

NEXT STEP HOMES LIMITED

MEMBERSHIP POLICY

1. Aims and Objectives

Membership of Next Step Homes Limited is open to anyone with an interest in and support for the aims of the Association in the provision of affordable housing both rented and owned. Membership is particularly welcome however from the Association's tenants, sharing owners, shared equity purchasers and applicants for those services and from those who work in the provision of other services to our client group.

In reviewing its membership, the Association will attempt to maintain a gender balance and to encourage membership from ethnic minority groups or from those with a disability.

2. Recruitment Priorities

The Association shall, through its customer participation procedures and otherwise, regularly communicate with its tenants, sharing owners and those who have purchased shared equity interests from the Association, informing them of their right to apply for membership of the Association. In addition, when every such person first takes up residence in a home provided by the Association, they shall receive a welcome pack containing inter alia information about the benefits of membership together with an application form.

The Association will also encourage membership applications from amongst its waiting list and from its partner organisations such as care providers, voluntary groups and others.

The Association is positive about recruiting from ethnic minorities and from those with a disability and will actively seek more effective ways of communicating with them.

3. Procedure

Any person interested in becoming a member of the Association shall submit an application form provided by the Association or otherwise apply in writing to the Company Secretary who will refer the application to the first available meeting of the Committee of Management. As membership is open, the Committee of Management will normally approve the application but they shall be entitled to refuse it if they are satisfied that granting membership may create a conflict of interest, that granting membership is not consistent with the aims and objectives of the Association or that there is some other substantial reason.

In the event that the application is refused, the grounds for refusal shall be communicated to the applicant within 14 days of the meeting of the Committee of Management.

There shall be no right of appeal against the refusal of the application although there shall be no prohibition on anyone who has been refused making a fresh application which the Association shall be obliged to entertain.

In all other cases, on the granting of the application for membership, the Company Secretary shall confirm the position in writing to the applicant who, upon payment of the sum of £1.00, shall be entitled to be enrolled on the Register of Members and thereafter entitled to the full benefits of membership.

4. Benefits of Membership

The members of the Association shall be invited, in accordance with the Association's rules, to all Annual, Extraordinary or Special General Meetings and shall receive all relevant papers.

The members of the Association shall receive copies of all Annual Reports.

Next Step Homes Limited is a controlled subsidiary of Langstane Housing Association Limited. As such, Langstane Housing Association Limited appoints the Committee of Management. There is therefore no automatic right of members to stand for election to the Committee. Nonetheless, both the parent Association and the existing Committee of Management actively encourage expressions of interest from members and would positively use their co-option powers to involve appropriate people in the running of the Association. Any member who is interested in being co-opted in those circumstances should inform the Company Secretary.

The Association shall seek to identify ways of consulting the membership on a regular basis on all major policy issues.

5. Review

The Association, through its Committee of Management, shall at intervals of not more than 2 years, review the membership against the aims of this policy and in particular review the number of tenants and sharing owners in membership, the gender balance and the number of applicants coming from ethnic minorities or those with a disability. The Committee of Management shall then review the policy, amend it as it thinks fit and take such steps as it deems appropriate to promote membership of the Association.

Date Approved by Committee of Management:	02.07.08
Review Period:	2 Years
Date Due for Review by Committee of Management:	July 2010