

## **Appendix 1**

### **Tenants' & Residents' Association Recognition criteria**

The Tenants & Residents Association must fulfil the following criteria before it is recognised. The criteria covers the following:

1. The geographical area covered by the Association must fall within the boundaries of Caerphilly County Borough Council
2. The Association must be the only tenant & resident representative body in the specified area. In disputed cases, the Council will be the final arbitrator and TPAS may be approached to act as an intermediary.
3. The Tenant & Resident Association should adopt a constitution that is approved by Caerphilly County Borough Council and states:
  - the official name of the Association, which should reflect the area it represents
  - the aims of the Association
  - the membership of the Association - who can join on what basis (this section should also include an equal opportunities clause).
  - membership of the Association should not exclude any residents within the specified area
  - the Association should ensure that it represents tenants within its specified area
  - the procedure to be followed when the organisation is disbanded, how the group can be wound up and how the funds and possessions of the Association will be disposed of
  - the arrangements for financial management
4. The Association must provide the Council with the name of its bankers
5. The Association must have its accounts audited annually by an independent auditor and present those accounts to its membership and the Council. The Association must also abide by the Funding Guidelines as supplied by the Council
6. The Association should inform the County Borough Council Members from the Ward(s) which cover the area of the dates and times of appropriate meetings
7. The Association must provide the Participation Officer with notice of meetings, including agendas where possible and minutes of all relevant meetings
8. The Association must establish a Tenants Sub Committee as a formal mechanism which can be used to consult Council tenants only, and provide the Council with names of tenant representatives.

9. Associations are encouraged to join TPAS (Cymru) and the Welsh Tenants Federation
10. Associations are encouraged to work in partnership with the Council and within the spirit of the Local Tenant Participation Strategy.
11. The Association should ensure that it puts into place a mechanism that will allow it to undertake an annual review of its progress and present this to its members and Participation Officer
12. Arrangements should be put into place to ensure that complaints are dealt with quickly and efficiently (in disputed cases the Association may approach the Council, TPAS or WT for advice, assistance and if necessary to arbitrate)