

REPORT TO COMMUNITIES COMMITTEE – 2 SEPTEMBER 2021

REGISTERED TENANT ORGANISATION APPROVAL REQUEST

1 Reason for Report / Summary

- 1.1 Aberdeenshire Council's Housing Service have received an application from "Aberdeenshire Council Tenants" (ACT) to become a Registered Tenant Organisation.

2 Recommendations

The Committee is recommended to:

- 2.1 *Agree the application request.***

3 Purpose and Decision Making Route

- 3.1 The criteria for registration of tenant organisations are set out in The Housing (Scotland) Act 2001 (Registration of Tenant Organisations) Order 2002. The criteria are mirrored in the "RTO Checklist"– see attached
- 3.2 Committee considered and approved the implementation of a new Tenant Participation Strategy on the 5th September 2019.
- 3.3 This strategy allows for a menu of opportunities for tenants and other service users to engage ranging from more formal engagement via Registered Tenant Organisations through to use of social media, access to Smartphone apps, and community engagement events.

4 Discussion

- 4.1 ACT submitted their initial proposed constitution to Housing in May 2021. From here, ACT and Housing staff worked together to ensure the constitution is comprehensive and covers all required aspects as required for RTO status to be granted
- 4.2 ACT has completed the attached "RTO Checklist".
- 4.3 These documents are submitted with support from Housing and the Tenant Participation Team.
- 4.4 RTO status enables tenant groups to access contribution funding from the Council (currently up to £3450 per annum) to carry out prescribed tenant participation activities. Groups are also expected to fund raise for their activities too.

4.5 The Council legally must consult with RTO groups on its policy in relation to the standard of service in relation to housing management, repairs or maintenance and tenant participation where the proposal, if implemented, is likely to significantly affect the tenant. In addition, the Council must have regard to any representations made to it by RTOs on such proposals.

5 Council Priorities, Implications and Risk

5.1 This report helps to deliver the Council Priority within the pillar “Our People” and the principle which underpins this priority of “right people, right places, right time”. The report also helps to deliver the Council Priority within the pillar “Our Environment” and the principle which underpins this priority of “Tackling poverty and inequalities” and “Resilient Communities”.

Pillar	Priority
Our People	Education Health & Wellbeing
Our Environment	Infrastructure Resilient Communities
Our Economy	Economy & Enterprise Estate Modernisation

5.2 The table below shows whether risks and implications apply if the recommendation(s) is (are) agreed.

Subject	Yes	No	N/A
Financial		x	
Staffing		x	
Equalities and Fairer Duty Scotland			x
Children and Young People’s Rights and Wellbeing			x
Health and Wellbeing			x
Town Centre First		x	

5.3 There are no staffing or financial implications.

5.3 An integrated impact assessment has been carried out as part of the development of the proposals set out above. It is included as Appendix 1 and

- *no impact has been identified.*

- 5.5 The following Risks have been identified as relevant to this matter on a Corporate Level:
- ACORP006 - Reputation management (including social media). This risk is mitigated through assurances from ACT that their social media is monitored.

6 Scheme of Governance

- 6.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and had no comments to make.
- 6.2 The Committee is able to consider and comment on this item in terms of Section D.1.1 of the List of Committee Powers in Part 2A of the Scheme of Governance.

Alan Wood, Director of Infrastructure Services

Report prepared by Tracy Noles, Service Development Officer (Tenancy Services) and Norman Landels, Service Development Officer (Tenancy Services)
Date 5 August 2021

List of Appendices:

- Appendix 1 – Integrated Impact Assessment
- Appendix 2 – ACTs RTO Application
- Appendix 3 - ACT Constitution
- Appendix 4 – Tenant Participation Strategy 2019-2029

Aberdeenshire Council

Integrated Impact Assessment

RTO Approval Request

Assessment ID	IIA-000062
Lead Author	Tracy Noles
Additional Authors	Norman Landels
Service Reviewers	Andrew Mackie, Rob Simpson, Courtney Duncan
Approved By	Rob Simpson
Approved On	Friday August 06, 2021
Publication Date	Friday August 06, 2021

1. Overview

This document has been generated from information entered into the Integrated Impact Assessment system.

Request for RTO Status Approval at COMC

During screening 0 of 10 questions indicated that detailed assessments were required, the screening questions and their answers are listed in the next section. This led to 0 out of 5 detailed impact assessments being completed. The assessments required are:

In total there are 0 positive impacts as part of this activity. There are 0 negative impacts, all impacts have been mitigated.

