
Resident Involvement: Support for setting up and running a tenants and residents' association (TARA)

Reviewed: May 2010 (with the committee of St Ann's Residents Association)

To be reviewed: Annually

Aim

LYHA encourages the formation of tenant and residents associations (TARA) that are accountable, democratic and represent the views of their members.

If residents would like to set up a residents association LYHA will,

- Provide a draft model constitution
- Put the group in touch with Leeds Tenants Federation
- Help organise and facilitate initial meetings
- Provide resources to help these meetings run smoothly – for example, light refreshments, spaces at site based offices
- Provide independent support if a committee is to be elected
- Provide a set up grant of £50 to assist the residents with set up costs
- Use of office stationery and photocopying facilities

Criteria for formal recognition of Resident Associations

Resident and Tenant Associations seeking recognition must meet the following criteria before they will be recognised by LYHA. They must

- Not exclude anybody who lives in the area from being a member
- Strive to encourage as many people as possible, of all types of backgrounds to get involved and reflect the ethnic mix of the association's tenants in a particular area
- Provide evidence of the support of 25% of the households in the area they intend to represent.
- Have an elected committee (re-elected every twelve months at an open meeting (AGM)).
- Keep members regularly informed (minutes circulated, newsletter/ letters to members to keep updated on things)
- Provide LYHA with a copy of minutes to each meeting and making them public to all members
- Provide a "code of conduct" for committee members
- Agree with the principles outlined in LYHA's inclusion statement
- Listens and acts on what its members have to say
- Keeps a regular account of how its money is spent and have the accounts examined by LYHA once a year
- Holds an annual general meeting every twelve months and has four committee meetings per year
- Actively represent the views of its members whenever it can
- Have a written constitution that is acceptable to its members and LYHA

As a recognised TARA the group will receive the following from LYHA. This includes:

- Regular opportunities to be involved in consultation with LYHA regarding new policies, procedures and estate initiatives;
- Access to office equipment to create flyers, letters;
- A small grant to continue to operate and to assist with running costs per year (currently £100);
- Training to committee members to help them carry out their job effectively;
- Advise throughout the year to ensure that the TARA meets this criteria;
- Commitment from LYHA that representative will attend meetings when requested – whenever possible;
- Help to secure long term venues for meetings;
- A place on the Residents Forum at LYHA (the scrutiny panel).

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