

All TMOs - Schedules

Version 21.6.16.

		Required	Generic or specific	Who provides?			Draft	Agreed
				TMO	CWC	WH		
Chapter 1								
Schedule 1	Property included in Management Agreement	Y	Specific		Y		12.5.16.	√
Schedule 2	Equal Opportunities Policies and Procedure	Y	Specific	Y			NP	
Schedule 3	Supervision Notice Policy and Procedure	Y	Generic		Y		√	√
Annex A	Copy of the TMO's Constitution	Y	Specific				√	√
Chapter 2								
Schedule 1	Functions and Performance Standards of the TMO and the Council in Respect of Repairs	Y	Specific		Y	Y	30.7.16.	
Schedule 2	Procedure for consultation on Major Works	Y	Generic			Y	NP	
Schedule 3	Procedures and Performance Standards for entering into and supervising Major Works	Y	Generic			Y	NP	
Schedule 4	The TMO's Major Works Functions	Y	Specific			Y	NP	
Schedule 5	Procedure for repairs arising from events covered by the Council's Building Insurance	Y	Generic		Y	Y	NP	
Schedule 6	Function and performance standards of the TMO and the Council in respect of Estate Services	Y	Generic		Y	Y	NP	
Schedule 7	Improvements Policy and Procedure	Y	Generic		Y	Y	16.6.16	√
Schedule 8	Right to Repair Policy and Procedure	Y	Generic		Y	Y	13.6.15.	√
Chapter 3								
Schedule 1	Rent Collection and Arrears control procedure	Y	Generic		Y		16.6.16.	√
Schedule 2	Tenant Service Charge procedure	Y	Generic		Y		N/A	
Chapter 4								
The schedule	Service Charge procedures	Y	Generic				N/A	
Chapter 5								
Schedule 1	Calculation and payment of allowances	Y	Generic with specific				22.7.16.	
Schedule 2	Financial Procedures	Y	Specific	Y			22.7.16.	
Schedule 3	Accounts and Audit	Y	Generic		Y		22.7.16.	
Chapter 6								
Schedule 1	Introductory Meetings for Housing Applicants	Y	Generic		Y		N/A	√
Schedule 2	Selection of Tenants Policy and Procedure	Y	Generic specific	Y	Y			√
Schedule 3	Introductory Tenancies	Y	Generic		Y	Y		√
Schedule 4	Tenancy Agreement and changes procedure	Y	Generic		Y			√
Schedule 5	Breach of tenancy agreement, term of a lease, or covenant in a freehold transfer	Y	Generic		Y			√
Schedule 6	Anti-Social Behaviour and Harrassment Policy and Procedure	Y	Generic		Y	Y		√

Clause	Title	Options	Clause	Title	Options
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Clause 1	Responsive	Option A or B			
Clause 2	Function of	Option A or B			
Clause 6	Major Wor	Option A, B, or C			
Clause 9	Repairs cov	Option A, or B			
Clause 10	Provision of	Option A, B, C or D			

Clause 2	Rent Collec	Option A, B, C, D or E	Clause 8	Notification of Rent Charges	
Clause 3	Rent Arrea	Option A, B, or C	Clause 9	Payment to the Council of Rent Due	
Clause 4	Collection	Option A, B, C or D	Clause 10	Voids Allowance	
Clause 5	Former Ter	Option B or C	Clause 11	Bad Debts and Write Offs	
Clause 6	Housing Be	Option A, B or C	Clause 12	Voids and Rent Waivers	

Clause 3	Service Cha	Option A or B	Clause 7	Other provision under Landlord and Tenant Act 1985	
Clause 4	Service Cha	Option A, B or C	Clause 8	Payment of Service Charges	
Clause 5	Consultatic	Option A or B			

Clause 2	Payment o	Option A, or B	Clause 9	Major Works Account	
Clause 3	Payment o	Option A, or B	Clause 10	Financial Report and Surplus Fund	
Clause 4	The TMOs	Option A, B, C or D	Clause 12	Interest on late payments	
Clause 8	Reserve Fu	Option A or B	Clause 13	Set off payments	

Clause 3	Selection o	Option A, B, or C	Clause 14	Right to Assign to restricted category of persons	
Clause 4	Transfers	Option A, B, or C	Clause 15	Application to Sublet	

Schedule 7	Residents Disputes Policy and Procedure	Y	Generic		Y	Y		√
Schedule 8	Mutual Exchanges Policy and procedure	Y	Generic		Y	Y		√
Schedule 9	Sub Letting Policy	Y	Generic		Y	Y		√
Schedule 10	Giving Consents	Y	Generic		Y	Y		√
Schedule 11	Right to Buy: Enquiries before exchange of contracts	Y	Generic		Y			√
Annex A	The Tenancy Agreement	Y	Generic		Y		17.5.16.	√
Annex B	Succession Policy	Y	Generic		Y		17.5.16.	√
Chapter 7								
Schedule 1	Staff Transferred under the Transfer of Undertakings (Protection of Employment) Regulations 1981 (TUPE)	N					N/A	
Schedule 2	The Secondment arrangements for Council Staff	N					N/A	
Schedule 3	Liason Officer Role and Responsibilities	Y	Generic		Y			√
Schedule 4	Management Complaints Policy and Procedure	Y	Generic		Y	Y	NP	√
Schedule 5	Alternative Dispute Resolution Procedure	Y	Generic		Y			√
Schedule 6	Arbitration Procedure	Y	Generic		Y			√
Annex	The Recruitment Policy, Disciplinary Procedure and Standard Terms and conditions for Staff	Y	Specific	Y			LM	√
Chapter 8								
The Schedule	Key Performance Indicators	Y	Specific		Y			
The Annex	Comparators	Y	Specific		Y			

Clause 5 Introductory Option A, or B
 Clause 6 Variations Option A, B or Cor D
 Clause 7 Breach of t Option A, B, C or D
 Clause 8 Ending and Option A or B
 Clause 9 Anti Social Option A, B or C
 Clause 10 Residents' Option A or B
 Clause 11 Unlawful O Option A or B
 Clause 12 Void Dwell Option A, B or C
 Clause 13 Right to Ex Options A or B

Clause 16 Right to Succession
 Clause 18 Right to Buy and Sales
 Clause 19 Enquiries before exchange of contracts

Clause 3 Secondment Option A or B
 Clause 4 Employment Option A or B
 Clause 8 The Council Option A, B, C, D or E

Clause 15 Statutory C Options A or B
 Clause 18 Disputes at Option 1 or 2