



OWNERS' FORUM

CONSTITUTION

PROPERTY FACTOR REGISTRATION NO: PF000146

1. Name, Purpose and Contact

- 1.1 The name of the organisation will be the Owners' Forum of Bield Housing & Care.
- 1.2 The Purpose of the Owners' Forum will be to provide a national group within which issues relevant to service delivery to owners can be discussed at a strategic level.
- 1.3 There are two forums - East (representing those developments managed by the Owner Services Officer based in Edinburgh) and West (representing those developments managed by the Owner Services Officer based in Glasgow).
- 1.4 The co-ordinator of the Forum will be the Owner Services Administrator.

2. Membership

- 2.1 Membership of the Owners' Forum will be as follows:

- 2.2 Owner Representation

At each development where the management service is provided by Bield, a maximum of two owners can be nominated to attend.

- 2.3 Bield Representation

Bield will seek to ensure that those members of staff who either deal directly with the service or have management responsibility will attend. Other staff members will be asked to attend where their involvement is relevant to the issues being discussed. A member of the Board of Management will also be invited to attend Forum meetings.

3. Owner Elections

- 3.1 Nominations

Nominations will be sought from each development, with a maximum of two owners from each development able to serve on the Forum. It will also be possible for a substitute representative to attend.

Owners will be able to serve for a 5 year period on the Forum, at the end of which they can seek re-election. In this way there will be a level of consistency and experience at all times. Details of the representatives attending the forum will be confirmed at the Development AGM.

Owners can resign from the Forum at any time.

3.2 Future Vacancies

When a vacancy occurs Bield will arrange to make contact with owners at the development who have previously shown an interest to see if they are willing to be nominated. Should this not prove successful, owners will be advised of the opportunity to attend meetings.

3.3 Ballots

Where there are more expressions of interest than vacancies, Bield will arrange to carry out a ballot of all owners at the development. The ballot forms will be returned directly to the Owner Services Administrator.

4. Role of Owners on the Forum

4.1 The role of owners on the Owners' Forum is to encourage inter-dependent discussions to take place and to provide an owners perspective to be shared with Bield which will aid the decision-making process.

4.2 Owners are expected to be broadly representative of the views held by Bield owners, however, they are not required to consult with other owners or provide feedback. This will be done by Bield, through the Bulletin, meetings and papers being available through the local manager.

4.3 Development issues should be dealt with through the existing arrangements as the forum is not the place for these to be raised.

5 Equal Opportunities

- 5.1 The Owners' Forum is committed to providing equality of opportunity for all irrespective of gender, race or disability and to support human rights for all.

6 Meetings

- 6.1 The Owners' Forum will meet at least once and normally twice per year although sub-groups may be convened to progress various issues agreed by the Owners' Forum.
- 6.2 The Chair of each Forum should be elected directly from the meeting on an annual basis. However, it is possible for the chair to be re-elected.

Owners' Forum members will have access to good meeting facilities and will be able to contribute to the creation of the agenda, and have a record of the meeting.

In this regard: -

- Meeting times will be set giving full regard to travel time involved.
- Meeting venues will be barrier free.
- Travel arrangements will be agreed which are appropriate to individual needs, including the use of taxis, accessible public transport and where appropriate, Bield vehicles.
- Agendas will be prepared after consultation with members of the Owners' Forum.
- Final agenda and papers will be issued at least one week before the meeting date.
- A record of the meeting will be issued to all members prior to the next meeting.

7 Expenses

- 7.1 Expenses will be paid to cover all costs incurred by owners when engaged on the business of the Owners' Forum. These will be paid in accordance with guidance detailed in Appendix 1.

8 Relationship to Bield Board and Committees

The minutes of the Owners' Forum will be issued to Board members.

9 Independence and Inter-dependence

- 9.1 All parties of the Owners' Forum will recognise and accept the legitimate need for both independence and inter-dependence within the Owners' Forum.

They will recognise and accept independence which ensures: -

- Resources and funding are available to allow members to fulfil their responsibilities.
- Members are able to seek independent advice and assistance if desired.
- Members are able to discuss and consider matters out with the Owners' Forum meetings and are given adequate time to do so.
- Compliance with statutory and contractual obligations placed upon Bield as a Registered Social Landlord, employer and provider of services.

They will also recognise and accept Inter-dependence which ensures: -

- A true partnership approach to consultation at the national (strategic) level.
- Acknowledgement of the different but complementary input each can make to the Owners' Forum.
- A strengthening of the ethos which already exists within Bield regarding partnership working.
- Open and honest sharing of information.
- Open and honest sharing of ideas.
- Open and honest sharing in decision making, wherever possible.

- A strengthening of the mutual trust and respect which already exists within Bield.
- Improved decision making based upon increased awareness.

10. Review of the Constitution

- 10.1 The constitution will be reviewed on a five yearly basis in consultation with the Owners' Forum, and by obtaining feedback from owners via the Newsletter and meetings. The next review should be completed by September 2023.

BIELD HOUSING & CARE

Owners' Forum Expenses

1 When expenses will be covered

Owners on the Forum are entitled to claim expenses reasonably and properly incurred when engaged on the business of the Forum. The allowance rates for car mileage and meals are normally reviewed annually.

2 What expenses will be covered

Expenses may be claimed on the following basis: -

TRAVEL It is left to the discretion of residents to decide which form of transport should be used for each journey.

Rail: Standard class

Car: The current mileage rate is 35p per mile

Taxi: The actual cost incurred as detailed on the journey receipt

3 How expenses will be covered

It is not expected that owners meet the cost of travel and any other expenses incurred. Therefore, an expenses claim form will be made available to all members attending meetings.

Funding Arrangement

Bield will meet all the costs of the Forum, including venue hire, travel and meals.

