

Appendix A-proposed constitution changes.

| Area | Clause | Proposed amendment | Reason |
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| Leaseholder seats | Clause: 2.2 Page: 4 | Remove the number 20 from the first sentence. | <p>Currently the constitution states that:</p> <p>‘LTP will comprise of 20 tenant & leaseholder representatives.’</p> <p>The current wording could be interpreted that there are 20 seats available for both tenants and leaseholders, however there is only one seat on the panel for leaseholders. The number 20 needs to be removed to clarify this.</p> |
| West End/City Centre seats | Clause: 2.2 Page: 4 | <p>Amend the bullet points in the clause to read’</p> <p>-Birchwood, Moorland, Ermine East, Ermine West and St Giles: two members each;</p> <p>-Bracebridge/Manse, Hartsholme, Stamp End, Tower and Newport/Burton Road, City Centre and West End: one member each;</p> | <p>There is one seat available for the City Centre and one seat available for the West End. Currently the constitution reads:</p> <p><i>‘Birchwood, Moorland, City Centre/West End, Ermine East, Ermine West and St Giles: two members each’</i></p> <p>This could be interpreted that two seats are available from the City Centre/West End in total. This is not the case, only one seat is available from each area.</p> |
| Advertisement of vacancies | Clause: 2.4 Page: 4 | Remove the mandatory requirement stated in the clause to advertise LTP vacancies in the <i>Home!</i> magazine. | The current constitution states that we must advertise a vacancy for an LTP seat in <i>Home!</i> This is not always possible because it is a quarterly magazine. If a vacancy occurs just after an edition of the magazine has been distributed, it could mean a three-month wait to recruit a new LTP member. The resident involvement team would still publicise the seat but through other communication channels. |
| Terms of the constitution, re- | Clause: 2.10 Page: 5 | Add the following sentence onto the end of the clause ‘to | This is in regards to the decision to allow LTP members to attend the panel following suspension. The decision is made by the majority of the |

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| joining following suspension | | the satisfaction of the majority of the other members of the Panel who are present when the issue is discussed at a meeting.' | LTP members who are present at the meeting, however the clause needs to be clarified to state this. At the moment it could be interpreted to read that the majority decision must be made by all elected LTP members. This is not the case, it is by the majority present at the meeting. Adding the extra sentence to the clause will clarify our position. |
| Minutes | Clause: 3.2 Page: 6 | Amend the clause to state that the resident involvement team records the minutes and not democratic services. | Democratic services used to take the minutes at meetings but the resident involvement team now takes these. |
| Chair and vice-chair-resignations | Clause: 8.1.7 Page: 8 | Add a clause that states 'The vice-chair will automatically assume the position of chair until the next elections, in the event that the chair steps down.' | In practice the vice-chair already assumes the position of chair unofficially in this situation, however this needs stating in the constitution. |
| Chair and vice chair-experience required | Clause: 8.1.8 Page: 8 | Add a clause that states 'LTP members must have been on the panel for a continuous period of 12 months before being eligible to stand for chair or vice-chair.' | This is to ensure that the LTP member has enough experience to take on the role of chair or vice-chair. |
| Length of meetings | Clause: 9.1.2 Page 8 | Remove the clause. | LTP meetings vary in length from meeting to meeting. It is difficult to state how long a single one will last. |
| Code of | Clause:9.2.8 | Amend the clause to read 'LTP | In its current form the clause does not make clear if the code of |

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| conduct-behaviour | Page: 9 | members should be courteous to each other both in meetings and outside of them and work together to seek the best possible solution to problems being discussed. ‘ | conduct can apply outside of LTP meetings. LTP members have stated that they should treat each other with respect outside of meetings and therefore this needs clarifying in the constitution. |
| Code of conduct-wording | Clause:9.2.19, Page: 10 | Amend the part of the clause to state the clause to read ‘If an LTP member does not abide by the above code of conduct, they will be given a warning by the Chair. If they ‘break’ the code of conduct again in the same meeting, they will be asked to leave the meeting. If the problem occurs again at the next meeting, the LTP member may be asked to stand down from LTP, either permanently or for a fixed period of time.’ . | Currently the clause refers to the ‘terms’ and not the ‘code of conduct’. For consistency it should state ‘code of conduct.’ |
| Code of conduct-disrepute | Clause: 9.2.20 Page: 10 | Add a sentence to the clause ‘which could include discussing LTP business outside meetings and in public.’ | Adding this sentence clarifies that discussing LTP business outside of meetings can bring the panel into disrepute. |
| Election procedures | Clause:16 Page: 12 | Add a clause to state that ‘Elections for LTP members and LTP committee positions are conducted on a majority basis and in the event of a tie the successful candidate will | The constitution does not state that elections are held using the majority basis system. It has always been assumed that this is the case, however this is not stated and needs to be clarified. |

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| | | selected by the drawing of lots by a council officer who is not part of the resident involvement team.' | |
| Resignations-withdrawing | Clause:19.3 Page: 13 | Add the following clause ' LTP members can withdraw their resignation in writing within seven calendar days of submission. ' | This will allow LTP members a reasonable 'cooling-off period' should they change their minds after submitting resignations. |
| Resignations-confirmation | Clause: 19.4 Page: 13 | Add the following clause 'If a written resignation is not received within 21 calendar days of the LTP member verbally stating they wish to resign the resignation will be automatically confirmed.' | LTP members must confirm their resignation in writing. Verbal notifications are not accepted, however in some cases LTP members have stood down and not submitted a written resignation. Therefore, there needs to be a provision to deal with these cases. |