

Residents Steering Group

Draft Terms of Reference

1. PURPOSE

The [estate/block name] Residents' Steering Group (RSG) is established to ensure meaningful resident consultation and effective participation in decision-making on all aspects of appraising and implementing the redevelopment proposal for the [estate/block name]. This is in accordance with Charter of Principles which sets out the basis upon which the council will engage with residents, particularly around the 11,000 new homes programme.

As a formal consultation and stakeholder engagement group for the Council, the role of the RSG is to represent the interests of tenants and leaseholders affected by the redevelopment proposals ('affected residents').

The RSG is not a decision making body; rather it is expected to make recommendations to the Council relating to the redevelopment proposals for [estate/block name].

2. STRUCTURE AND COMPOSITION OF THE RESIDENTS STEERING GROUP

The membership of the RSG will be from those residents volunteering as members from [estate/block name]. The membership selection is to be updated within 3 months of Southwark Council making a formal decision to proceed with the redevelopment proposal. If the decision is not to proceed, the group will be disbanded.

Where there is an active and recognised tenants and residents association (TRA), there will be at least one representative from the TRA.

Others invited to RSG Meetings in a non-voting capacity:

- Ward Councillors, Officers from LBS,
- independent advisors as required
- Other local stakeholder bodies to be decided by the RSG

The members of the RSG shall elect from their own voting membership a Chair and a Vice Chair.

RSG Members will be able to resign from the RSG by giving a month's notice.

The RSG will be able to co-opt residents to become members of the RSG. Co-opted members will have the same rights and responsibilities as other members.

The RSG is a genuine partnership with all members having equal rights. Votes will be taken on contentious issues or where consensus is not achieved. In the

case of an equality of votes, the Chair of the meeting shall have a second or casting vote.

At every meeting of the RSG the Chair (or in his or her absence, the Vice Chair) shall preside. If neither the Chair nor Vice Chair is present within fifteen minutes of the time appointed for the meeting then the members of the RSG present shall appoint one of their number to act as Chair, whose function it shall be to conduct the business of the meeting in an orderly manner.

The quorum necessary for the transaction of the business of the RSG shall be a third of voting members of the RSG.

The RSG will have the authority to set up specific task and finish groups as it considers relevant to ensure the delivery of the redevelopment proposals and associated issues. These groups will be required to report back to the RSG.

The term of the RSG will be one year and will be renewable for the life of the redevelopment proposal and the subsequent regeneration programme.

On completion of the regeneration programme, the RSG in consultation with the TRA and Resident Engagement officers will determine whether to disband or to become a subgroup of TRA (thereby enabling the continued benefit of the RSG's experience in delivering major works).

Where a TRA does not exist, the RSG in consultation with Resident Engagement officer will determine whether to reconstitute as a recognised TRA.

3. RESPONSIBILITIES OF THE [ESTATE/BLOCK] RESIDENTS' STEERING GROUP

The RSG shall be responsible for:

- Representing the interests of affected residents in their consideration of the redevelopment proposals.
- Representing the diversity of the affected residents.
- Promoting equality in the work of the RSG and in the redevelopment proposals.
- Working with the Council and other stakeholders to implement the redevelopment proposals.
- Providing information and sign posting assistance to affected residents.
- Making representations to the Council on issues associated with the consideration of the redevelopment proposal and the implementation of the subsequent regeneration programme.

In carrying out its functions the RSG will have access to Council Officers and other advisors throughout the duration of the programme and will be encouraged to comment upon, challenge, influence and shape the proposals prior to formal Council decisions being made. The Council will make available, on request, background documents and information to aid the process of consultation.

RSG Members will be expected to:

- Attend meetings - if they have not attended 3 meetings without sending apologies the RSG can end their membership
- Read papers before each meeting
- Represent the interests of all affected residents
- Use their best endeavours to work together to enable the RSG to meet its responsibilities.
- Treat others at the meeting with respect.
- Uphold the confidentiality of information provided to them.

4. PROCEEDINGS AT MEETINGS

Notice of Meetings

The Agenda and papers for discussion shall be circulated 7 working days prior to the meeting, and only in matters of urgency shall papers be circulated 3 working days in advance

Late items will be accepted at the discretion of the Chair, and shall only be matters that are urgent and could not be included in the Agenda

Servicing of Meetings

Servicing of meetings will be arranged by the Council, which will include taking minutes, sending out papers to RSG members and circulating information to other relevant parties.

Conduct of Meetings

Agenda planning will be the responsibility of the Chair and the relevant council officer.

Items for the Agenda shall be notified to the Chair at least 14 days before each meeting.

A public record will be maintained of the decisions of the RSG. Approved minutes will be posted on the Council website.

Confidential business items will be clearly indicated on the agenda. No member shall disclose the content of, or discussions relating to confidential business items. Papers relating to confidential items will be numbered, tabled at the meeting and retained at the end of the meeting when necessary.

The first 30 minutes of RSG meetings will be open to all affected residents from to attend to make representations to the RSG. Representations to the RSG or the opportunity to address the meeting will be considered, at the discretion of the chair.

Only members of the RSG will be able to vote at RSG Meetings.

The Chair will be able to vote on resolutions of the RSG.

If the vote is tied the Chair will have a second and casting vote. In the case of the post of Chair being jointly held, the joint post holders must agree how to use the casting vote.

Frequency of Meetings

The RSG will agree a timetable for regular meetings at the beginning of each term. The Chair, after consultation with the Vice-Chair, may convene an urgent meeting outside the agreed schedule to discuss any urgent issues that cannot wait until the next regular meeting.

Properties Covered by the [Estate/Block]RSG

- [list properties]

[insert catchment map]