



TENANT BOARD MEMBER ELECTIONS 2012

GUIDANCE NOTES

1 Introduction

Ashfield Homes Limited is an Arms Length Management organisation. The Company was established in April 2002 by Ashfield District Council to manage, maintain and improve its housing stock.

The Company is managed by its Board of 12 non-executive Directors. This includes four tenant nominees, one from each of the 4 main geographical areas of Ashfield, namely; Sutton-in-Ashfield, Kirkby-in-Ashfield, Hucknall and the Rural areas comprising Selston, Underwood, Westwood and Jacksdale.

There will be an election of the Tenant Board Member for the Rural area in the spring of 2012.

Further information on the role and responsibilities of the Tenant Board Members is set out in the document headed **Board Members' Role Profile** contained in this information pack. Please read it carefully.

2 Tenant Board Member – Terms of Office

The tenant Board Member will serve a term of office for a period of 4 years. One tenant nominee will retire each year and an election will be held in that area to appoint a new nominee. The current appointment cycle is:

Area	Number of Tenant Board Members to be elected	Term of Office Expires
Sutton	One	2013
Hucknall	One	2014
Kirkby	One	2015
Rural (Selston, Underwood, Jacksdale)	One/2012	2016

3 Application to Stand as Tenant Board Member

You are required to complete and return the following forms

Form 2 Nomination Form and

Form 3 Election Statement

Copies of the relevant forms are also available to download from the Company's website www.ashfieldhomes.co.uk

These need to be returned to

**Mona Sachdeva
Company Solicitor and Secretary
Ashfield Homes Limited
Broadway
Brook Street
Sutton in Ashfield
Nottingham
NG17 1AL**

The Nomination Form and the Election Statement must be delivered to the Company Solicitor and Secretary no later than **12.00 noon on Monday 6 February 2012.**

Failure to submit an Election Statement to the Company Solicitor and Secretary, by the date above, will mean that your nomination will **not** be valid and you will **not** be able to stand for election as a Tenant Board Member this year. The documents must be delivered to the above address. **The documents will not be accepted at any other Ashfield Homes Limited office.**

Name and Address of Witness

Your Nomination Form must be signed and dated by you in the presence of a witness who must also give his or her address.

The witness may be any person who knows you and should be 18 years of age or over.

Election Statement

Each Applicant for Tenant Board Member will be required to make an Election Statement, which will be sent to all the tenants voting in this election along with the ballot paper.

You **must** submit your Election Statement together **with** your Nomination Form.

The Election Statement may be handwritten or typed and must be at least 100 words long, but no longer than 200 words. Please see guidance notes as to how to complete your Election Statement.

The Election Statement should be confined to tenant related matters and outline how you will act with the best intentions in your capacity as a tenant nominee member of the Board. It must not be a political statement or contain anything, which is malicious, libellous, or racially or sexually inflammatory. The Company Solicitor and Secretary reserves the right to amend punctuation, spelling and grammatical errors before sending any information out with the ballot papers. You may also be contacted if there is information contained in your statement that is considered inaccurate or inappropriate. You may have to amend any such information which is identified. Please allow time for this to happen before the deadline.

No other leaflet or publication should be distributed by or for and on behalf of the candidate.

Validity of Nomination Form and Election Statement

The Company Solicitor and Secretary's decision on the acceptance and validity of the Nomination paper and whether the Election Statement complies with the above requirements will be final.

Incomplete nomination papers will be invalidated.

Selection of Tenant Board Member

In the event that there is only one candidate, subject to that candidate not being exempt from being a Board Member, they will automatically be declared the Tenant Board Member for the area they represent.

If no one stands for election in an area then the Ashfield Federation of Tenants and Residents Associations will be asked to nominate a tenant from the Rural area to the Board.

Where there is more than one nomination in each respective area, there will be an election in that area.

If there are two or more candidates, an election will be held to choose the tenant nominee.

Who Can Vote in the Election?

All tenants within the area, sole or joint, and resident leaseholders will be eligible to vote in this election. Each elector will be allowed to vote only once in the election within the area in which they live.

A vote will be sent to each eligible elector during the week commencing 5 March 2012. Those eligible to vote must be a resident tenant/leaseholder of the property on or before 6 February 2012.

The election will be conducted by the Electoral Reform Services, on behalf of Ashfield Homes Limited.

The Count and Declaration of Result

The Counting of the votes will be conducted by the Electoral Reform Services.

The Declaration of the Results will be made on 6 April 2012.

Further Information

For enquiries, help and information relating to the role of the Tenant Board Members contact:-

Mona Sachdeva, Company Secretary and Solicitor
Ashfield Homes Limited
Telephone 01623 608854

Ashfield Homes Limited
Broadway
Brook Street
Sutton in Ashfield
Notts
NG17 1AL

or

Check our website at www.ashfieldhomes.co.uk



ASHFIELD HOMES LIMITED

Nomination Form for Tenant Board Member

I wish to stand as a tenant nominee board member to the Board of Ashfield Homes Limited.

