

Camden Town District Management Committee (DMC)

CONSTITUTION

As agreed at the DMC meeting on 6th September 2023

1. Purpose of the District Management Committee

- (a) The DMCs are advisory bodies of elected resident representatives to the London Borough of Camden's Cabinet, Cabinet Member for Better Homes and the Housing Scrutiny Committee.
- (b) The five DMCs covering the entire borough will discuss and make recommendations regarding council housing and related issues in the area covered by their DMC.
- (c) The DMC will focus on all matters related to the services for management, maintenance and expenditure within their housing district including regeneration, rehabilitation, leisure and the environment.
- (d) Other matters, such as boroughwide housing policy issues, will be referred to the DMC from the Council, and vice-versa.

2. Membership and Voting Rights

- a) Each Tenants and Residents' Association (TRA) registered with the Council's Tenant and Leaseholder Engagement Team in the catchment area of the District Management Committee may elect one representative and one substitute representative, the latter being entitled to vote only in the absence of the full member.
- b) Each TRA representing more than 300 properties shall be entitled to elect one additional voting member and substitute.
- c) The Camden Association of Street Properties (CASP) will be recognised as an affiliated TRA and as such be entitled to elect one voting representative and one substitute representative.
- d) Only tenants and leaseholders may be representatives on the DMC.
- e) Where a TRA representative is elected Chair, the TRA may elect an additional representative to the DMC. Where a substitute representative is elected Chair, the TRA may elect an additional substitute representative to the DMC.
- f) Tenant Management Organisations recognised by the Council shall enjoy the same rights of representation as Tenants and Residents' Associations.

3. Attendance and invitations

- a) Meetings are open to individuals and representatives from relevant groups to attend as observers without voting rights, and will be entitled to speak at the discretion of the Chair.
- b) The Cabinet Member for Better Homes will be invited to all DMC meetings.

- c) Nominated Members of Camden Council will be invited to the DMC meeting without voting rights but may be allowed to speak at the discretion of the Chair.

4. The Chair and Vice-Chair(s)

- a) Each DMC shall elect its Chair and up to two Vice-Chairs annually at the first meeting in the municipal year for the duration of that municipal year. If more than one Vice-Chair is elected, one of them shall be elected to be senior Vice-Chair to serve as Chair if the elected Chair is indisposed or ceases his/her role in that municipal year.
- b) If there is more than one nomination, there will be a secret ballot. The vote shall be decided by a relative majority.
- c) Only TRA representatives or substitute representatives on the DMC shall be eligible to hold the positions of Chair and Vice-Chair of the DMC.
- d) The Chair of the DMC shall not act as the representative of their TRA for the duration of their term of office, excluding provision under clause 9a).
- e) The DMC Chair will not be eligible to vote, except where a vote is tied, when they will be entitled to a casting vote.
- f) The Chair of the DMC will be empowered to represent the DMC's views on any matter, for example, in response to consultations, if there is not sufficient time to consult the DMC either formally or informally.
- g) The Vice-Chair(s) of the DMC shall continue to represent their TRA and have according voting rights unless they are acting as the Chair.
- h) Should the Vice-Chair be deselected as a representative or substitute representative of their TRA, they will be entitled to fulfil their term of office but without voting rights (except if acting as the Chair where they will have a casting vote as per clause 4e).
- i) The outgoing Chair will resume their elected TRA representative status at the time the role of DMC Chair is relinquished if they remain the representative of their TRA.
- j) A temporary DMC representative elected by their TRA as per clause 2e) shall stand down at such point where the Chair relinquishes their role.
- k) Should the Chair, for unforeseen circumstances cease his/her role during the municipal year, the senior Vice-Chair shall become acting chair for the remainder of that municipal year.

5. Representation on other Committees and Groups

- a) Elections will take place at the first meeting of the DMC each municipal year to relevant groups and forums. Should a group or forum be formed during the municipal year, elections to that body will occur at the next available DMC meeting.
- b) Where there is more than one nomination, a secret ballot shall be held. The vote will be determined by relative majority.
- c) Those elected to outside groups and forums shall stand down at the end of the municipal

year and fresh elections held.

