officers and the TFMC will actively support initiatives that promote the involvement of young people where possible.
23. SGTO has been responding to the increasing needs of tenants impacted by welfare reform changes. This includes supporting tenants with meeting benefit conditionality requirements and accessing services online.
24. In order to achieve greater consistency and synergy in relation to the services and support provided by the 3 resource centres for tenants it is also proposed that an evaluation of these services is carried out, testing footfall and the needs that tenants present with in order to improve the service offer.

Consultation

25. Consultation has been carried out in the usual way as in previous years with TFMC and TC.
26. The draft budget was prepared by officers based on the previous year and accounting for any known changes. This was presented to TFMC 18 February 2014 and subsequently to TC on 3 March 2014. TC formally recommended the revised funding recommendation from TFMC for SGTO of £238,000 for 2014/15. Officers restated that their funding recommendation for SGTO is for £204,732 with agreement on all other Tenant Council proposed budget recommendations.
27. TFMC were invited to make a representation if deemed appropriate and this was received on 19 March 2014 and focused on the award to SGTO. This has been presented to the Cabinet member for consideration in advance of the decision being taken. In summary TFMC agreed with the recommendation for funding to SGTO but requested that the Cabinet Member should not agree the second recommendation that SGTO funding be approved subject to the agreement that the SGTO signs acceptance of the Council's Conditions of Grant Funding (COGF).

Supplementary Advice from Other Officers

Director of Legal Services

28. The approval of grants over £2500 to voluntary organisations is reserved to individual cabinet members under Part 3D of the council's constitution.

Strategic Director of Finance and Corporate Services (DKz34 2013/14)

29. The 2014/15 Tenant fund budget provision is sufficient to fund the budget proposals for 2014/15 as outlined in this report. Two items of one-off spending totalling £78k are to be funded from the tenant fund reserve. This reserve is currently forecasted to be about £313k at the start of 2014/15.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Tenant fund IDM report 2012/13	Community Engagement Team, 160 Tooley Street	020 7525 7648

APPENDICES

Appendices	
Appendix 1	Tenant Fund Budget 2014/15
Appendix 2	Southwark Group of Tenant Organisations budget application 2014/15

AUDIT TRAIL

Lead Officer	Stephen Douglass, Head of Community Engagement	
Report Author	Andrew Matheson, Senior Commissioning Officer	
Version	Final	
Dated	19 March 2014	
Key Decision	Yes	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments Included
Director of Legal Services	No	Yes
Strategic Director of Finance and Corporate Services	Yes	Yes
Cabinet Member	Yes	Yes
Date final report sent to Constitutional Team	19 March 2014	

APPENDIX 1

Tenant Fund budget and actual summary 2013/14 and 2014/15

Budget elements	Cost elements	2013/14 Budget	2013/14 spend to 28/02/14	2014/15 proposed budget	% budget change
A	Salaries	95112	85555	96063	1%
A	National Insurance	7752	8109	7830	1%
A	Pensions	13792	8780	13930	1%
B	Training	5000	1645	5000	0%
C	Other employee expenses	5000	3799	0	0%
D	Cab fares	500	3790	500	0%
E	Equipment leasing	26412	7691	7000	-73%
F	Refreshments for meetings	1200	956	1200	0%
G	Marketing & publicity (Tenants conference)	10000	4039	10000	0%
	Computer maintenance	0	270		
H	Telephones (land lines)	500	515	500	0%
H	Telephones (mobiles)	0	411	0	
I	Printing	1500	-313	0	-100%
I	Stationery	5000	3670	5000	0%
	Information management		11	0	
J	Grants	236606	155774	202,938	-14%
K	External agencies and bodies (S.G.T.O)	190829	189716	238,000	25%
L	General recharges (Home Owners' Levy)	-59152	-31139	-50,734	-14%
	Salary deductions	0	-2072		
	Total	540051	441207	537227	-1%

M	In addition, the reserve carried forward into 2014/15 is estimated at:	312637
	Total funds available for 2014/15 budget:	849,864

Note: The reserve will be utilised to fund one-off expenditure in two areas, as follows:

Training	£30000
ICT equipment	£40000

Notes:**Line B**

Training reduced back to £5k as requested by Chair of TFMC

Line E

Budget reduced to £7k to fund Copier leasing costs; budget line description changed to Equipment leasing

Line I

Printing budget removed and now total budget for element I = £5k in line with Chair of TFMC request

