

Rent Smart Brighton and Hove Partnership Agreement

Rent Smart Brighton and Hove is a citywide partnership of organisations committed to supporting tenants in the private rented sector.

To achieve this aim, Rent Smart will work as a partnership between organisations. This Partnership Agreement is to outline the scope of the partnership and clarify the relationship between partners to ensure everyone is supported and together we utilise our experience, networks and resources to bring about the most positive change for tenants in the city.

Rent Smart aims to:

- Increase awareness of rights and responsibilities amongst private renting tenants and people looking for a place to live in the private rented sector
- Give tenants/potential tenants more confidence in dealing with agencies and landlords
- Signpost tenants to up to date information and advice about privately renting
- Promote use of a ratings system for letting agencies

Objects of Rent Smart:

- To run a website with basic information about renting and links to multiple other websites where tenants can go for detailed information and advice
- To provide hard copy information which can be handed out to people who need advice about renting in the city, which includes information for those who do not have online access
- To encourage tenants to leave agency ratings on the preferred ratings site (www.allagents.co.uk) and use the site to evaluate agents
- To run periodic campaigns to raise awareness amongst tenants, for example annual reviews of agency fees or information campaigns about changes in the law
- To maintain a blog page and comment on good and bad practice in the industry in relation to codes of conduct and tenants' rights
- To agree annual objectives which members can make time available to complete either with staff or volunteers, according to an agreed work plan
- The Group can raise funds for the sole purpose of furthering the objects and aims of the group, as defined by these terms of reference. The partnership/group will record all income and expenditure and operate within the law and with due care and diligence when managing funds and resources
- Funding would be applied for via a designated member which would take responsibility for holding the money and in whose name bids would be submitted, although all members will work on and take responsibility for the bid and use of the funds

Reporting system for Rent Smart:

- The success of the group will be evaluated against the relevant recommendations of the March 2015 Scrutiny Panel report produced by Brighton and Hove City Council following widespread consultation throughout the city. The relevant recommendations are 13, 14, 16, 18 and 20. The exact recommendations may not be followed if the group feels that another approach would be more appropriate and effective.
- We will produce regular updates of our activities (at least annually) to be reported back to the Strategic Housing Partnership and the Housing and New Homes Committee of Brighton and Hove City Council
- Other metrics will also be used to evaluate success such as website page views and number of reviews on allagents.co.uk.
- Minutes can be made available and copies emailed to interested parties

Meetings:

- Meetings of the membership will be held approximately once a quarter, usually at the Housing Centre on Moulsecoomb Way.
- The group may wish to invite other representatives from organisations or interested parties and this will be agreed within the group.
- Notes will be written up of meetings, to include attendance and details of decisions agreed.
- Decisions will be by consensus and task allocation will be clearly minuted and agreed.

- New members to the group will have access to the partnership agreement, previous meeting notes and reports.

Partners will:

- Complete and sign a Rent Smart Partnership Agreement stating what they can commit to in terms of meeting Rent Smart’s Aims.
- Keep Rent Smart informed of any initiatives or activities carried out as part of their Partnership Agreement or in the name of Rent Smart.
- Endeavour to attend meetings and events hosted by Rent Smart for Partners.
- Provide relevant information about services and activities for Rent Smart to advertise on the Rent Smart website.

Rent Smart Partnership Agreement

I agree to commit to being part of the Rent Smart collaboration, committed to supporting tenants in the private rented sector in Brighton and Hove by:

Please tick the activities that you can get involved with (specifying any further details in the box below)

- | | | | |
|---|--------------------------|---|--------------------------|
| Follow & promote Rent Smart Via social media | <input type="checkbox"/> | Promote Rent Smart through promotional material | <input type="checkbox"/> |
| Encourage my workplace/organisation to engage with Rent Smart | <input type="checkbox"/> | Spread the word about Rent Smart to your client group | <input type="checkbox"/> |
| Provide resources – printing, funding, equipment or venues for events (specify details below) | <input type="checkbox"/> | Share skills – e.g. communication, PR, web development, design (specify details below) | <input type="checkbox"/> |
| Contribute written content for use on the blog page | <input type="checkbox"/> | Help in the production of regular updates of our activities to be presented at various groups | <input type="checkbox"/> |

Please specify further details ticked above

Whilst this Partnership Agreement states that meetings will usually be held in the Housing Centre, it should be noted that this is subject to room availability and the council’s ongoing use of the building.

To help me carry out my above commitment I would like the following support from the Rent Smart Partnership:

(eg. Supply Rent Smart literature, information on other similar activities, advice and support)

Signed: Name & Position: Name of organisation (if applicable):	
Contact details:	<i>Email address:</i> <i>Telephone number:</i> <i>Address:</i>
Date:	
<i>Partners who sign this Agreement are not legally constituted in anyway. This Agreement is about a commitment to work collaboratively to achieve the goals of Rent Smart outlined above.</i>	