- d) The DMC will have the power to co-opt tenants or leaseholders who are not registered TRA representatives or substitutes to act as its representative on external groups or forums. Any co-opted representatives shall not have voting rights at the DMC, but are entitled to vote at the external groups or forums to which they have been nominated.
- e) The DMC will decide on the manner in which representatives will report back from outside groups and forums.

6. Votes of no confidence

- a) DMC members can call for a vote of no confidence in either the Chair, Vice-Chair(s) or any DMC member/co-opted member elected to represent the DMC on another body. For a motion of no confidence to be valid it must:
 - i) set out reasons;
 - ii) be proposed and seconded by DMC representatives from at least three affiliated TRAs;
 - iii) be submitted to the clerk of the DMC and Head of Tenant Participation and Sheltered Housing at least three weeks before the DMC meeting to be circulated on the agenda.

Where the reasons constitute a constitute a serious matter, including, but not limited to fraud, criminal activity, undisclosed conflicts of interest or repeated breaches of the code of conduct the motion of no confidence may be accepted up until the day of the meeting.

The Head of Tenant Participation and Sheltered Housing will inform the signatories to the motion as to whether it has been accepted or not.

- b) Motions of no confidence will not otherwise be accepted. The following matters are specifically excluded:
 - i) matters being considered and yet to be resolved through code of conduct processes;
 - ii) where reasons given are the same or similar to another motion of no confidence at either of the last two DMC meetings.
- c) Any motion of no confidence will be taken as the first item of business at a DMC meeting.
- d) If a motion of no confidence is accepted in respect of the Chair, a Vice-Chair will assume the Chair for the duration of the motion's consideration at the meeting. If the Vice-Chair is a signatory to the motion or otherwise feels unable to preside, a senior Housing officer will chair the meeting for the duration of the item.
- e) If the motion of no confidence is passed in the Chair or a Vice-Chair they will immediately resume their position as an ordinary DMC member in line with 4i).

7. Meetings

- a) There will be at least four ordinary meetings of the DMC each year.
- b) TRA representatives on the DMC have the right to call special DMC meetings at the

discretion of the Chair and Vice-Chair.

- c) The quorum for DMC meetings shall be 20% of the voting members.
- d) The quorum for all special meetings of the DMC shall be 5 voting members.

8. Agenda and Dispatch of Papers

- a) Reports will be prepared and the agenda for meetings dispatched to DMC members and substitute members at least 2 weeks before the meeting.
- b) The agenda will be agreed by the Chair in consultation with the Vice-Chair(s) and relevant officers.
- c) Urgent business may be taken at the discretion of the Chair.
- d) Minutes of DMC meetings will be recorded and distributed in a manner agreed by the DMC.

9. DMC Budget Bids

- a) The DMC will only approve bids from TRAs for funding where a member of the TRA is present at the meeting, except in extenuating circumstances. The DMC will decide on exemptions on a case-by-case basis.
- b) To be eligible for funding a TRA must have been represented (not necessarily through their designated representative or substitute representative) at a minimum of two meetings in the past twelve months, except in extenuating circumstances. The DMC will decide on exemptions on a case-by-case basis.
- c) New or revived TRAs registered with the Council within the previous twelve months shall be exempted from clause 9b).

10. Other Requirements

- a) The DMC may request reports from the Council and it is expected that these reports will be accompanied by a Council officer where appropriate.
- b) All meetings will be run in line with the approved DMC Code of Conduct. The Chair's ruling on code of conduct matters will be final.
- c) DMC representatives are entitled to claim expenses for travel, childcare and other costs incurred due to attendance at the DMC meetings in accordance with the guidelines agreed. Receipts for claims should be sent to the relevant housing service head.
- d) Members shall be reminded to declare any possible conflict of interest at the start of every meeting.
- e) Any proposed amendments to the DMC's constitution must be submitted in writing to the DMC's Chair and clerk at least 15 days before a DMC meeting for inclusion on the agenda. Amendments must be approved by a majority of the voting DMC members present at the meeting at which the changes are being considered.

ENDS