BEFORE COMPLETING THIS FORM YOU ARE STRONGLY ADVISED TO READ THE ATTACHED GUIDANCE NOTES

Please tick which of the following applies to you:-

I am

A resident tenant

A resident joint tenant

A resident leaseholder

A resident tenant's partner*

An immediate resident family member of the tenant*

(Please state the nature of your relationship to the tenant e.g. son, daughter etc).....

*To be nominated as a partner or immediate family member of the tenant, you must have lived with the tenant at this address for the 12 months prior to the date of this nomination form.

Name **Date of Birth**.....

Address

.....

Post code

Contact Telephone Number

Mobile Telephone Number

Email address

Please fill out this form and return it with your Election Statement to:-

**Mona Sachdeva
Company Solicitor and Secretary
Ashfield Homes Limited
Broadway
Brook Street
Sutton in Ashfield
Nottingham
NG17 1AL**

**The nomination form and the election statement must be delivered to the
Company Solicitor and Secretary no later than 12.00 noon on
6 February 2012**

I declare that to the best of my knowledge and belief:

- a) The above information is correct; and
- b) I am not disqualified for being elected, by reason of any disqualification set out in the guidance notes to the nomination form, as a Tenant Board Member on the Board of Ashfield Homes Limited.
- c) I have attached my Election Statement (Form 3) with this Nomination Form.
- d) I have consented to the publication of my photograph and my election statement.

Signed..... **Dated**.....

Signed in my presence:

Signature of witness..... **Dated**

Name and address of witness (CAPITAL LETTERS)

.....
.....

Note for Candidates

All information provided may be verified from records held by the Company.

TENANT BOARD MEMBER ELECTIONS

Disqualification from Standing as a Tenant Board Member

By law and virtue of the Company's constitution you will not be allowed to become a Board Member in certain circumstances. These are set out below. Please indicate clearly beside each section whether any of these categories apply to you (delete where applicable).

Are you: -

- Someone who is or becomes bankrupt or who makes a voluntary arrangement with creditors; or YES/NO
- Someone who is suffering a mental disorder and either:
 - Is admitted to hospital under the Mental Health Act 1983; or
 - Has a Court Order made relating to the illness or to appoint someone to look after their property or other affairs; YES/NOor
- Someone who is subject to a Court Order disqualifying him or her from serving as a board member of a company. YES/NO
or
- Someone in serious breach of an obligation as a tenant, for example:
 - If you are in rent arrears, or have been in arrears of more than two weeks at three times or more over the past six months, unless due to a Housing Benefit claim pending; YES/NO
 - If action is being taken against your tenancy due to anti-social behaviour YES/NO

If you apply as the partner or immediate family member of a tenant, you will not qualify to apply if the tenant of the property where you live is in serious breach of their tenancy obligations.

People in the following categories may not be suitable to become Board Members of Ashfield Homes Limited:

- Someone who has been a Director of a Company which has gone into insolvency or liquidation;
- Someone who has been convicted of a serious criminal offence (in particular, any offence involving dishonesty, or any offence involving imprisonment, or any offence in relation to the promotion, formation, management or liquidation of a company).

Some criminal convictions do not need to be disclosed under the Rehabilitation of Offenders Act 1974.

If you are in any doubt, you should seek legal advice or speak to the Citizens Advice Bureau.

Please choose one of the following options

Option A

If you have answered NO to all of the questions above please read and sign the following declaration

I hereby certify that I have read and understood the above criteria and that I am not aware of any circumstances which may disqualify me from standing as a Director of Ashfield Homes Limited

Signed _____

Printed _____

Dated _____

Option B

If you have answered YES to any of the questions above please set out the full circumstances in the space provided below. We may have to make additional checks to ensure you are entitled to proceed with your application.

I hereby certify that the above information is true.

Signed _____

Print _____

Dated _____

I consent to this statement being published in the event of an election and also consent for my photograph to be used.

Signed

Print Name

Dated

Signature of witness.....

Dated

Name and address of witness (CAPITAL LETTERS)

.....

.....



ELECTION STATEMENT GUIDANCE NOTES

You may wish to include some of the following information in your Election Statement. The Statement must be at least 100 words but no more than 200 words long.

Personal Background Information

About you:

What is your name?

Where do you live?

Are you a resident Tenant, Leaseholder, Tenant's partner, or a member of the immediate family of the Tenant?

How long have you been in that capacity?

How do you occupy your time? (For example, I am a full-time parent; I work in the building industry; I am retired; I do voluntary work; I am self-employed.)

What are your interests?

Skills and Abilities

Why do you want to stand for election?

Do you feel you have the time, skills and abilities to play an active part in the work of the Board?

Are you a team player? Can you develop and maintain constructive working relationships with board and other colleagues?

Can you plan and review activities and assess options?

Can you contribute to the decision making and consultation processes?

Do you have the time to make this commitment?