

# Investment Group Terms of Reference

(agreed September 2016)

## 1.0 Aims and Objectives

1.1 To review and agree funding applications from residents' groups and relevant officers for estate improvements outside the scope of responsive repairs process or planned maintenance schemes.

1.2 To review and agree funding applications against an agreed set of criteria.

1.3 To provide accountability, transparency, and value for money in terms of reviewing and agreeing funding applications.

## 2.0 The Role of the Investment Group

2.1 To review all desirable funding applications (both 'NIF' and 'HEIP'/Groundwork) up to the value of £20,000 and £50,000 respectively.

2.2 To agree priority funding applications by use of approved weighting criteria, if necessary.

2.3 To ensure that funding is awarded where it is most needed.

2.4 To receive progress updates on approved bids.

2.5 To promote the work of the group to other residents and encourage them to get involved.

2.6 To ensure that there is appropriate funding for bids and to have the knowledge to direct to an alternative appropriate budget (e.g. Play Innovation, Mitie Repairs, Planned Maintenance).

### **3.0 Membership**

3.1 Membership of the Investment Group is open to all residents living in a property managed or leased from the Council.

3.2 There should be no less than 5 members elected to the Group through the Housing Representatives Forum. The maximum number of resident members is 12, including the Chair, with representation from each budget area and representation from Sheltered Housing.

3.3 Membership is subject to four conditions:

3.3.1 to work co-operatively and constructively as part of a team

3.3.2 a willingness/commitment to undertake training for the role

3.3.3 a willingness/commitment to set aside the time necessary to attend meetings and training

3.3.4 a commitment to abide by the agreed Code of Conduct

3.4 Membership of the group will be reviewed annually. Membership will be publicised on the resident involvement webpage and provided to all Housing Representatives Forum members after the AGM

3.5 Members of the Investment Group are not permitted to be a part of the Scrutiny Panel. Should a member wish to join the Scrutiny Panel they would need to resign from their position on the Investment Group. This clause is intended to avoid any potential conflict of interest in the work of both groups. Members of the Investment Group can be members of any other resident involvement group or TRA.

### **4.0 Equalities & Diversity**

4.1 The council believes in a fair society that gives everyone an equal chance to learn, work and live free from discrimination, harassment, and prejudice; that the diversity of our community is an asset to our borough; in fighting against discrimination. The Group will be committed to promoting equality of opportunity to all persons in every respect of activities carried out by it

4.2 The council is committed to equal opportunities policies and action to ensure that its employees and the people it serves are not discriminated against based on their age, class, disability, employment status, ethnic or national origins, race or colour, HIV status, marital status, religious or political beliefs, responsibilities for children or dependants, sex, sexuality, trade union activities and unrelated criminal convictions.

- 4.3 The Investment Group will recognise the existence and importance of the different ages, races, genders, abilities, and lifestyles within our communities and will strive to ensure that no group or individual will be disadvantaged because of its activities.
- 4.4 Members must abide by the Code of Conduct which undertakes to deal firmly and promptly with any cases of discrimination, harassment, or prejudice.
- 4.5 All members are required to undertake mandatory equality and diversity training.

## **5.0 Frequency of Meetings**

5.1 The Group will have a minimum of 6 meetings per year. The meetings for the year will be scheduled following the AGM.

## **6.0 Quorum**

6.1 A quorum will be more than 50% of members e.g. if membership is 12, a quorum will be 7. Inquorate meetings should be noted and decisions ratified at the next quorate meeting.

6.2 If a meeting is inquorate:

6.2.1 absent members will be entitled to present their vote in advance (up to 48 hours before the meeting) in writing

6.2.2 if required, officers can join the voting panel

## **7.0 Officer Support**

7.1 The Investment Group will be provided with officer support to ensure liaison with the council and to co-ordinate investment activities.

7.2 A summary of the bids for consideration will be sent to all group members 7 calendar days before the award meeting. Group members are not permitted to vote on bids for their own estates or schemes.

## **8.0 Chairing of meetings**

8.1 The Investment Group will elect a Chair and Vice Chair. The election for both roles will take place annually during the September AGM.

8.2 The term of the appointment to Chair and Vice Chair roles will be for one year. Following this, the Chair and Vice Chair will stand down and an election will take place.

8.3 The Chair will be provided with updates in terms of group member attendance and will be responsible for discussing any areas of concern in terms of attendance, contribution to the group, or breaches of the agreed code of conduct.

8.4 The Vice Chair will deputise for the Chair in their absence. This includes dealing with any issues in terms of breaches of the agreed code of conduct.

## **9.0 Area of Business**

9.1 The remit of the Investment Group will be to consider and award funding in terms of the HEIP and NIF programmes.

## **10.0 Programme of Work**

10.1 The Investment Group will hold award funding meetings five times a year normally in:

- February for NIF
- March for HEIP,
- May for NIF
- September for NIF
- November for NIF

And then a review of progress of the HEIP project will take place in October

Meetings will consider

- Sustainability
- Community safety
- What component of a bid can be funded?
- Estate/block historic investment
- Life expectancy

- Whether the proposed works constitute capital expenditure in terms of the Section 16 definition of the Local Government Act 2003

10.2 The Investment Group will have two tours during the year one to review completed NIF bids and one for completed HEIP projects. Resident Involvement team to arrange the NIF tour and Groundwork to arrange the HEIP tour.

## **11.0 Accountability**

11.1 The Investment Group is formally accountable to the Housing Representatives Forum and the Cabinet member for Housing

11.2 The minutes and all reports of Group will be made available on the council's web site and to any resident on request.

11.3 In urgent or exceptional circumstances the Investment Group may request that the Cabinet Member for Housing, Executive Director, or Director to attend their meeting.

11.4 In the event of the council having concerns about Investment Group compliance with these Terms of Reference, representatives from the council will meet with the Investment Group at the Investment Group's next scheduled meeting (subject to 14-day notice in advance of the meeting) to raise these concerns and establish a joint agreement to ensure that Investment Group complies with these Terms of Reference.

## **12.0 Budget**

12.1 The council will consult with the Investment Group and link to the resident involvement budget to support the Investment Group to operate effectively. An overall annual budget for resident involvement is agreed and can be made available to the Investment Group.

## **13.0 Training**

13.1 All new members will undertake an induction programme and training. Requirements will be assessed and agreed by group members A training programme will be developed and delivered with resident input. This will be regularly reviewed.

#### **14.0 Evaluation of Investment Group Activities**

14.1 The work of the Investment Group will be subject to an annual impact assessment and its findings will be reported to the Housing Representatives Forum.

#### **15.0 Recruitment and Succession**

15.1 Investment Group members will be recruited via an advertisement to residents. Training will be provided and there will be a code of conduct that members of the Group are expected to adhere to.

15.2 In the event of a Group member failing to attend 3 consecutive meetings without good reason, they will be deemed to have resigned, unless otherwise agreed by the Group. Their place will be filled via the recruitment process.