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|  | | Report to: Northwards Housing Board 27 January 2015 | | Item No: <h1>11e</h1> | |
| Title: | | Tenant Ballot Proposal | | | |
| Date: | | 6 January 2015 | | | |
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| Confidential: | | No | | | |
| For: (Please tick action required) | | NOTING | | DISCUSSION | |
| | | | | APPROVAL ✓ | |
| PURPOSE OF REPORT | | | | | |
| To propose the balloting arrangement for the election of Tenant Board Members in 2015. | | | | | |
| RECOMMENDATION | | | | | |
| It is recommended that the Board approve the process for Tenant Board Member election in 2015. | | | | | |
| IMPLICATIONS | | | | | |
| Risk Management | | RR08 Effective Governance | | | |
| Regulatory & legal compliance | | In line with the code of governance recruitment to Board vacancies must be open, transparent and based on merit. It is also good practice that members are selected or elected on a systematic and continuous basis. | | | |

1.0 Background

- 1.1 In March 2014 the Board approved a new balloting process for the election Tenant Board Members.
- 1.2 It was agreed that, rather than posting ballots to all tenants and leaseholders, Northwards hold an election day to elect the Tenant Board Member. This would provide saving on the costs of a postal ballot, while also ensuring that all Northwards tenants have an opportunity to take part in the election of Tenant Board Member (as opposed to indirect elections when only a selected group of tenants would be balloted).
- 1.3 It was agreed that each local office would be used a polling station. As many of our elderly and disabled tenants are living in our retirement housing, it is also suggested that these tenants vote at their respective schemes. To

improve accessibility, it was also suggested that that Yes office may also be used for tenants in the Newton Heath area.

- 1.4 For tenants who are elderly and/or with a disability and cannot access their local office in person, there will be an option to request a postal vote. This will be an exceptional arrangement.

2.0 Tenant Board Member Election Process 2015

- 2.1 In accordance with the Memorandum and Articles, one Tenant Board Member is due to stand down by rotation at Northwards' AGM 2015. In line with the Board Member succession plan this will be Madeline Mendy. As Madeline has only served 3 years on the Board she will be eligible to stand again.
- 2.2 It is proposed that the Tenant Board Member position be advertised to tenants in March 2015 through regular communications channels (Northwards website, Facebook, Twitter, posters in local offices etc). Interested tenants will then be invited to attend an information session in May 2015, and if still interested, asked to complete an application to become a Board Member.
- 2.3 If there are eligible candidates offering themselves for election, an election date will be set for early September 2015.
- 2.4 Northwards Communications Team will publicise the pre-election build up and on the day voting. This will include supporting candidates to create their own individual election statements, publicising the election and candidate profiles, promoting the election on the Northwards website, Facebook, Twitter etc.
- 2.5 Neighbourhood Services Teams (including Retirement Housing Scheme Managers) and the Business Effectiveness and Communications Team will work together to resource the polling stations on the day of the elections. The offices will be open from 8am to 8pm to maximise opportunities to vote.
- 2.6 Tenants will be required to cast their vote at their assigned local office, or in the case of tenants in retirement housing at the scheme in which they live. There can be no exceptions as election lists will be produced for each location.
- 2.7 Tenants who are elderly and/or with a disability that have requested a postal vote will be sent balloting forms with a closing date for their return.
- 2.8 The counting and validation of votes will be carried out in a transparent and accountable manner, and the results of the election will be published on the Northwards website and through regular communication channels.

3.0 Recommendation

- 3.1 It is recommended that the Board approve the process for Tenant Board Member election in 2015.