

# Tenants & Residents Association Recognition Policy Checklist 2026

This checklist includes initial set up checklist of requirements for new Associations to be Recognised. and a follow-up checklist for Associations each year. A Community Engagement Officer will work with Associations through the process and sign off on Recognition. A copy will be shared with the Association and held on record by the Community Engagement Team (CET)

## New Association

### Association formation (launch meeting)

| Requirement                                   | Yes/No | Notes |
|-----------------------------------------------|--------|-------|
| Public launch meeting held                    |        |       |
| Each household received an invitation         |        |       |
| Residents elected to administer association   |        |       |
| Resident elected as Area Panel representative |        |       |
| Copy of meeting notes sent to CET             |        |       |

### Constitution

| Requirement                              | Yes/No | Notes |
|------------------------------------------|--------|-------|
| Is in line with Model Constitution       |        |       |
| Area of Association defined              |        |       |
| Equal opportunities statement included   |        |       |
| Conflict of interest procedures included |        |       |

## New Group Recognition verification:

Association Name: \_\_\_\_\_

Association Committee Member: I have read and understand the Recognition policy.

Name: \_\_\_\_\_ signed \_\_\_\_\_ date: \_\_\_\_\_

Community Engagement Officer: I agree this Association has achieved Recognition.

Name: \_\_\_\_\_ signed \_\_\_\_\_ date: \_\_\_\_\_

Verification Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

## Annual Recognition checklist for Associations

This list is to be checked, signed and saved each year at Annual General Meeting.

### Meetings and governance

| Requirement                                | Yes/No | Notes |
|--------------------------------------------|--------|-------|
| At least <b>four</b> general meetings held |        |       |
| Meeting records maintained                 |        |       |

### Annual General Meeting (AGM)

| Requirement                              | Yes/No | Notes |
|------------------------------------------|--------|-------|
| AGM held within three months of due date |        |       |
| All households receive an invitation     |        |       |
| Examined accounts presented              |        |       |
| Committee elected democratically         |        |       |
| Area Panel representative elected        |        |       |
| AGM minutes sent to CET                  |        |       |

### Conduct and compliance

| Requirement                                | Yes/No | Notes |
|--------------------------------------------|--------|-------|
| Comply with Engagement Conduct Guidelines  |        |       |
| Equal opportunities principles followed    |        |       |
| Conflicts of interest declared and managed |        |       |

## Annual Recognition verification:

Association Name: \_\_\_\_\_

Association Committee Member: I have read and understand the Recognition policy.

Name: \_\_\_\_\_ signed \_\_\_\_\_ date: \_\_\_\_\_

Community Engagement Officer: I agree this Association has achieved Recognition.

Name: \_\_\_\_\_ signed \_\_\_\_\_ date: \_\_\_\_\_

Verification Date: \_\_\_\_\_

Review Date: \_\_\_\_\_