A detailed action plan with 0 points has been provided.

This assessment has been approved by rob.simpson2@aberdeenshire.gov.uk.

The remainder of this document sets out the details of all completed impact assessments.

2. Screening

Could your activity / proposal / policy cause an impact in one (or more) of the identified town centres?	No
Would this activity / proposal / policy have consequences for the health and wellbeing of the population in the affected communities?	No
Does the activity / proposal / policy have the potential to affect greenhouse gas emissions (CO2e) in the Council or community and / or the procurement, use or disposal of physical resources?	No
Does the activity / proposal / policy have the potential to affect the resilience to extreme weather events and/or a changing climate of Aberdeenshire Council or community?	No
Does the activity / proposal / policy have the potential to affect the environment, wildlife or biodiversity?	No
Does the activity / proposal / policy have an impact on people and / or groups with protected characteristics?	No
Is this activity / proposal / policy of strategic importance for the council?	No
Does this activity / proposal / policy reduce inequality of outcome?	No
Does this activity / proposal / policy have an impact on children / young people's rights?	No
Does this activity / proposal / policy have an impact on children / young people's wellbeing?	No

3. Impact Assessments

Children's Rights and Wellbeing	Not Required
Climate Change and Sustainability	Not Required
Equalities and Fairer Scotland Duty	Not Required
Health Inequalities	Not Required
Town Centre's First	Not Required

REGISTRATION OF TENANT ORGANISATIONS

Criteria for registration of tenant organisations

1.0	Does the organisation have a publicly available constitution that sets out:	
	Criteria	Comments
1.1	Aims/objectives	<p>ACTs is established; to safeguard and promote the interests of all tenants (sheltered & non-sheltered) within Aberdeenshire on matters concerning the furtherance of tenant participation, consultation, scrutiny and decision making. Specifically:</p> <p>(i) To ascertain Tenants views on a wide range of Housing issues affecting them & advocate those views to Aberdeenshire Housing Management.</p> <p>(ii) To lead Tenant focus Groups. To give tenants a voice in the decision making processes which affect them & to continuously scrutinise the quality of Services & performance of Housing Management. To work in partnership with Housing Management in delivering a successful Tenant Participation Strategy.</p> <p>(iii) To uphold equal opportunities and work towards good relations amongst all members of the community, especially prohibiting any conduct that discriminates or harasses on the grounds of race, religion, disability, political beliefs, sex or sexual orientation. To be non-party political. Encourage representation from people from diversity of groups including those with Protected Characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex & sexual orientation</p> <p>(iv) Apply to Aberdeenshire Council for Registration and RTO Grant.</p> <p>(v) Abide by Data Protection legislation</p>
1.2	A defined area of operation?	The geographical boundaries of Aberdeenshire Council.
1.3	How the committee will operate?	<p>(i) A Committee shall be elected annually at an AGM and shall serve for 12 months.</p> <p>(ii) The Committee shall comprise: Chairperson, Vice-Chairperson, Secretary, Treasurer, Communications Officer, Membership Secretary and at least two or more ordinary members as Committee Members.</p> <p>(iii) Vacancies arising AGM to AGM may be filled by co-option from the Registered Membership.</p> <p>(iv) Officers shall carry out the duties given them at an AGM. These duties will be agreed at the first meeting of the Committee following the AGM.</p> <p>(v) The Quorum for a Committee meeting shall be half of the number of serving Committee Members plus one (including at least two office bearers).</p> <p>(vi) A Quorum is the minimum number of members attending a meeting to allow decisions.</p>

