

Tenant Scrutiny Board Information Pack



What is Tenant Scrutiny Board?

Tenant Scrutiny Board is a key part of how the Housing Service empowers local tenants to help improve local housing services and performance.

Their purpose is to monitor and advise on how housing services are delivered so that excellent services are given to tenants. They also help shape local communities by investing in environmental or community related projects.

Why become a Tenant Scrutiny Board member?

You will have the opportunity to make a real difference to tenants and local communities. You will gain the satisfaction of being involved in decision making and feel part of a team. You will also be supported to learn new skills and gain new experiences that might be a stepping stone to new opportunities.

What kind of person would make a good Tenant Scrutiny Board member?

An ideal panel member will:

- Be open minded;
- Be prepared to read papers and reports before a meeting;
- Be prepared to listen to different points of view;
- Ask questions if anything is unclear;
- Be prepared to contribute to meetings;
- Draw conclusions based on evidence, not on individual opinion;
- Accept collective responsibility for Tenant Scrutiny Board decisions;
- Be flexible in their approach to helping with Tenant Scrutiny Board activity, like undertaking project work and attending panel conferences;
- Be committed to their own and their Board's training and development;
- Maintain confidentiality and protect the reputation of the Board and its members;
- Tell us any private or personal interests, financial or otherwise; and
- Be prepared to have a public profile.

What is expected of me?

Board members have the following responsibilities:

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Visit: www.leeds.gov.uk/scrutiny

Email: tenant.scrutiny@leeds.gov.uk

Phone: 0113 395 1151

- To actively listen to tenants and link with all other forms of tenant, resident and community involvement.
- To scrutinise local service delivery against KPS's (Key Performance Indicators).

What else do you need to know?

The role is voluntary; however, we will pay all reasonable expenses – it's important that panel members are not out of pocket for the time they give.

Board meetings are held every month, which you will be expected to attend. However, the role also includes preparing for meetings by taking the time to read information sent to you, plus there will be other activities relating to Tenant Scrutiny that you will be invited to take part in.

We will make reasonable adjustments to help you to fulfil the role if you have any specific requirements.

We are keen to make sure the diversity of the area is reflected in Board membership, especially younger tenants and those from black and minority ethnic backgrounds.

Board members can serve for up to four years. A full description of how the Tenant Scrutiny Board manages their membership is described in the 'terms of reference' (available from www.leeds.gov.uk/scrutiny or on request).

We will support tenants, and offer training and development opportunities to help all members to work well in the role.

We have the right to end your membership if you breach the terms of your tenancy.

You must sign a code of conduct that sets out the behaviour expected of all panel members. We have the right to end your panel membership if you breach this code of conduct.

How can I apply?

If after reading this, you would like to be considered for Tenant Scrutiny Board membership please complete an application form and return it to:

Scrutiny and Member Development
Civic Hall
4th Floor West
Leeds City Council
Leeds LS1 1UR

Or email tenant.scrutiny@leeds.gov.uk

A copy of the application form and other useful information is also available on www.leeds.gov.uk/scrutiny including the Terms of Reference for Tenant Scrutiny Boards.

Visit: www.leeds.gov.uk/scrutiny
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Applicants are encouraged to explain how you meet the '*what makes a good Tenant Scrutiny Board member*' and '*what is expected of me*' questions above in the application form.

Eligible applicants will be interviewed by both existing Board member(s) and a Council Officer. The interview questions will be based around the information in this pack.

For any queries or an informal chat or if you would like to attend and observe a panel meeting before submitting an application, please call Guy Close on 0113 395 1151.