



I wish to apply to become a Tenant Member of Wirral Partnership Homes.

Name:

Address:

My reasons for seeking membership of the Company are as follows:
(see paragraph 2.2.2 of the Membership Policy)

I confirm that I am a: *(Please tick one of the following)*

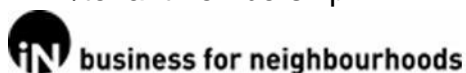
- tenant of the Company - *(eligible for Tenant Membership only)*
- leaseholder of the Company - *(eligible for Tenant Membership only)*
- employee of the Company - *(eligible for Tenant Membership if a tenant; otherwise eligible for Independent Membership - subject to paragraph 2.2.6 of the Membership Policy)*

and that I am not a:

- member of the Council, now or within the last four years - *(not eligible for Membership)*
- employee of the Council - *(not eligible for membership, unless a non-housing and non-managerial employee)*
- employee of a company controlled by the Council - *(not eligible for Membership)*

SIGNED.....

WPH14.1/tenantmembership1



**Wirral Partnership Homes Limited, Registered Office: 6 Europa Boulevard, Birkenhead, CH41 4PE.
Website: www.wphomes.org.uk**

A registered charity, registered number 1106969. Tenant Services Authority / TSA: The Regulator of Social Housing: L4435
Registered in: England with Registered no: 4912562. A member of the National Housing Federation no: 86239

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WIRRAL PARTNERSHIP HOMES

MEMBERSHIP POLICY

Date: September 2004

Review Date:

1. INTRODUCTION AND AIMS

- 1.1 The aims of this policy are to set out criteria by which the Board of Wirral Partnership Homes Limited (“WPH”) judge applications for membership and to set out the procedure for the appointment and removal of Members.
- 1.2 This policy should be read in conjunction with WPH’s Memorandum and Articles of Association.

2. MEMBERSHIP

2.1 Summary of Articles applicable to Membership

- 2.1.1 Article 3(1) gives the Board general discretion as to who to admit to membership of the WPH.
- 2.1.2 Articles 3(1) and 3(4) provide that the Metropolitan Borough of Wirral (“MBW”) will be a member of WPH and can nominate a person to act as MBW’s representative. MBW is referred to as “the Council Member”.
- 2.1.3 Article 3(2) does not allow the Board to admit any “local authority person” to membership. A “local authority person” means any person:
 - (a) who is or has been a Councillor of MBW in the preceding four years; or
 - (b) who is an employee of MBW (excluding non-managerial and non-housing employee); or
 - (c) who is or has been both an employee and either a director, manager, secretary or other similar officer of a company which is under the control of MBW in the preceding four years;
- 2.1.4 Article 3(3) requires the Board to designate each new member of WPH either a “Tenant Member” or an “Independent Member”.
- 2.1.5 Article 12(1) provides that a quorum for general meetings shall comprise 5 members including at least MBW (through its representative), one

Independent Member and one Tenant Member. In order to ensure that a quorum of members is possible, the Board Members shall seek to ensure that there are at least:-

- Two Tenant Members;
- Two Independent Members; and
- MBW

2.1.6 **Definitions**

- "Independent Member" Means any Member designated as such pursuant to Article 3(3);
- "Member" Means any person, firm, company or other organisation who is admitted to membership of WPH in accordance with the provisions of the Articles;
- "Tenant" Means an individual who holds an assured tenancy, licence or lease of a residential property from and occupies a property belonging to WPH (or prior to WPH owning property means an individual who has a secure tenancy of a residential property belonging to MBW which is proposed to transfer to WPH);
- "Tenant Member" Means a Member who is at the time of admission to membership a Tenant and is designated as such in accordance with Article 3(3);

2.2 **Policy Aims and Objectives**

2.2.1 The Board acknowledges WPH's responsibility to stakeholders including tenants, future tenants, the Council, local residents and others interested in furthering social housing objectives locally.

2.2.2 This policy will ensure that those persons applying for membership of WPH should have the aims and objectives of WPH (being the furtherance of social housing provision) as the primary motivation in applying for membership.

- 2.2.3 Membership is open to all Tenants, who shall be invited to become Members of WPH.
- 2.2.4 Independent businesses and social representatives of the community may be invited to become Members of WPH.
- 2.2.5 WPH believes that the membership will be a source for potential board members who will have the time, experience and commitment to the development and running of the association.
- 2.2.6 No application will be accepted if, as a result of accepting an application, a particular or identified interest group would attain a level of membership such as would unbalance (respectively) the Independent Membership or the Tenant Membership of WPH.
- 2.2.7 All applications for membership to WPH will be dealt with in accordance with the procedure laid down in Paragraph 7 of this policy.