Line J

Grants is a balancing figure (in conjunction with HOL)- used as a balancing figure because bottom line budget is fixed at £537,227, so in all cases where the budget on a specific line is adjusted, the Grants & HOL budgets will automatically change as well. The figure for SGTO was amended from £243 to £238,000 following a request from Tenant Council at its meeting of 3 March 2014

APPENDIX 2

SOUTHWARK GROUP OF TENANTS ORGANISATION				
Annual Budget 2014 -2015		SGTO		
Description	2014/2015	5		
Staff Salaries	137,000			
Employer NIC	13,500			
Employer Pension	7,000			5 members of staff
Advertising & Recruitment Cost	1,200			South London Press £1,000, Southwark News £200
Replacement & Renewal-furniture	1,500			
Insurance	550			
Cleaning & Maintenance	1,392			
Rent				
Office Stationery	3,000			
Photocopier - Lease and Maintenance	12,800			Rental and cost per copy is charged quarterly, at approx £3,200
Printing & Publicity Material including Newsletter	7,500			
Hall Hire (away day eg.)	800			
Computer Maintenance (Contract) occ. call-out	1,000			
Meeting Expenses	1,800			Group, board,
Volunteer Expenses	1,560			Average 5 volunteers at £3.00 per day, twice a week = 15 x 2 =£30 x 52 weeks
Water (Drinking)	240			
Subscription and fees	335			Southwark News £85, Inside Housing £134, Community Matters £74.50, SPG £5, Information Commissioners Office £35
Legal Advice Cost/Support	5,000			
H.R Support	1,000			

Audit & Accountancy Fees	3,800		
Sage	1,600		Yearly membership £750, monthly fee £70
Bank Interest/ Charges	240		
Travel, Motor and Subsistence	350		Taxi £200, diesel £100, oyster £50
Parking Permit	125		
Postage and Franking Machine	2,900		Month £75, Top-up £500 per quarter
Telephone (land & Franking Machine)	1,640		Land £350, fax £60 = £410 per quarter
Mobile Phones	1,680		5 phones £140 per month
Internet Charges/Domain Name/Websites for T & RA	5,400		Claranet £850, Hands-on £1000, H.P £350, Easy-space £150, Trend £170, Websposure £2900
Resource Room - Repairs & Renewal - ICT	500		
Furniture & Fittings Replacement			
Training Costs - Staff & Board	7,500		
- Resource Room			Courses brought & offered free of charge to tenants & residents of Southwark.
Heating Costs	7,200		Aprox £600 per month, until the actual amount is established.
Youth Participation Project (Research & Conference)			
Books & Resources	1,000		Keep library up to date with current books to assist residents
BME or Repairs Conference 2014			
Campaign	4,000		Printing, banners, travel to conferences
Refuse Collection (veolia)	288		Percentage of charge
Management/Support/Hours	0		
Total Budget Expenses	235,400		
Funded by:			
TFMC			
Free printing to TRAs	8,000		
TOTAL	243,400		
Note:			
Salary figures above is inclusive of 12 months salary for the Campaign and Research Officer.			

From: Uzodike, Kenny
Sent: 21 March 2014 17:55
To: Councillors (Lab); Councillors (Lib Dem); Councillors (Con); Councillors (All People's Party)
Cc: Constitutional Team; Scrutiny Team; Matheson, Andrew; Asaam, Barbara; Douglass, Stephen; Stewart, Neville; Okuboyejo, Lola
Subject: Tenant Fund Budget 2014/2015: Notification of a key decision to be taken by the Deputy Leader and Cabinet Member for Housing Management

Dear Councillor,

I write to inform you of a key decision to be taken by an individual cabinet member as follows:

Cabinet Member: Deputy Leader and Cabinet Member for Housing Management

Type: Key

Title of report: Tenant Fund Budget 2014/2015

Earliest decision date: 31 March 2014

Report: Open

Link: <http://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?IId=50002007&Opt=0>

Once a decision has been taken, members of the overview and scrutiny committee will be notified of the call-in arrangements.

Please do not hesitate to contact me if you have any queries.

