

## **HAMPSTEAD DISTRICT MANAGEMENT COMMITTEE (DMC)**

### **CONSTITUTION**

#### **1. PURPOSE OF HAMPSTEAD DMC**

Hampstead DMC is primarily an advisory and consultative forum to address issues affecting tenants and leaseholders of Camden who reside in the Hampstead DMC area. The DMC may decide to consider issues in the Hampstead DMC area and matters affecting any resident of Camden's council housing generally.

In particular it may:-

- (a) Discuss and make recommendations to the Cabinet Member for Housing (Better Homes) in order for tenant and leaseholders views to be taken to Cabinet and influence decisions.
- (b) Make recommendations to Council officers.
- (c) Focus on all matters related to the services for management, maintenance and expenditure in the Hampstead DMC area including regeneration, and the environment.
- (d) Consider other matters referred to it from any part of the Council.

#### **2. HAMPSTEAD DMC MEMBERSHIP AND VOTING RIGHTS**

- (a) Each Tenant and Resident's Association (TRA) within the area of the DMC and registered with the Council shall elect one of its members as a DMC representative, together with one substitute representative, the latter being entitled to vote only in the absence of the full member.
- (b) Only tenants and leaseholders may be HAMPSTEAD DMC representatives.
- (c) Where a representative is elected Chair, the Association concerned may elect one additional voting member for the period of office of the Chair.
- (d) Each TRA representing more than 300 properties shall be entitled to elect one additional voting member and substitute.
- (e) Tenant Management Organisations recognised by the Council and Camden Association of Street Properties shall enjoy the same rights of representation as TRAs.

- (f) The Cabinet Member for Housing (Better Homes) will be expected to attend all scheduled meetings and will be invited to all other HAMPSTEAD DMC meetings.
- (g) ***Councillors shall be non-voting.***
- (h) HAMPSTEAD DMC may, having considered their aims, objectives and structure and their relationship to other local groups, choose to invite other local organisations to nominate non-voting members. Each such membership shall be for one municipal year.

### **3. ATTENDANCE AND INVITATIONS**

- (a) Any resident of Camden's council housing in Hampstead may attend without voting rights, and speak at the discretion of the Chair. Advance notice should be given (and for the avoidance of doubt the term "council housing" includes both council tenants and leaseholders).
- (b) Other non-voting observers may attend all or parts of HAMPSTEAD DMC meeting at the discretion of the Chair. Advance notice should be given.

### **4. THE CHAIR**

- (a) HAMPSTEAD DMC shall elect its Chair and Vice-Chairs annually at the first meeting in the municipal year.
- (b) If there is more than one nomination, there will be a secret ballot.
- (c) Only DMC representatives or substitutes can become Chair.

**At the end of the DMC year the Chair will step down from their position and return to their original position as DMC representative or substitute.**

- (d) HAMPSTEAD DMC Chair has a CASTING vote where a vote is tied.

### **5. REPRESENTATION ON OTHER COMMITTEES AND GROUPS**

- (a) Elections to relevant groups and forums will take place at the first HAMPSTEAD DMC meeting each municipal year.
- (b) HAMPSTEAD DMC will decide on the manner in which its representatives will report back.

## **6. MEETINGS**

- (a) There will be at least four meetings of HAMPSTEAD DMC each year.
- (b) Special meetings may be called at the discretion of the Chair or the Vice-Chair if the Chair is unable to act. Representatives have the right to request a Special meeting by setting out to the Chair the items that they feel should be discussed.
- (c) The quorum for any meeting shall be 20% of the voting members.

## **7. AGENDA AND DESPATCH OF PAPERS**

- (a) The agenda for meetings with reports will be despatched to members and substitute members and at least 2 weeks before the meeting.
- (b) Representatives must submit items for the agenda to the District Manager and DMC Chair at least 4 weeks before the meeting to allow officers to prepare a written response for the agenda.
- (c) Verbal reports on issues arising since the agenda was despatched may be taken with the agreement of the Chair.
- (d) Minutes of HAMPSTEAD DMC meetings will be agreed with the Chair before being issued.
- (e) Agendas and papers will otherwise be formulated and despatched as agreed by HAMDMC.

## **8. VOTE OF CONFIDENCE**

- (a) DMC members can exercise a vote of no confidence; however this can only be done for serious matter (fraud, criminal activity, undisclosed conflict of interest or repeated breaches of the code of conduct by the same rep or reps) not covered by the code of conduct
- (b) A vote of no confidence shall not be used as a mean of sanctioning DMC officers as this is will be dealt with via the code of conduct
- (c) Members should be informed two weeks before a DMC meeting of an intention to raise a No Confidence Motion and full details of reasons for doing so.

## **9. OTHER REQUIREMENTS**

- (a) HAMPSTEAD DMC will have budgets agreed annually as part of the rent-setting process.

- (b) HAMPSTEAD DMC may request reports from the Council and an appropriate Council officer will present these reports in accordance with the Tenants' Compact.
- (c) All meetings will be run in line with the Code of Conduct adopted for residents' meetings and approved by HAMPSTEAD DMC.
- (d) HAMPSTEAD DMC representatives are entitled to claim expenses for travel, childcare and other costs incurred due to attendance at meetings in accordance with the guidelines
- (e) This Constitution and the Code of Conduct shall be formally adopted at the first HAMPSTEAD DMC meeting of each municipal year.
- (f) Proposed changes to the Constitution shall be set out precisely in an HAMPSTEAD DMC agenda and require a simple majority of a quorate meeting to be adopted.

**ENDS**