



Out of the all the tenant organisations who have North Lanarkshire Council as their landlord, just over half are currently registered. We explore the main features about becoming registered.

Basic features of registration

- + Every landlord must keep a register of tenant groups in their area, which is a public document open to public inspection at reasonable times;
- + The criteria for registration is set by Scottish Ministers;
- + Tenant and residents groups can register with the landlord, provided they meet the criteria set by Ministers about being democratic and accountable;
- + To receive the full benefit of the legislation, tenant and residents groups should register with every landlord whose tenants they represent;
- + Tenant and residents groups can appeal to Scottish Ministers if they are unhappy with a decision reached about registration;
- + Landlords are responsible for ensuring that registered groups meet the registration criteria and that this is regularly reviewed.

If you want to check whether your group is registered please phone Claire Taylor on 01236 812509 or check the council website. If your group is not, all you have to do is ask Claire for an application form, complete it and send it back to her. To be successful you must:

Have a written constitution with the following details:

- + The group's objectives;
- + The area in which you operate;
- + The membership process;
- + How the committee operates and is elected;
- + How business is conducted;
- + How funds are managed;
- + When meetings are held, including the Annual General Meeting;
- + How the constitution can be amended;
- + The group's commitment to equal opportunities;
- + How the group intends to promote housing and housing related matters.

Have a committee that:

- + Is elected annually and committee members must be required to stand down after a certain period (this period should be specified in the constitution);
- + Consists of at least three members who can co-opt other members on;
- + Reaches decisions democratically (the decision making process should be included in the constitution).

In addition:

- + The group must operate within a defined area that includes the landlord's housing stock, and it must be open to all tenants within that area;
- + The group must have proper accounting records showing income and expenditure, assets and liabilities. The constitution must require an annual audited financial statement to be presented at the Annual General Meeting;
- + The group must be able to demonstrate how it plans to represent the views of its members and how it will keep them informed.

This may seem like a large criteria but consider this- you can meet this criteria simply by having a decent constitution and filling in a simple application form. If it still seems daunting or you have a problem you can even get an example constitution that satisfies the criteria and Phil Arnold is happy to help you fill in the application form.

Helpful links:

Claire Taylor can be reached on 01236 812509 for application forms and sample constitutions. The North Lanarkshire Tenants & Residents Development Support Project can be reached on 01236 435844 for assistance filling in the forms.

You can also get information including a sample constitution online at <http://www.tis.org.uk>



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Development Support Project