3. RIGHTS OF MEMBERS

- 3.1 All Members are entitled to receive a copy of the Annual Report and Accounts.
- 3.2 Tenant members and Independent members have the right to stand for election to vacant places on the Board. Independent members must first be recommended by the Board.
- 3.3 All members must be invited to the Annual General Meeting and Special General Meetings.
- 3.4 Subject to legal requirements, Members have the right of information about WPH's affairs and they can obtain this information from the staff or from Board members. Information classed as confidential cannot be disclosed to Members.
- 3.5 All Members have the right to vote on resolutions at meetings, including changes to the Memorandum and Articles. Members present (in person or by proxy) will vote in accordance with the following percentages of the total votes cast:
- MBW: $33\frac{1}{3}$ %
 - the Tenant Members: $33\frac{1}{3}$ % apportioned equally between them

- the Independent Members: 33¹/₃% apportioned equally between them.

4. **MEMBERS' GUARANTEE**

- 4.1 Every Member undertakes to contribute to the assets of WPH, in the event of the same being wound up while they are a Member, or within one year after they cease to be a Member. The amount required may not exceed £1.00.

5. **CESSATION OF MEMBERSHIP**

- 5.1 Any Member may resign from WPH by giving one months' notice in writing to the Secretary of WPH.
- 5.2 Any Member may be removed by a resolution passed by a majority of at least three quarters of the votes cast at a General Meeting (Article 6).
- 5.3 A Member (other than MBW) shall automatically cease to be a Member if they become a Local Authority person.
- 5.4 A Tenant Member shall automatically cease to be a Member if they cease to be a Tenant. (Tenants who are temporarily decanted from their tenancy for demolition or major refurbishment purposes remain tenants of WPH and therefore their membership of WPH will remain unaffected).
- 5.5 An Independent Member shall automatically cease to be a Member if they become a Tenant.
- 5.6 A Member shall automatically cease to be a Member if that Member is or becomes bankrupt or makes a voluntary arrangement a composition with creditors, or becomes incapable by reason of mental disorder, illness or injury of managing and administering his property affairs;
- a Tenant who is in serious breach of his/her tenancy obligations, including:
 - using the premises for illegal purposes
 - harassing anybody who is lawfully within the locality of the premises occupied by the tenant
 - the premises deteriorating owing to the neglect of the tenant.

- A Tenant who is subject to possession proceedings for breach of tenancy or who has previously been evicted for breach of tenancy within the last 5 years;
- someone who has been convicted of an indictable offence within the last 5 years.

6. **EXCLUSION**

6.1 The Board may suspend any member or a member organisation that acts in a manner calculated to damage, disrupt or defame WPH or to bring it into disrepute. The Board may convene a Special General Meeting to consider the expulsion of such a member or member organisation (see paragraph 5.2 above).

7. **PROCEDURE**

7.1 Applicants for membership should write to WPH's registered office.

7.2 Applicants should state the following information in their letter:-

- their full name and address
- their reasons for seeking membership of the WPH
- whether they belong to any recognised interest group including:-
 - tenants of WPH - *(eligible for Tenant Membership only)*
 - leaseholders of WPH - *(eligible for Tenant Membership only)*
 - employees of WPH - *(eligible for Tenant Membership if a tenant; otherwise eligible for Independent Membership - subject to paragraph 2.2.6 of this policy)*
 - Councillors of MBW, now or within the last four years - *(not eligible for Membership)*
 - employees of MBW - *(not eligible for membership, unless a non-housing and non-managerial employee)*
 - employees of a company controlled by MBW - *(not eligible for Membership)*

7.3 Applications will be considered by the Board at its next meeting (or as soon as possible thereafter) having regard to this policy and, if accepted by the Board, will be asked to complete the application form set out in the Schedule to this policy.

7.4 The names and other relevant details of successful applicants will be entered in WPH's Register of Members and Members will upon entry to the register be designated either Tenant Members or Independent Members.

8. **COPIES**

Copies of this policy will be available to members of the public on receipt of a written request sent to the registered office of WPH.

9. **MONITORING & REVIEW**

9.1 WPH will implement the following steps to ensure that the membership process is regularly monitored and reviewed:-

- Undertake regular reviews of this policy, to report the outcome according to protocol and adopt any changes to the process accordingly;
- Create, monitor and maintain a comprehensive membership register including each member's name, full address, contact details, joining date, leaving date and reason for leaving;
- Communicate changes to the Board.

SCHEDULE

APPLICATION FOR MEMBERSHIP TO WIRRAL PARTNERSHIP HOMES LIMITED

I, [*insert name*] of [*insert address*] hereby apply to become a Member of Wirral Partnership Homes (the “Company”) and I hereby agree to be bound by the Memorandum and Articles of Association of the Company and any Rules or Byelaws adopted by the Company in accordance with the Memorandum and Articles of Association and I hereby further undertake to contribute to the assets of the Company, in the event of the same being wound up while I am a Member, or within one year of my ceasing to be a Member, for payment of the debts and liabilities of the Company contracted before I cease to be a Member, and of the costs, charges and expenses of winding-up, and for the adjustment of the rights of the contributories amongst the Members, such amount as may be required not exceeding one pound (£1.00).

Signed

Dated

