



Kedge, Starboard & Winch Resident Steering Group Terms of Reference

1. These terms of reference define the role, objectives and membership of the Kedge, Starboard & Winch Resident Steering Group.

Role of the Kedge, Starboard & Winch Resident Steering Group

2. The Kedge, Starboard & Winch Resident Steering Group's role is to provide a resident-led mechanism to work with One Housing Group to monitor and oversee any proposed works; and maximise resident engagement in any consultation exercise to the following blocks:
 - Kedge House
 - Starboard Way
 - Winch House
3. To do this the Kedge, Starboard & Winch Resident Steering Group will be directly involved with and receive information and comment on the following key issues related to the works:
 - a. Maximising resident engagement
 - b. Communications with all residents affected by the works
 - c. Balloting arrangements
 - d. Consultation on the works
 - e. Appointing consultants
 - f. Options for the works
 - g. Contents of a Resident Charter
 - h. Specification of the works
 - i. Progress in carrying out the works
 - j. Quality of the works
 - k. Resident feedback on the works
4. The Kedge, Starboard & Winch Resident Steering Group will consider the issues/subjects outlined in 3a- 3k at the appropriate time.
5. To work with One Housing Group to support and facilitate the best practice in consultation, and promote engagement with the wider community affected by any new build or refurbishment scheme.
6. The Kedge, Starboard & Winch Resident Steering Group will sign off any timetable and its review, Resident Charter, and Options Appraisal consultation before they are put to residents.

7. The Kedge, Starboard & Winch Resident Steering Group will receive some confidential information from time to time, such as commercially sensitive information on Tenders.

Objectives of the Kedge, Starboard & Winch Resident Steering Group

8. To provide a voice to all residents affected by any new build or refurbishment works to the homes in Kedge, Starboard & Winch.
9. To ensure that local issues are addressed when decisions are made about any works at Kedge, Starboard & Winch.
10. To ensure that One Housing Group provides information in a timely and appropriate way to the Kedge, Starboard & Winch Resident Steering Group and residents affected by any works.
11. To work with One Housing Group on any communication from One Housing Group linked to works at Kedge House, Starboard Way & Winch House.
12. To work with One Housing Group on the joint appointment of any consultants, advisers, architects or contractors involved in the Project. Such appointments are subject to the consent of the Resident Steering Group.

Membership of the Kedge, Starboard & Winch Resident Steering Group

13. The membership of the Kedge, Starboard & Winch Resident Steering Group will seek to reflect the diversity of the residents of Kedge House, Starboard Way & Winch House in terms of age, gender, tenure, property type and ethnicity.
14. The Kedge, Starboard & Winch Resident Steering Group shall consist of up to 15 tenants and leaseholders, in proportion to the tenure of the blocks concerned. The members will be elected. If a tenant permanently moves or a leaseholder sells their home, they are automatically presumed to have resigned. Any vacancies will be filled through the RSG co-opting members.
15. The residents of the block concerned will be asked to nominate themselves in writing, and members will be elected at open meetings of the residents concerned and will serve for a term of two years.
16. New members will be made aware of the time and personal commitment required to join the Kedge, Starboard & Winch Resident Steering Group. Kedge, Starboard & Winch Resident Steering Group Members will be supported by the Advocate and the Independent Tenants and Leaseholders Advisor (ITLA).
17. One Housing Group's Project Team, contractors and other consultants will attend the Kedge, Starboard & Winch Resident Steering Group Meetings.
18. The Kedge, Starboard & Winch Resident Steering Group may invite others to attend its meeting, e.g. ward councillors.

Organisation and meetings

19. The Kedge, Starboard & Winch Resident Steering Group will be chaired by a resident elected by the Members.
20. The Kedge, Starboard & Winch Resident Steering Group will meet on a regular basis, at intervals agreed by the members and One Housing Group.
21. The Kedge, Starboard & Winch Resident Steering Group shall be deemed quorate with an attendance of 7 of the members, one of whom must be a resident of either Starboard Way or Winch House.
22. All members shall attend at least four meetings annually. Failure to attend three consecutive meetings will result in their membership being reviewed.
23. All meetings will be held at an accessible venue, agreed by the members.
24. Meetings will take place at a time agreed convenient by the majority of members.
25. Where possible a minimum of five days' notice of meetings will be provided.
26. All Kedge, Starboard & Winch Resident Steering Group members are required to comply with the code of conduct and ground rules for meetings as set out below. They will be expected to sign an agreement to comply with the code of conduct.

Access to information and communications

27. No member shall speak to the press in a formal capacity as a member of the Kedge, Starboard & Winch Resident Steering Group without the prior agreement of the members of the Group.
28. The Kedge, Starboard & Winch Resident Steering Group will produce quarterly newsletters to update residents on their work and keep residents as a whole up to date with what is happening.
29. Any communication from One Housing Group about the work of the Kedge, Starboard & Winch Resident Steering Group will be presented to the Group for comment prior to publication.

Equalities

30. The Kedge, Starboard & Winch Resident Steering Group will adopt and abide by One Housing Group's Equalities Policy.

Task & finish

31. The Kedge, Starboard & Winch Resident Steering Group shall cease to operate under these terms of reference when any new build and/or refurbishment works to Kedge House, Starboard Way & Winch House are completed, and the defects liability period has ended.

Code of Conduct

32. To ensure that meetings are conducted in the spirit in which all opinions can be heard the following Code of Conduct will apply to all Kedge, Starboard & Winch Resident Steering Group members and meetings. All Members of the Resident Steering Group therefore have to agree:

- a. To speak through the Chair, ensuring that I wait until I have been asked to make my contribution.
- b. That all members have a responsibility to conduct themselves in a way that does not cause offence to others or limits in any way their ability to participate in a meeting.
- c. That all members should actively listen to what others have to say; respect the opinions of others as well as tolerance and patience; and to give honest and constructive feedback to each other in a helpful and non-confrontational manner. It also is important to say if I disagree with another and explain why.
- d. That racist, sexist or other derogatory remarks or actions, behaviour that intimidates people who are speaking or wish to speak is not acceptable.
- e. That preventing people from expressing their views through interrupting or talking whilst they are speaking is not acceptable.
- f. The Chair will point out to anyone who breaches this Code of Conduct that unacceptable behaviour will not be tolerated.
- g. If the unacceptable behaviour persists, a motion will be put to the meeting to suspend the person from meetings.
- h. Further breaches of the Code of Conduct by such persons will result in their right to attend meetings being withdrawn.
- i. To maintain confidentiality on items that are considered which contain commercially sensitive information.
- j. To share with other members of the Resident Steering Group, OHG and the advisers appointed to work with the Group their email address as much of the paperwork will be shared by email.
- k. That in line with the GDPR (General Data Protection Regulations) that came into force in 2018 to only use individual email addresses to circulate information about the business of the Resident Steering, including meeting dates, agenda, minutes and information of professional interest eg forthcoming events, training. The mailing list will not be made available or disclosed to third parties.