

**Ledbury Towers**

**Resident Project Group**

**Terms of reference 5.12.17.**

These terms of reference define the role, objectives and membership of the Ledbury Towers Resident Project Group.

**Role of the Ledbury Towers Resident Project Group**

The Ledbury Towers RPG’s role is to provide a resident-led mechanism to work with Southwark Council to monitor and consult on works to Ledbury Towers. The Ledbury Towers are:

* Sarnsfield House
* Skenfrith House
* Bromyard House
* Peterchurch House

To do this the RPG will receive information and comment on the following key issues related to the works:

* 1. Options for the works
  2. Specification of the works
  3. Progress in carrying out the works
  4. Quality of the works
  5. Resident feedback on the works
  6. Communications with all residents affected by the works

The Ledbury Towers RPG will consider the issues/subjects outlined in 2a- 2f at a time where there is reasonable opportunity to influence the decisions of the council.

To work with the council to support and facilitate consultation with the wider community affected by the development.

**Objectives of the Ledbury Towers RPG**

To provide a voice to all residents affected by the works to homes in Ledbury Towers.

To ensure that local issues are addressed when decisions are made about the works at Ledbury Towers.

To ensure that the council provides information in a timely and appropriate way to the Ledbury Towers RPG and residents affected by the works.

To comment on communication from the council linked to the works at Ledbury Towers.

**Membership of the Ledbury Towers RPG**

The Ledbury Towers RPG shall consist of up to 9 tenants and leaseholders. The members will be resident in, or may be temporarily decanted from, the Ledbury Towers.

The RPG will include at least one member from Ledbury Estate TRA, one from Ledbury Action Group and one leaseholder.

New members will be made aware of the time and personal commitment required to join the Ledbury Towers RPG. RPG Members will be supported by the Independent Tenants and Leaseholders Advisor (ITLA).

The membership of the Ledbury Towers RPG will seek to reflect the diversity of the residents of Ledbury Towers in terms of age, gender, tenure, property type and ethnicity [based on 2011 Census data].

The Council’s Major Works Project Team, contractors and other consultants will attend the RPG meetings.

The Ledbury Towers RPG may invite others to attend RPG meeting, e.g. ward councillors.

**Organisation and meetings**

The Ledbury Towers RPG will be chaired by the ITLA.

The Ledbury Towers RPG will meet on a regular basis, at intervals agreed by the members and Southwark Council.

The Ledbury Towers shall be deemed quorate with an attendance of 4.

All meetings will be held at an accessible venue, agreed by the members.

Meetings will take place at a time agreed convenient by the majority of representatives.

Where possible a minimum of five days’ notice of meetings will be provided.

All Ledbury Towers RPG members are required to comply with Ledbury code of conduct and ground rules for meetings.

**Access to information and communications**

No member shall speak to the press in a formal capacity as a member of the Ledbury Towers RPG without the prior agreement of the members of the Ledbury Towers RPG.

Any communication from Southwark Council about the work of the Ledbury Towers RPG will be presented to the Ledbury Towers RPG for comment prior to publication.

**Equalities**

The Ledbury Towers RPG will adopt and abide by Southwark Council’s Equalities Policy.

**Task & finish**

The Ledbury Towers RPG shall cease to operate under these terms of reference when the building and refurbishment works to the Ledbury Towers are completed, and the defects liability period has ended.