



East Riding of Yorkshire Tenant Forum: Standing Orders

Order 1 – The Role of the Forum

The Forum will:

- Be non party political
- Represent the interests of all tenants and leaseholders of East Riding of Yorkshire Council (the Council)
- Promote active membership to all tenants and leaseholders of East Riding of Yorkshire Council
- Promote equal opportunities within the community and to work for the elimination of discrimination against people on the basis of race, age, sex or sexual orientation, disability, religion or belief or any other ground which may lead to a person to be treated more or less favourably than others
- Liaise with the Council on all matters relating to the aims and objectives of the Forum as stated within the constitution
- Monitor the performance of the Council by the consideration of performance indicators, involvement in an annual review of performance, tenant satisfaction surveys and the understanding of housing finance and budgets or any other performance issues which the Forum or its sub-groups wish to consider
- Monitor the Key Performance Indicators provided to the Forum on a quarterly basis
- Monitor the Council in the maintenance of the Decent Homes Standard in respect of all its properties
- Participate in, and where necessary instigate, reviews of policy and assist in the setting of performance standards
- Support the production of appropriate information to tenants and leaseholders
- Provide mutual support for members through sharing information.

Order 2 – Decision Making

- When a decision is required on an agenda item, the Chair shall ask for motions to be proposed and seconded and take a vote at the end of the discussion
- Votes shall normally be on a show of hands but any voting member may ask the Chair to organise a secret ballot and at his/her discretion shall order a secret ballot
- In the event of an equality of votes, the Chair or acting Chair of the meeting shall have a casting vote
- Amendments to proposals shall be proposed and seconded before they can be discussed
- Committee and Sub Committee members must treat confidential matters dealt with or discussed by them as such. Breaches of this confidentiality will be dealt with under the Disciplinary Procedure.

Order 3 – Disciplinary Procedures

- Any complaint made against a member of the Forum relating to its work as a representative organisation for tenants and leaseholders in the East Riding must be made in writing to the Chair and Secretary of the Forum
- On receiving a complaint, the Chair should ensure that a notification in writing, briefly detailing the nature of the complaint, be sent to the member about whom the complaint is made and the complainant within seven working days of receipt by him/her of the written complaint. In this notification, the Chair should invite the person about whom the complaint is made, to write a response to the complaint and return it to him/her in 15 working days
- On receipt of the written response from the person about who the complaint has been made the Chair and the Principal Housing Management Officer shall initiate an enquiry to establish the facts of the matter
- The Chair, in conjunction with the Secretary of the Forum, should arrange a special meeting of the Committee specifically to consider the complaint and any response made to it. The parties shall both be excluded from the special meeting. Two members of the Committee shall not participate in this meeting so that they can hear any appeal if one is made. The Chair or Vice Chair will also be excluded so that they may hear any appeal
- The Chair may take advice from a member of staff of the Council on the issues involved if s/he considers this is required for a full understanding of

the implications of the complaint or its response. Any Council advice will be incorporated into the letter which explains the decision

- Having considered all the documentation concerning the complaint and its response, the chair should ask the Committee to decide if the complaint is justified or not and what action should be taken concerning the parties involved

The options open to the Committee are:

- No Action
 - Advice and guidance
 - A written warning
 - A suspension from the Committee or Forum meetings
 - Expulsion from the Forum
-
- A member about whom a complaint has been considered by the Committee shall be informed in writing of the decision of the Committee, within seven working days of the meeting at which the decision had been made. The complainant will also be informed in writing at the same time
 - If for any reason either party to the dispute is not satisfied with that decision, they have 14 working days from the date that he or she received notification of the disciplinary decision, in which to lodge, in writing, a request for an appeal.
 - Any person, including the Chair and Vice-Chair, who is excluded from the Forum, shall have the right to appeal against the decision. The appeal will be heard by a panel consisting of two members of the Committee who were not involved in the original hearing, the Chair or Vice Chair and the Principal Housing Management Officer. The Chair or Vice Chair will chair the appeal. The appeal decision is final
 - Minutes of the appeal will be taken and regarded as confidential.
 - The member shall have the right to ask the Forum Chair or Vice-Chair and the Principal Housing Management Officer to review their membership after two years. Minutes of the appeal will be given to the Chair or Vice-Chair and the Principal Housing Management Officer to consider when reviewing membership.