

Tenant Scrutiny Board Information Pack



What is the Tenant Scrutiny Board?

The Tenant Scrutiny Board is a key part of how Leeds City Council 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 board 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 conferences
- Be committed to their own and the Board's training and development
- Maintain confidentiality and protect the reputation of the Board and its members
- Tell us about any private or personal interests, financial or otherwise which may conflict with the work of the Tenant Scrutiny Board, and
- Be prepared to have a public profile.

What is expected of a Tenant Scrutiny Board member?

Board members have the following responsibilities:

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

Visit: www.leeds.gov.uk/scrutiny

Email: tenant.scrutiny@leeds.gov.uk

Phone: 0113 395 1151

What else do you need to know?

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

Board meetings are usually 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 membership of the Board, especially young tenants, those from black and minority ethnic backgrounds and the Lesbian, Gay, Bisexual and Transgendered communities.

Board members can serve for up to three 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 board members and offer training and development opportunities to help all members to work well in the role.

You must sign a code of conduct that sets out the behaviour expected of all board members.

We have the right to end your board membership if you breach this code of conduct, or if you breach the terms of your tenancy.

How to apply to be a Tenant Scrutiny Board Member

If after reading this, you would like to be considered for Tenant Scrutiny Board membership, a copy of the application form and other useful information including the Terms of Reference is available on www.leeds.gov.uk/scrutiny

Completed application forms should be returned to: Housing Leeds, Freepost RRLU-UYBZ-UHKH, Navigation House, 8 George Mann Road, Leeds, LS10 1DJ

Alternatively, application forms can be scanned and emailed to tenant.scrutiny@leeds.gov.uk

Applicants are encouraged to explain how they meet the criteria for '*what makes a good Tenant Scrutiny Board member*' and '*what is expected of Board members as outlined in this information pack*'.

Eligible applicants will be interviewed by 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 board meeting before submitting an application, please call Guy Close on 0113 3950878.

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