

## CRITERIA FOR REGISTRATION AND DIRECT GRANT FUNDING

**To be recognised by Loretto as a Registered Tenant Organisation (RTO) and be eligible for direct funding RTOs must fulfil the criteria as detailed below.**

1. The RTO must have a publicly available written constitution (based on the key principles of the model constitution, copy attached for information). The constitution must set out:
  - Clear objectives that are non-political, non-sectarian and observe and promote equal opportunities in practice;
  - Its commitment to the promotion of equal opportunities;
  - Its area of operation, including either a **list of streets** or a **map** of the area covered by the RTO;
  - Its commitment to the promotion of housing and housing related interests of tenants;
  - How people can become members of the RTO;
  - The way the committee will operate;
  - How people can become committee members/office bearers;
  - How the business of the RTO will be conducted;
  - How decisions will be reached democratically;
  - How funds will be managed;
  - Arrangements for public meetings and an annual general meeting (AGM);
  - How changes can be made to the constitution;
  
2. The RTO must have a committee that:
  - (After the first year) is elected at an AGM;
  - Has at least five members
  - Has a majority of tenants on the committee;
  - Can co-opt others onto the committee during the course of the year;
  - Has elected office bearers;
  - Can demonstrate that decisions are reached democratically; and
  - Promotes equal opportunities.

3. The RTO must operate within:
  - A defined area that includes housing stock owned and managed by Loretto and
  - Membership of the RTO and participation in its activities must be open to all adults over 16 years of age living in the area of operation.
4. The RTO must keep a record of accounts and present an audited annual financial statement to the AGM. A copy of the accounts must be available to the members of the RTO.
5. The RTO must appoint authorised signatories for the operation of its accounts.
6. The RTO must be able to **demonstrate**:
  - Its commitment to representing the interest of its members and that, when consulted by Loretto, it can represent the views of its members who are tenants;
  - How it consults with its members on issues that affect them. In particular, the RTO must be able to give examples of the methods it uses to consult with its members, how it takes on board their comments and how it provides feedback to members.
  - How it encourages everyone living in the area who is 16 years of age or older to become involved in the work of the RTO;
  - That it has an awareness of the profile and particular needs of the members that it represents, for example, older people, young people, black and minority ethnic (BME) communities, people with disabilities, lone parent families.
  - How it is proactively trying to engage with traditionally excluded groups (see above for examples) by removing any barriers that may be preventing their participation in the RTO.
  - That it has held an Annual General meeting within the last 12 months and holds regular public meetings as detailed in the constitution.
  - How Annual General meetings and public meetings are advertised to members living in the area.

### **Direct Grant Funding**

1. RTOs will be invited to apply for funding within the Registration period.
2. If funding is approved, it will last for one year and will be paid quarterly. RTOs will have to apply each year for Direct Grant Funding and satisfy the registration criteria.
3. At the time of applying for funding, consideration will be given to the money balances held by the RTO, its running costs and its plans for expenditure.

## **Changes to the Constitution/Area of Operation**

If any RTO changes its constitution, membership or geographical area, it would be obliged to re-apply for registration.

## **Failure to meet the Criteria**

If an RTO does not meet the criteria, their application for registration and funding will be rejected. The reason for rejection will be explained fully in writing, and where appropriate, will include recommendations to enable the RTO to meet the requirements of the criteria.

## **Removal from the Register**

An RTO can be removed from the Register in any of the following circumstances:

- The RTO did not apply for re-registration; or
- The RTO no longer meets the registration criteria; or
- The RTO ceases to exist or does not operate; or
- There is mutual agreement between Loretto and the RTO.

Removal from the Register will only take place after the RTO has been notified in writing and given reasonable opportunity to meet the criteria.

## **Appeals**

An RTO may appeal against Loretto's decision to:

- Not register the organisation; or
- Remove the RTO from the Register; or
- Not remove the RTO from the Register.

An RTO should appeal in writing to Loretto in the first instance. Loretto will respond to the RTO within 3 months of the appeal being made or as otherwise agreed between Loretto and the RTO.

Thereafter, if the matter has not been resolved to the satisfaction of the RTO, an appeal may be made to the Scottish Government Housing Regulator.

**Contact details are as follows:**

Wheatley Group  
Community Governance & Compliance Team  
Wheatley House  
25 Cochrane Street  
Glasgow  
G1 1HL

Tel: 0141 274 6673

Scottish Government Housing Regulator  
Highlander House  
58 Waterloo Street  
Glasgow  
G2 7DA

Tel: 0141 226 4611