		<p>(vii) Committee members not tendering apologies or offering reasonable excuse for 3 consecutive meetings may be requested in writing to stepdown by majority Committee agreement.</p> <p>(viii) The Committee shall meet quarterly (minimum) & as & when required. Meetings of the Committee shall be open to any Registered Member of ACTs who wishes to attend but will not have a vote.</p> <p>(ix) Business will be conducted under the provisions contained within the ACTs Constitution. ACTs Committee will also abide by Standing Orders and Code of Conduct laid down by Aberdeenshire Council for running its Committees & meetings. https://www.aberdeenshire.gov.uk/council-and-democracy/scheme-of-governance/</p> <p>(x) All Committee meetings will be Minuted and be made Public.</p> <p>(xi) Statements to the media or other organisations on behalf of the ACTs will be made by the Chairperson with the approval of the Committee. Correspondence sent on behalf of the Group must be signed by the Secretary or Chairperson, agreed by the Committee and recorded by the Secretary.</p> <p>(xii) Committee members must declare any interest they may have in the topic under discussion and the Committee will decide if they need to forfeit their right to vote on this occasion.</p> <p>(xiii) Chairperson will only vote when votes are tied.</p>
<p>1.4</p>	<p>How people can become members of the organisation?</p>	<p>(i) All tenants within the Aberdeenshire Council's boundaries area are eligible to be an ACTs Registered Member.</p> <p>(ii) Registered Membership is open to all Aberdeenshire Tenants (Sheltered or non-sheltered) incl Gypsy Travellers under conditions in (vi) below.</p> <p>(iii) All Aberdeenshire Tenants are eligible to become Registered Members by supplying a contact eMail and/or name and be at least 16 years of age. Only Registered Members will be entitled to vote at AGM or on major issues e.g., changes to Constitution. A Registered Membership list will be established.</p> <p>(iv) Members shall at all times conduct themselves in a reasonable manner when attending meetings or any function in connection with the group. Any member who consistently brings the group into disrepute or refuses to comply with the constitution shall be expelled on a two-thirds majority vote of the Registered Membership.</p> <p>(v) Any such member will have the right to appeal within 28 days of the expulsion. The appeal shall be heard by the membership at a Special General Meeting called for that purpose.</p> <p>(vi) Gypsy Travellers will be eligible to be ACTs Registered Member when they halt at registered sites within Aberdeenshire and pay rent.</p>

<p>1.5</p>	<p>How people can become committee members/office bearers?</p>	<p>(i) A Committee shall be elected annually at an AGM to carry out the business of ACTs & shall serve for 12 months.</p> <p>(ii) The Committee shall comprise: Chairperson, Vice-Chairperson, Secretary; Treasurer, Communications Officer & at least two or more ordinary members.</p> <p>(iii) The Office Bearers & ordinary Committee members shall be elected at the Annual General Meeting by Registered Members.</p> <p>(iv) Any Registered Member 16 or older can self-nominate themselves for the Committee and or Office bearer.</p> <p>(v) Each Registered Member has 1 vote</p> <p>(vi) Vacancies arising from AGM to AGM on the Committee may be filled by co-option from the Registered Membership</p>
<p>1.6</p>	<p>How the organisations business will be conducted?</p>	<p>Business will be conducted under the provisions contained within ACTs Constitution.</p> <p>ACTs Committee elected at AGM will abide by Standing Orders & Code of Conduct laid down by Aberdeenshire Council for running its Committees & Meetings. All Committee Minutes will be Publically available.</p> <p>Statements to the media or other organisations on behalf of the Group should be made by the Chairperson with the approval of the Committee. Correspondence sent on behalf of the Group must be signed by the Secretary or Chairperson, agreed by the Committee & recorded by the Secretary</p>
<p>1.7</p>	<p>How decisions will be reached democratically?</p>	<p>The Committee will vote on motions made and a majority vote will carry. Chairperson will only vote in the advent of a tied vote.</p> <p>On major strategy/issues or changes to the Constitution Registered Members will be entitled to vote. Engagement with Registered Members will be made across all communication channels</p> <p>Specific issues affecting the whole ACTs Membership will be made by votes of the Registered Membership:</p> <p>(i) Registered Members must be at 16 years of age (ii) Registered Members will have one vote.</p>
<p>1.8</p>	<p>How funds will be managed?</p>	<p>ACTs has a Royal Bank of Scotland Community A/c. A monthly report will be made regularly to the Committee by the Treasurer. A statement & audit will be made at each AGM. Examples of where funds may be used to:</p> <p>(i) TP training opportunities (ii) Information leaflets, exhibition banner & materials (iii) Web site costs (iv) Authorised "Out of pocket" expenses to members (v) The Treasurer cannot spend more than {£100 on any single transaction without the consent of the Committee. (vi) In the event of dissolution, all Grant funds will be returned to Aberdeenshire Council and any funds to which there is no claim shall be given or transferred to other charitable organisation(s) having similar aims of the group</p>

