

Sheltered Housing Panel

CONSTITUTION

- NAME: 1. The group will be known as the 'Sheltered Housing Panel'.
- OBJECTS: 2. The objects of the Sheltered Housing Panel shall be for all tenants of the following sheltered schemes:- Albion Grove, Ancholme Gardens, Broadlands House, Chatterton Crescent, Day Close, Ermine Grove, Greenfields, Hallcroft Close, Horsefair Paddock, Keelby Road, Lincoln Court, Manor Gardens, Martins Close, Nassau House, St Peters Court, Pryme Road, School Close, The Cloisters, Victoria House, Wells Court and Wold Court.
- To promote the exercise of tenants rights and the maintenance and improvement of their housing conditions, amenities and environment.
 - To provide facilities for recreation and amenity and to encourage a community spirit.
 - For the furtherance of these objects to represent the interests of tenants in consultation with North Lincolnshire Homes and other bodies.
 - All money raised by or on behalf of the group shall only be applied in furtherance of the objects of the group.
 - To promote the harmonious functioning of a multi-racial community and to work towards the elimination of all forms of racism and discrimination within it.
 - To ensure the representation of tenants throughout North Lincolnshire Homes sheltered schemes.
3. The group shall have the power to affiliate or disaffiliate to any body whose objects may be of benefit to its membership.
- MEMBERSHIP: 4. Membership shall be open, irrespective of nationality, race, colour and political or religious belief, to all tenants living in sheltered schemes.
5. It shall be a condition of membership that representatives should at all times conduct themselves in a reasonable manner at meetings or in premises used by the group. Any representative may be excluded for breach of this

condition, or for any other conduct contravening the objects of the group, by a majority of those present.

- SUBSCRIPTION: 7. This fee shall be nil.
- CONDUCT OF BUSINESS
8. The business of the Sheltered Housing Panel shall be conducted by representatives from a minimum of 10 of the sheltered schemes. There may be no more than 2 representatives per sheltered scheme.
9. Elected Members (councillors) of the local authority shall not be eligible to sit on the Sheltered Panel or in its dealings with North Lincolnshire Homes or any other body without the permission of the group.
10. A fully attended meeting of the Sheltered Housing Panel may carry out the election or removal of representative. Representatives may come forward at any time without election. Where 3 or more representatives from the same sheltered scheme come forward a ballot shall be made of the tenants in the relevant scheme.
11. The Sheltered Housing Representatives shall update residents through the display of minutes from meetings.
- COMMITTEE
12. The Sheltered Housing Panel shall meet every 3 months. Meeting dates should be made public and any tenant in the sheltered scheme will be welcome to participate as a representative.
- MEETING
13. The decisions of the Sheltered Housing Panel meetings shall be binding on the Group. The representatives shall decide one vote per sheltered scheme. All members shall be given no less than seven days notice of any Meeting. All proposals submitted to the Resident Involvement Section in writing no less than three days in advance of the meeting shall be discussed.
- ANNUAL GENERAL MEETINGS
14. The Sheltered Housing Panel shall call an Annual General Meeting annually. Not less than 21 days notice of the Annual General Meeting shall be given to all members and all those eligible for membership.

At This Meeting

- Each scheme representative(s) shall present an annual report for their scheme.

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| SPECIAL
GENERAL
MEETING | 15. A representative shall call a Special General Meeting at the request of the majority of the other representatives. These Representatives shall give no less than seven days notice of the holding of the Special General Meeting. |
| QUORUM | 16. The quorum for Sheltered Housing Panel Meetings shall be a minimum of 10 schemes represented. The Quorum at an AGM must be 10. |
| NOTICE OF
MEETINGS | 17. Notice of all Meetings where required shall be sent to each representative and shall include the date, time and place of the meeting and an agenda of matters to be discussed. Notice of the AGM shall be sent to all tenants in sheltered schemes. |
| COMMITTEE | 18. Anyone wishing to become a representative must contact the Resident Involvement Section 7 days prior to a meeting. |
| DUTIES OF
REPRESENTATIVE | <p>19. Each representative shall be responsible for voicing the issues and concerns of those they represent. The representative is also responsible for communicating information and updates to his/her scheme through the minutes of the last meeting.</p> <p>Each representative shall keep each other informed of any correspondence or issues relating to the Sheltered Housing Panel. Regular updates on the work and aims of the Sheltered Housing Panel shall take place at meetings.</p> <ul style="list-style-type: none"> • Any representative resigning must do so in writing and must hand over all documents connected with the Sheltered Housing Panel. • Any member being absent for 3 consecutive meetings without apology may be voted off by the other representatives at the next meeting and someone else may be appointed. A letter of future intent will be requested after the second absence by the Resident Involvement Section. • No member shall organise petitions of any kind on behalf of the Sheltered Housing Panel unless authorised by the Sheltered Housing Panel in writing. • Any official activities must have at least two representatives of the committee present at all times |

ALTERATIONS

20. Any proposal to alter this constitution must be submitted to the Resident Involvement Section, North Lincolnshire Homes no less than 28 days before the meeting at which it is to be discussed. Not less than 14 days notice shall be given of such a meeting, together with the wording of the proposed alteration(s). Any alteration shall require the approval of two thirds of those present and voting at the meeting.

21. If the majority of representatives vote to dissolve the Group, volunteers shall be sought from those representative schemes. If no new representatives are found all members of the group shall decide whether the Sheltered Housing Panel should be dissolved. They shall give at least 14 days notice to all tenants of this meeting, which shall be open to all representatives.

Date adopted by representatives: