



Leeds
CITY COUNCIL

**Expression of interest for Chair/Vice Chairperson
of the 'Tenant Scrutiny Board'**

Your Name: MISS SARAH, E.M. BARNATINE

Which position are you interested in?

Chair

Vice chair



Both

Your Personal Statement

In no more than 200 words, please tell group members:

- why you would like to be Chairperson/Vice chairperson
- the qualities you can bring to the role
- any relevant experience you have

You may wish to refer to the **What makes a good chairperson?** information below

If you require assistance with completing this form, please contact Keith Mack on 0113 3789703 or via email at keith.mack@leeds.gov.uk

Over the last year in the position of vice chair of the Tenants Scrutiny Board, I supported the chair both at meetings and other work ie preparing agendas & reports etc not only have I found this of value in helping the Board with their enquiries but also working alongside the present chair I have gained knowledge of the various procedures needed to enable the Board to carry out their investigations in conjunction with Housing Leeds & other Lec. Departments.

I will be happy to support the chair of the Scrutiny Board in the role of vice chair if the Board would wish me to do so, otherwise I shall continue to support the Board as a member.

Signed *SEH Barnatine*

Dated 04 05.19

How to be a good chairperson for Housing Leeds' Tenant groups

Role of a Chairperson/Vice Chair

Chairing is a key role on any group that requires good diplomatic and leadership skills.

The Chairperson must ensure that;

- the group functions properly
- all members are able to participate during meetings
- everyone's views are heard and discussed
- discussions are appropriate
- all relevant matters are discussed and that effective decisions are made and carried out

Please note the role of a Chairperson can sometimes be time consuming, with work between meetings and representing the group at other meetings.

Characteristics of a good Chairperson/Vice Chair

A good Chairperson will ideally;

- be a good communicator
- be sensitive to the feelings of all group members
- be impartial and objective
- be a good timekeeper
- be approachable
- have an understanding of the group's area of work and focus
- be tactful
- have knowledge of other groups
- be able to network
- be able to delegate
- show interest in all group members' viewpoints
- have an ability to respect confidences
- ensure decisions are taken and recorded

Main duties of a Chairperson/Vice Chairperson

To ensure the group functions properly, the Chairperson is responsible for:

- working with officers to make sure that each meeting is planned effectively
- ensuring that meetings are conducted according to the Housing Leeds tenant groups.
- ensuring that matters are dealt with in an orderly, efficient manner.
- making the most of all the group members' skills and experience.

The Chairperson may from time to time be called upon to represent the group and be its spokesperson. The Vice Chairperson will provide support to the Chairperson and will be called upon to undertake the Chairpersons duties where they are unavailable.

Some Dos and Don'ts for a good Chair/Vice Chairperson

DO	Don't
Make all members feel valued	Be the person who talks the most at meetings
Strive for consensus	Make all the decisions
Encourage new members, particularly from under-represented groups	Allow for one or two members to dominate a meeting
Make new members feel welcome	Allow for meetings to go off track and be unproductive
Use casting votes sparingly	Cut people out of decisions
Allow others to take responsibility	Lose your temper

How is a Chair/Vice Chairperson supported in their role?

Prior to a meeting, Housing Leeds officers will support the Chairperson by:

- Arranging for the attendance of Officers or other guest speakers as required
- Arranging the venue and transport arrangements
- Sending out meeting papers to members
- Receiving apologies

During the meeting a Housing Leeds officer will support the Chairperson by:

- Recording minutes
- Providing assistance and clarification on matters arising

All Chairpersons will be offered training and development opportunities relevant to their role.