<p>1.9</p>	<p>Arrangements for annual general meetings</p>	<p>ACTs AGM will be held annually at the end of June in any year with the exception of the inauguration of ACTs which was established in April 2021. AGMs will be publicised across all communication channels including ACTs Face Book page, Website, tenant focal groups & local radio.</p> <p>All Registered Members may attend and vote at AGM</p> <p>ACT may/will provide notice of AGMs ect to Aberdeenshire Council’s Tenant Participation team to request dissemination on corporate communication channels.</p> <p>The purpose of the AGM will be: for the Committee to report on its annual activities; for the Treasurer to present a statement of accounts; for the Committee to vacate their positions; for Registered Members to elect a new Committee</p>
<p>1.10</p>	<p>How changes can be made to the constitution?</p>	<p>How changes are made to the ACTs Constitution are clearly laid out in the Constitution itself.</p> <p>(i) ACTs Constitution may only be altered at the Annual General Meeting or a Special General Meeting that may be called by 25% of the Registered Members writing to Secretary advising of their reasons.</p> <p>(ii) All proposed changes to the Constitution must be submitted in writing, to the Secretary at least fourteen days in advance of the Annual General Meeting or Special General Meeting. The Secretary will advise all Registered Members in advance of the AGM/SGM of the proposed changes.</p> <p>(iii) Any changes to the Constitution must be agreed by a majority of two thirds of the Registered Members present.</p>
<p>1.11</p>	<p>Its commitment to the promotion of equal opportunities?</p>	<p>ACTs is constituted (contained in the ACTs Constitution) to uphold Aberdeenshire Council’s policy on equal opportunities & work towards good relations amongst all members of the community, especially prohibiting any conduct that discriminates or harasses “Protected Characteristics” i.e., age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion or belief, sex & sexual orientation.</p>
<p>1.12</p>	<p>Its commitment to the promotion of the housing and housing related interest of tenants of Aberdeenshire Council?</p>	<p>ACTs commitment is to safeguard & promote the interests of tenants within the geographical area of Aberdeenshire Council on matters concerning the furtherance of tenant participation, consultation, scrutiny & decision making within the Housing Service.</p> <p>(i) To participate & lead inTenant focus groups to ascertain views on a wide range of housing issues affecting them.</p> <p>(ii) To advocate those expressed views to Aberdeenshire Housing Management.</p> <p>(iii) To work as an effective partner with Housing</p>

		Management to give tenants a real voice in decisions which affect them.
1.13	Where the grouping includes members other than Aberdeenshire Council tenants, a mechanism for the views of Aberdeenshire council tenants to be sought on Council-related housing issues?	ACTs is a Tenant led and orientated grouping but supports partnership working. Relationships will be established with other RTOs non-Aberdeenshire tenant groups and/or Community Groups including gypsy travellers etc.
2.0	Does the organisation have a committee that:	
	Criteria	Comments
2.1	Is elected at an inaugural general meeting and subsequently at annual general meetings?	Yes
2.2	Requires committee members to stand down after a period of time specified in the group's constitution?	Yes
2.3	Has at least three members?	Yes
2.4	Can co-opt others on to the committee during the course of the year?	Yes
2.5	Has elected office bearers?	Yes
2.6	Can demonstrate that decisions are reached democratically?	<p>An Elected Committee established at the AGM will make decisions on day to day matters etc by simple majority vote. Issues affecting all Membership or to the Constitution will be made by 2/3rds majority of the Registered Membership:</p> <p>(i) Registered Members must be at 16 years of age</p> <p>(ii) Registered Members will have an equal vote</p> <p>(iii) Committee members must declare any interest they may have in the topic under discussion and the Committee will decide if that Member needs to forfeit their right to vote.</p>
2.7	Promotes equal opportunities?	ACTs encourages representation from people from Protected Characteristics i.e. age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex & sexual orientation

