



How to set up your own Tenants' Group

The information in this document is also available in a leaflet. Please visit or contact your local Cairn HA office and ask for a copy.

What kinds of Tenants' Groups are there?

There are two types of tenants' groups:

- Formally constituted groups which are registered with Cairn Housing Association. These are called *Registered Tenants' Organisations*, or *RTOs*.
- Informal groups which emerge in response to a particular issue, or groups which do not want to register.

Is there a difference?

The main difference is that informal groups have not registered with Cairn Housing Association.

Informal groups may be smaller in size or focus on a particular issue, but, like formally registered groups, still have an elected committee and regular open meetings, although they don't need to.

Informal Tenants' Groups...

- can be as simple as three or four tenants meeting to discuss organising local social events.
- can represent all tenants in an area on a specific issue, such as aspects of a building programme.
- don't need to have a committee or constitution.

Formal Tenants' Groups...

- are invited to comment on proposed changes to the service provided by Cairn HA, and changes to policies.
- have access to funding, such as Start-up Grants or Top-Up Grants.
- have regular organised meetings which are advertised.
- have a Committee elected by the tenants.

What support can Cairn HA give?

We want as many of our tenants as possible to take part in the way we do things.

Whether your group is registered or not, we can help you get up and running by helping with publishing leaflets, photocopying and training.

If you do decide to register your group with Cairn HA, you can then apply for a Start-Up Grant. The amount of Grant your group receives depends on the number of tenants your Group represents:

Start-Up Grant Allowances

Groups of less than 50 tenants	£100
Groups of 50-100 tenants	£200
Groups of 150-300 tenants	£300
Groups of 300-500 tenants	£400
Groups of over 500 tenants	£500

What do you need to Register your Group?

To become a Registered Tenants' Organisation, your group must meet the following **Registration Criteria**:

- *Bank account with at least two 'required signatories'*
- *Formal constitution*
- *A clearly defined area of operation*
- *Equal Opportunities Statement*
- *Open Membership Policy*
- *Elected Committee*
- *Minutes of all meetings which are available for inspection*
- *Accounts which are audited on an annual basis, either by an accountant or by Cairn HA*
- *Open meetings that are advertised and accessible to all tenants in their area*

If you have all of these, then contact your Housing Officer or local area office, and ask for a Registration Form...

The information in this leaflet can also be made available, on request, in other formats such as Braille or large print.

Website:
www.cairnha.com

Enquiries:
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