



Newcastle Tenants and  
Residents Federation

## RECOGNITION CRITERIA FOR TENANTS GROUPS

1. **Setting up:** The group should have been set up at a public meeting called for the purposes of setting up a tenants/residents association. The meeting should have been widely publicised with a combination of leaflets and posters, and everyone in the area to be represented should have been invited.
2. The group should clearly indicate the area they are representing. For the purposes of the funding, only council tenancies matter, although it is recognised that tenants and residents groups strive to represent everyone in their area.
3. **Membership:** Membership of the group should be open to everyone on the estate.
4. **Committee:** The Committee should have been elected at the public meeting, although co-options should be possible throughout the year. Council tenants must make up the majority of members on the Committee.
5. **Constitution:** At the earliest possible opportunity, the group should adopt a constitution, along the lines of the Tenants and Residents Federation model constitution. This constitution should include a commitment to equal opportunities, and an anti-racist and anti-sexist clause. The other recognition criteria should also be included in the constitution. If the present constitution does not cover these points, then this should be changed at the earliest opportunity.

6. **Accountability:** The group should regularly report back to the wider membership through regular public meetings and newsletters. A minimum of three public meetings should be held per annum, including the AGM.
7. **Finances:** The group should have a proper system for handling money, this should include having a bank account in the name of the group with at least two signatories on cheques and proper record-keeping. The cheque signatories should not live in the same household or be related to each other. Accounts should be independently inspected each year, either by an officer of the local authority or by the Federation's nominated accountant. These accounts should be presented to the AGM of the group on an annual basis.
8. **AGM:** An Annual General Meeting should be held each year for the purposes of reporting on activities, receiving the independently inspected accounts and electing a new committee.
9. **Housing Issues:** The funding is only available to those groups who actively take up housing and related issues. Indicators of this would be regular meetings with the local housing staff.
10. **Groups with especially large costs,** particularly relating to childcare or interpretation/translation, will be able to receive funding over and above the basic running costs grant. Budgets for additional funding should be included with your application form.
11. **Training:** The committee will be expected to participate in training provided by the Tenants and Residents Federation, with particular reference to Finance and Equal Opportunities.