

# Kentish Town District Management Committee

## CONSTITUTION

### 1. Purpose of the District Management Committee (DMC)

- a) District Management Committees (DMCs) are advisory forums to address Council housing and related issues
- b) The DMC will discuss and make recommendations to the Council's Cabinet
- c) The DMC will focus on all matters related to the services for management, maintenance and expenditure within their District area including regeneration and the environment
- d) Other matters as may be referred to DMCs from the Council or matters which the DMC decides to address.

### 2. Membership and Voting Rights

- a) Each Tenants' and Residents' Association (TRA) registered with the Council within the area of the DMC may elect one representative and one substitute representative, the latter being entitled to vote only in the absence of the full member.
- b) Only tenants and leaseholders may be representatives on the DMC.
- c) Where a DMC representative is elected Chair of the DMC, the TRA concerned shall be allowed to elect one additional voting member.
- 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 Tenants and Residents' Associations.

### 3. Attendance and invitations

- a) Meetings are open for observers to attend without voting rights, and with the right to speak at the discretion of the Chair.
- b) The Cabinet Member for Housing (Better Homes) will be expected to attend all scheduled meetings and will be invited to all DMC meetings
- c) Members of Camden Council for the DMC representing their Ward will be invited to that District Management Committee meeting without voting rights.
- d) Representatives of the following groups will be invited to DMC meetings:

Sheltered Housing Forum

Camden Leaseholders Forum

Any other tenant group or organisation as the DMC may decide

- e) Trade Union representatives have observer status.

#### **4. The Chair**

- a) The DMC shall elect a Chair and up to two 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 TRA representatives or substitutes on the DMC can be Chairs of DMCs.
- d) If a TRA representative or substitute on the DMC is elected as Chair, he/she no longer is a representative of their TRA. The resulting vacancy can then be temporarily filled by the TRA. The DMC Chair will only have a casting vote in the case of a tie.
- e) 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.

#### **5. Vote of no 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 means 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.

#### **6. 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.
- b) Representatives elected by the DMC to other bodies will report back to it and be accountable to the DMC.

#### **7. Sub-Committees and Working Groups**

The DMC may propose setting up sub-committees and working groups with their terms of reference, membership and reporting arrangements. Sub-committees will have the power to meet as necessary during the municipal year, and stand down at the end of it. Working Groups have defined number of meetings and a date to report and stand down. Either may be set up across District boundaries.

#### **7. Requirements for membership of DMC**

- a) All TRAs wishing to be represented on the DMC shall register with the Tenant

Participation Team in accordance with the requirements of the Council.

## **8. Meetings**

- a) There will be at least four meetings of the DMC each year.
- b) TRA representatives on the DMC have the right to call Special DMC meeting at the discretion of the Chair and Vice-Chairs.
- 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 of the voting members.

## **9. Agenda and Dispatch of papers**

- a) Reports will be prepared and the agenda for meetings dispatched to DMC members and substitute members and at least 2 weeks before the meeting.
- b) Items for the agenda will be received by the servicing body at least 4 weeks before the meeting.
- c) Verbal reports on issues arising since the agenda was dispatched may be taken with the agreement of the meeting.
- d) Minutes of DMC meetings will be recorded and distributed in a manner agreed by the DMC.

## **10. Other Requirements**

- a) The DMC may request reports from the Council and these reports will be accompanied by an appropriate Council officer where agreed.
- b) All meetings will be run in line with the approved Code of Conduct.
- c) TRA representatives on the DMC 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 by the Housing Strategy and Policy Forum.

**JUNE 2019**