3.0	Does the organisation operate within:	
	Criteria	Comments
3.1	Define geographic area which includes housing stock owned and managed by Aberdeenshire Council?	Aberdeenshire Council's geographical boundaries.
3.2	Define membership which is open to all Aberdeenshire Council tenants within it defined geographic area of operation?	All Aberdeenshire Tenants (Sheltered & Non-Sheltered) aged 16 or over including gypsy travellers when they halt at an Official Aberdeenshire site and pay rent are eligible to Registered Members. Registered Members need to give a name and/or a contact eMail and are entitled to attend and vote at AGMs etc and obtain other benefits that maybe available to Registered Members from time to time as funds allow.
4.0	Accounting records – Does the organisation have:	
	Criteria	Comments
4.1	Appropriate accounting records, showing income and expenditure and a statement of assets and liabilities? Does it present an audited annual financial statement to its annual general meeting and agreed to work within the financial framework for tenant participation agreed annually with the Council?	ACTs have a Community Bank A/c with RBS ACTs Constitution covers all requirements for annual financial statements & audited A/cs ACTs will adhere to Aberdeenshire Council financial framework. Audited accounts will be presented to Aberdeenshire Council prior to any grant money being received by Acts on application.
5.0	Representing interests – Does the organisation:	
	Criteria	Comments
5.1	Demonstrate its commitment to representing the interests of its members and that when, consulted by Aberdeenshire Council, it can represent the views of its members who are Aberdeenshire Council tenants in its defined area of operation?	ACTs is committed to working with Housing Management and tenant groups and all other community groups e.g. Community Councils etc who have an interest in tenant matters ACTs utilises all communications channels, FB, Web, local radio, tenant street newspaper, pamphlets and flyers when & where it can not only ensure it communicates all relevant tenancy information but also to obtain views of all Aberdeenshire tenants

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Final

ACTs CONSTITUTION

1. Name

The name of the Registered Tenants Organisation shall be the Aberdeenshire Council Tenants (ACTs) Group, herein after known in this document as "The RTO".

2. Aims & Objectives

The aims for which the RTO is established are; to safeguard and promote the interests of all tenants within the geographical area of Aberdeenshire Council on matters concerning the furtherance of tenant participation, consultation, scrutiny and decision making within the Housing Service.

- (i) To ascertain tenants views on a wide range of Housing issues affecting them & advocate those views to Aberdeenshire Housing Management
- (ii) **To take part in tenant groups & work in collaboration with housing management.**
- (iii) To give tenants a voice in the decision making processes which affect them
- (iv) To scrutinise the quality of Services & performance of Housing Management
- (v) To work in partnership with Housing Management in delivering TP Strategy
- (vi) To uphold equal opportunities and work towards good relations amongst all members of the community, especially prohibiting any conduct that discriminates or harasses on the grounds of race, religion, disability, political beliefs, sex or sexual orientation. . To be non-party political. Encourage representation from people from diversity of groups including those with Protected Characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex & sexual orientation
- (vii) Apply to Aberdeenshire Council for Registration and RTO Grant.
- (viii) Comply with provisions of the Data Protection Act

3. Membership

- (i) All tenants within the Aberdeenshire Council's geopolitical area are eligible to be ACTs Members.
- (ii) A Registered ACTs Member a tenant must supply a contact name and/or eMail and be at least **16** years of age. A Registered Members list will be established.
- (iii) Registered Members will be entitled to vote at AGM, EGM, SGM etc..
- (iv) Members shall at all times conduct themselves in a reasonable manner when attending meetings or any function in connection with the group. Any member who consistently brings the group into disrepute or refuses to comply with the constitution shall be expelled on a two-thirds majority vote of the Registered Membership
- (v) Any such member will have the right to appeal within 28 days of the expulsion. The appeal shall be heard by the Registered Membership at a Special General Meeting called for that purpose.
- (vi) Gypsy Travellers will be eligible to be an ACTs Registered Member only when they halt at authorised sites within Aberdeenshire & pay rent

4. Committee

- (i) The Office Bearers and other Committee members shall be elected at the Annual General Meeting of the RTO.
- (ii) The Officers of the RTO shall carry out the duties given them by a General Meeting of the RTO. These duties will be agreed by the Committee at the first meeting following the Annual General Meeting.
- (iii) The Committee shall comprise: Chairperson, Vice-Chairperson, Secretary; Treasurer, Communications Officer, Membership Secretary and at least two Registered Members
- (iv) Vacancies arising from AGM to AGM may be filled by co-option by the remaining Members of the Committee
- (v) The quorum for a Committee meeting shall be half of the number of serving Committee Members plus one (including at least two office bearers).