Regards,

Kenny Uzodike

Constitutional Team,
Chief Executive's Department

London Borough of Southwark
PO Box 64529, London SE1 2QH

Tel 020 7525 7236

Email: kenny.uzodike@southwark.gov.uk



INDIVIDUAL CABINET MEMBER DECISION-MAKING

RECORD OF DECISION

PART A

DETAILS OF REPORT <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Title of report	Tenant Fund Budget 2014/2015
Decision-maker	Deputy Leader and Cabinet Member for Housing Management
Earliest date when decision can be taken	31 March 2014
Key decision – Yes/No?	Yes
Date published on forward plan	3 February 2014
Date sent to cabinet member	21 March 2014
Recommendation	<ol style="list-style-type: none"> 1. That the Deputy Leader and Cabinet Member for housing management approves the proposed 2014/2015 Tenant Fund budget as summarised in Appendix 1 following consultation with the Tenant Fund Management Committee (TFMC) and Tenant Council (TC). 2. That the Deputy Leader and Cabinet Member for Housing Management notes that the funding of £238,000 recommended for Southwark Group of Tenants Organisations (SGTO) subject to SGTO signed acceptance of the Council's Standard Conditions of Funding (COGF), an agreed specification with clear outcomes and performance monitoring of these outcomes.

ORIGINATING AUTHOR'S DETAILS <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Lead officer	Stephen Douglass, Head of Community Engagement
Report author	Andy Matheson, Senior Commissioning Officer
Contact Number	020 7525 7648

PART B*(Cabinet member to complete this section)***DECISION(S)**

As in report

REASONS FOR DECISION

As in report

**ALTERNATIVE OPTIONS
CONSIDERED**

None

REPRESENTATIONS RECEIVED

I received representations from the Tenants Fund Management Committee in regards to funding for 2014/15.

ADDITIONAL ADVICE RECEIVED

None

ANY INTERESTS DECLARED

Note: If the decision-maker has a disclosable pecuniary interest in the matter the report must be referred to the full cabinet for decision.

Where a cabinet member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by her/him, the cabinet member must notify the monitoring officer of the interest within 28 days and must not take any steps or further steps in the matter.

If a member is unsure as to whether an interest is a disclosable pecuniary interest they should contact the governance team for advice.

DECLARATION

I approve/~~reject~~ the recommendations set out in the report.*

or

I ~~approved~~ an alternative course of action set out in Part B.*

or

I ~~have referred this matter to the Full Cabinet for decision.*~~

(* - Please delete as appropriate)



Signed.....
Cabinet Member

Dated.....03.04 2014.....

Please return completed hard copy of the form to Ian Millichap, Constitutional Team, 160 Tooley Street, P O BOX 64529, London, SE1P 5LX – tel: 020 7525 7225 fax: 020 7525 7284.

Seeking advice

You should seek advice from the relevant officer on a number of occasions:

- (a) If you wish to consider alternative options
- (b) If you are considering rejecting the proposals

Otherwise it is at your discretion when you should seek further advice and you should do so when you consider it appropriate.

OVERVIEW & SCRUTINY COMMITTEE**MUNICIPAL YEAR 2013-14****AGENDA DISTRIBUTION LIST (OPEN)****NOTE:** Original held by Scrutiny Team; all amendments/queries to Peter Roberts Tel: 020 7525 4350

Name	No of copies	Name	No of copies
OSC Members		Other Members [on request]	
Councillor Catherine Bowman (Chair)	1	Councillor Anood Al-Samerai	1
Councillor Gavin Edwards (Vice-Chair)	1	Council Officers	
Councillor Neil Coyle	1	Eleanor Kelly, Chief Executive	1
Councillor Toby Eckersley	1	Gerri Scott, Strategic Director Housing & Community Services	1
Councillor Dan Garfield	1	Stephen Douglass, Head of Community Engagement	1
Councillor David Hubber	1	Shelley Burke, Head of Overview & Scrutiny	1
Councillor Lorraine Lauder	1	Norman Coombe, Head of Corporate Team	1
Councillor Rebecca Lury	1	Ian Millichap, Constitutional Team Manager	1
Councillor Paul Noblet	1	Aine Gallagher, Political Assistant to Labour Group	1
Councillor Right Revd Emmanuel Oyewole	1	William Summers, Political Assistant to the Liberal Democrat Group	1
Councillor Geoffrey Thornton	1	Scrutiny Team SPARES	10
Reserves		Total:	45
Councillor Kevin Ahern	1	Dated: April 2014	
Councillor James Barber	1		
Councillor Chris Brown	1		
Councillor Nick Dolezal	1		
Councillor Tim McNally	1		
Councillor David Noakes	1		
Councillor Lisa Rajan	1		
Councillor Lewis Robinson	1		
Councillor Martin Seaton	1		
Councillor Michael Situ	1		
Councillor Cleo Soanes	1		
Education Representatives			
Revd Nicholas Elder	1		
Lynette Murphy-O'Dwyer	1		
Abul Raheem Musa	1		
Cabinet Members			
Councillor Peter John (Council Leader)	1		
Councillor Ian Wingfield (Deputy Leader)	1		