

## SCHEDULE 9

### Training

Through Council led training, ensure all Associations (Site Secretary, Chair and Treasurer, nominated committee members or other nominated persons) are fully aware of their responsibilities <sup>1</sup>before being required to undertake them. Both the City Council and Associations will use their best endeavours to ensure the following.

- a. The training is delivered at least once in May each year.
- b. Associations hold their AGM and elections in April wherever possible to reduce the risks of new executive officers undertaking their responsibilities before being trained.

Association members undertaking training will be required to sign they have attended training in the following areas

1. Management Agreement
  - background to devolved management.
  - obligations of Birmingham City Council and the responsibilities of the Associations<sup>1</sup>.
2. Data Protection Act 2018 (GDPR)  
Data Protection, Privacy and Electronic Communication 2020

To ensure that Association members understand their responsibilities in respect of compliance when handling tenant personal data, secure storage and retention of tenancy agreements and accident logs.<sup>2</sup>

3. Plot letting

Including the following.

- tenancy agreements
- receipt books
- cancellation forms
- plot splitting and joining
- deceased tenants
- waiting lists
- 2<sup>nd</sup> year discount

---

<sup>1</sup> Obligation is an act or course of action to which a person is morally or legally bound; a duty or commitment. Responsibility is the state or fact of having a duty to deal with something or of having control over someone

<sup>2</sup> Some of the responsibilities that BCC requesting from the associations have financial implications, ie GDPR. Lockable cabinets, separate hard drive for storage of electronic information, shredders for paper data. Who will fund this?

#### 4. Financial management.

Including the following.

- Rent collection
- Income return
- Fees, late fees and discounts
- Schedule 7
- Devolved Budget
- Commission

And signposting to funding/fundraising opportunities in general including the Flo Pickering Fund

#### 5. Site management.

Including the following.

- Management Handbook
- Letters of Concern; Notices of Re-entry; evictions
- Rules
- Complaints process
- Events
- Bill of quantities and monitoring of horticultural maintenance
- Reports required by BCC contract schedules. e.g Legionella inspections, tree surveys, asbestos inspections
- Reporting building faults, fires, trespassing, fencing issues.

#### 6. Health and Safety – to be undertaken by a trained Safety Officer.

Including the following.

- Accident log
- Hazard identification and the process of reporting structural and operational hazards
- Risk assessments – including requirements for visitors, external contractors, vehicles with chemical logos, schools, other associations?

#### 7. Optional – access to the BCC dealing with aggression course.

#### 8. Links to council policies – Equalities; Safeguarding; Health and Safety

#### 9. The Council will agree with BDAC a system for obtaining regular feedback from sites for the purpose of training evaluation