

Constitution of the Northfields Liaison Group

1. The Northfields Liaison Group (NLG) is hereby established by agreement between Nottingham Community Housing Association (NCHA) and Carlton Parish Council (CPC).
2. The purposes of the NLG are to
 - a) maintain close cooperation and liaison between NCHA and CPC on matters pertaining to the management of the dwellings at Northfields and adjacent land ;
 - b) provide a forum for the discussion of matters of common interest or concern to the residents of Northfields and users of adjacent land;
 - c) maintain up to date lists of contacts and a rapid and effective channel of communication between NCHA and CPC, in line with the service standards shown at Appendix 1;
 - d) exchange information of mutual interest.
3. Membership of the NLG shall comprise:
 - One representative of NCHA
(to be appointed by NCHA);
 - One representative of CPC
(to be appointed by CPC);
 - One representative of the Carlton Gardening Group
(to be appointed by the CGG);
 - One representative of the Northfields Residents Group
(to be appointed by residents of Northfields)
 - One representative from the Parish of Carlton
(to be appointed by CPC);
 - One representative from the Parish of Shackerstone
(to be appointed by Shackerstone PC);
4. The NLG shall elect one member to act as Chairman.
5. The NLG shall not have power to co-opt, or to authorise expenditure. Any person may be invited to attend any meeting of the NLG.
6. The activities of the NLG may be advertised and reported on the CPC and NCHA websites, and in Carlton News.
7. The NLG shall meet at least once a year in April. A written report of this meeting shall be copied to CPC before the Annual Meeting of CPC, and a representative of the NLG shall attend the Annual Meeting of CPC and make report on the activities of the previous twelve months.

- 8. Other meetings may be held as necessary, and written reports of all meetings shall be forwarded promptly to NCHA and CPC.
- 9. NCHA and CPC undertake to give prompt and careful consideration to any matters raised for their attention by the NLG. A complaints/dispute resolution procedure is attached as Appendix 2.
- 10. All members of the NLG shall maintain confidentiality of personal information at all times.
- 11. This Constitution may be changed by a request made in writing by NCHA to CPC and confirmed by resolution of CPC. The NLG may only be dissolved by a request for dissolution made in writing by NCHA to CPC and confirmed by resolution of CPC.
- 12. This Constitution was approved by CPC on 12th March 2014.

Signed:.....Chairman

14. This Constitution was approved by NCHA on

Signed:Position

- Abbreviations used in this document:
- CGG Carlton Gardening Group
 - CPC Carlton Parish Council
 - NCHA Nottingham Community Housing Association
 - NLG Northfields Liaison Group