**Community Representative**

**Housing Review Board**

**East Devon District Council**

**Blackdown House**

**Border Road**

**Heathpark Industrial Estate**

**Honiton**

**EX14 1EJ**

**WANTED**

**HOUSING REVIEW BOARD – ONE VOLUNTEER**

A vacancy has recently arisen for an **Independent Community Representative** on the East Devon District Council Housing Review Board.

The Housing Review Board is an overview committee that considers matters relating to the Council’s landlord and housing management functions. The Board advises the Council’s Cabinet on housing policy and operational practice, where this affects the Council’s tenants and leaseholders.

The Board keeps under review housing policies and performance; considers and approves new initiatives, and promotes a continuous improvement in housing services for tenants and leaseholders.

The Housing Review Board consists of 5 Council member representatives; 5 tenant and leaseholder representatives; and 2 independent community representatives.

The ideal candidate would have sound business judgment, a passion for the role of social housing, and preferably community development, financial, and/or legal expertise.

The Board meets at least 4 times a year, during the daytime, with other interim meetings also possible.

Whilst there is no payment to board members, the Council will reimburse expenses.

If you live in East Devon and would like to contribute to our communities, we would like to hear from you.

For an information pack, please contact Alethea Thompson on 01395 571653, or email: [athompson@eastdevon.gov.uk](mailto:athompson@eastdevon.gov.uk).

**We would welcome expressions of interest by 25 October 2019.**



**HOUSING REVIEW BOARD**

**Community Representative**

**Job Description**

**Purpose of the Board**

The Housing Review Board is an overview committee and will consider matters relating to the Council’s landlord and housing management functions. The Board will advise the Council’s Cabinet on housing policy and operational practice, where this affects the Council’s tenants and leaseholders.

The Board will keep under review the housing policies and performance; considers and approves new initiatives, and promotes a continuous improvement in housing services for tenants and leaseholders.

**Form and Composition**

The Housing Review Board consists of 5 Council Member representatives; 5 tenant and leaseholder representatives; and 2 independent community representatives. The non-councillor members are co-opted members and have the right to vote.

The Board meets at least 4 times a year.

The Board elects its own vice chair.

**Term of Office**

Normally non-councillor Board members will serve for a maximum of eight years, subject to annual reappointment by the Council, with the objective that every four years one quarter of the non-councillor members will stand down.

**Responsibilities of Board Members**

* Develop and support the vision and values of the Housing Service
* Contribute towards delivering the actions set out in the Council Plan and the Housing Service Plan.
* Accept collective responsibility for any recommendations/decisions made and act in the interests of the Housing Service, and not on behalf of any constituency or interest group.
* Abide by the Council’s constitution and the Board’s terms of reference and make sure personal interests do not come into conflict with the general responsibilities of a Board member
* Comply with the Council’s code of conduct
* To represent the Board at both local and national events
* Act in the best interests of tenants and leaseholders

**Activities of Board Members**

* Advise the Cabinet on the Council’s landlord activities and functions affecting tenants and leaseholders
* Maintain an active involvement in the ongoing review of the options for the future ownership and management of Council owned homes, and make recommendations
* Promote good practice and oversee service improvements
* Monitor performance on core housing management activities and report to the Cabinet
* Provide challenge and actively debate initiatives to ensure the Housing Service is delivering an outstanding service.
* Assist the Cabinet to monitor and prepare the Housing Revenue Account budget and the Housing Revenue Account Business Plan
* Promote tenant and leaseholder involvement, and the updating and implementation of the Resident Involvement Strategy
* Encourage good practice in relation to equality and diversity issues, and ensure that the needs of vulnerable tenants are satisfied
* Advise on any other matters affecting the Council’s landlord duties and responsibilities.

**This job description was updated by the Housing Service Lead on the 20th August 2019**



**HOUSING REVIEW BOARD**

**Community Representative**

**Person Specification**

**Skills and Experience**

* Experience of involvement with local communities or representative groups in community issues
* Sound business judgment
* Financial, legal or community development expertise
* An interest and passion for social housingand the role it plays in society.
* Good interpersonal and communication skills, including questioning skills and the ability to challenge appropriately and assertively**.**
* Ability to understand and evaluate information, identify issues, draw conclusions and reach decisions
* Ability to handle sensitive and confidential information

**Personal Qualities and Commitment**

* Commitment to develop and support the vision and values of the Housing Review Board
* Willingness to work flexibly, constructively and co-operatively with other Board members, paid employees and all outside agencies and organisations
* Willingness to fully understand (with training and support) what is meant by the collective responsibility of the Board – and how this affects you as a Board member
* Commitment to complying with the Board’s terms of reference
* Availability and willingness to attend development and training events
* Commitment to uphold the legal and other responsibilities of the Board
* Commitment to promoting equality and diversity (making sure that the Housing Service’s approach to its services and employees is open and inclusive to all irrespective of age, gender, ethnicity, disability and sexuality)
* Availability and willingness to attend meetings of the Board or relevant sub committees on a regular basis

**This Person Specification was updated by the Housing Service Lead on the 20th August 2019.**

**INDEPENDENT COMMUNITY REPRESENTATIVE**   
  
Thank you for your interest in the above position on the Housing Review Board. We would be grateful if you could respond with an expression of interest and include in your response answers to the following questions:

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| Explain why you are interested in working on the Housing Review Board |
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| What contribution do you think you can make to the work of the Housing Review Board? |
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| --- |
| What skills and qualities do you possess which make you a suitable candidate for this position? |
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