(Quorum is the minimum number of members attending a meeting to allow decisions)

- (vi) Committee members not tendering apologies or offering reasonable excuse for 3 consecutive meetings may be requested in writing to step down by majority Committee agreement.
- (vii) The Committee shall meet quarterly (minimum) & as & when required. Meetings of the Committee shall be open to any Registered Member who wishes to attend but will have no vote if one is called.
- (viii) Business will be conducted under the provisions contained within the ACTs Constitution. ACTs Committee will also abide by Standing Orders and Code of Conduct laid down by Aberdeenshire Council for running its Committees & meetings. <https://www.aberdeenshire.gov.uk/council-and-democracy/scheme-of-governance/>
- (ix) All Committee meetings will be Minuted and be available to all Tenants.
- (x) Statements to the media or other organisations on behalf of the ACTs will be made by the Chairperson with the approval of the Committee. Correspondence sent on behalf of the Group must be signed by the Secretary or Chairperson, agreed by the Committee and recorded by the Secretary.
- (xi) Committee members must declare any interest they may have in the topic under discussion and the Committee will decide if they need to forfeit their right to vote on this occasion.
- (xii) Chairperson will only vote when votes are tied.

5. Annual General Meeting (AGM)

- (i) There shall be an Annual General Meeting in June of each year at which the Committee shall make a report of its activities, present a statement of accounts, and shall then resign. The Annual General Meeting shall then elect a new Committee and vote on any recommendations from the membership and proposed amendments to the Constitution.
- (ii) The Annual General Meeting shall appoint two competent individuals, not having served on the Committee during the preceding twelve months or elected to serve on the Committee, to audit its accounts.
- (iii) The Secretary shall notify all members and advertise locally, details of the Annual General Meeting not less than fourteen days before the meeting.
- (iv) No AGM shall take place with less than 6 Registered Members present.
- (v) Voting at the AGM shall be by show of hands or secret ballot. Decisions agreed by a simple majority other than changes to the Constitution (s 7) of those present. In the event of a tied vote the Chairperson will vote.

6. Special General Meeting

- (i) A Special General Meeting, open to all Registered Members of the RTO will be held if 4 or more Committee members (majority of the RTO's Committee) submit in writing, a request for such a meeting to the Secretary. The Secretary shall thereafter arrange for such a meeting to take place, within fourteen days
- (ii) The Committee may convene a Special General Meeting at not less than 14 day notice to all members
- (iii) No Special General Meeting shall take place if less than 6 Registered Members are present.
- (iv) Voting at Special General Meetings shall be by (e.g. show of hands or secret ballot). Decision agreed by simple majority of those present. In the event of a tied vote the Chairperson will vote.
- (v) Should the Secretary fail, within 14 days after receiving a request, to convene a Special General Meeting, Registered Members who have signed the notice may themselves give notice of and convene the meeting.

7. Changes to Constitution

- (i) The Constitution from September 2022 may only be altered at Annual General Meetings (AGM) or a Special General Meetings (SGM).
- (ii) All proposed changes to the Constitution must be made by a minimum of 25% of Registered Members and must be submitted in writing, to the Secretary at least fourteen days in advance of the AGM or SGM.
- (iii) Any changes to the Constitution must be agreed by two thirds of the Registered Members.

8. Finance

- (i) All money raised by or on behalf of the RTO shall be applied to further the objects of the RTO.
- (ii) The Treasurer shall keep proper accounts of the finances of the Association and make a report at every Committee meeting. The Committee shall agree all financial transactions & expenditures subject to 8(v) below
- (iii) The funds of the group shall be managed through a bank account. Cheques written on behalf of the Association must bear the signatures of two out of three designated Committee members.
- (iv) No members of the Committee shall be appointed to any salaried office of the group or to any office of the group paid by fees and no remuneration or other benefit in money or monies with shall be given by the group to any member except reimbursement of approved out of pocket expenses.
- (v) The Treasurer cannot spend more than £100 on any single transaction without the consent of the Committee.
- (vi) ACTs will adhere to Aberdeenshire financial policies found at <https://www.aberdeenshire.gov.uk/council-and-democracy/scheme-of-governance/>
- (vii) Audited a/cs will be presented as part of any application for an RTO grant from Aberdeenshire Council

9. Dissolution

- (i) The RTO may only be dissolved by a Special General Meeting convened for that purpose.
- (ii) A proposal to dissolve the RTO shall only take effect if agreed by two thirds of the Registered Members
- (iii) If a decision is taken to dissolve the RTO, all funds, grants etc received from Aberdeenshire Council will be returned to Aberdeenshire Council. Any other monies held by the RTO will be disposed per the conditions of the funders and any thereafter will be given or distributed to local charitable organisations.

ABERDEENSHIRE COUNCIL'S TENANT PARTICIPATION STRATEGY 2019 - 2029

Working in Partnership

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Glossary

Appendices

