



Housing Review Board Tenant Representative

Job Description

East Devon District Council
Blackdown House, Border Road, Heathpark Industrial Estate,
Honiton, EX14 1EJ

June 2024

Purpose of the Board

The Housing Review Board (sometimes referred to as HRB) is an overview committee, which reviews 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 continuously reviews the housing service's policies and performance; considers and approves new initiatives, and promotes continuous improvement in housing services for tenants and leaseholders.

This is a pivotal function that has real drive and influence on the scrutiny and strategic aims of the Council's Housing Service.

Form and Composition

The Housing Review Board consists of 5 Council member representatives; 5 tenant and leaseholder representatives; and 2 independent community representatives. The Board elects its own Vice Chair, and they meet at least 4 times a year.

The non-councillor members are known as co-opted members and have the right to vote.

To be a Tenant/Leaseholder Board Member, you must be either a residential tenant in a property owned by East Devon District Council or a residential leaseholder where East Devon District Council are the freeholder.

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 and ensure a sustained rotation of input from across our tenants and communities.

Attending Meetings

Board members are required to attend at least one meeting every six months. Our Housing Review Board meetings are held at our Blackdown House offices in Honiton, with roughly one meeting every 3 months (4 meetings per year). Our meetings usually take place in the morning on a weekday, and last for around two to three hours. There may also be rare occasions where an additional (or extraordinary) meeting is called to discuss additional matters.

Responsibilities of Board Members

- To develop and support the vision and values of the Housing Service.
- To contribute towards delivering the actions set out in the Council Plan.
- To 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.

- To 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.
- To 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

- To advise the Cabinet on the Council's landlord activities and functions affecting tenants and leaseholders.
- To maintain an active involvement in the ongoing review of the options for the future ownership and management of Council owned homes, and make recommendations.
- To actively promote good practice and oversee service improvements.
- To monitor performance on core housing management activities and report to the Cabinet.
- To assist the Cabinet monitor and prepare the Housing Revenue Account budget and the Housing Revenue Account Business Plan.
- To promote tenant and leaseholder involvement in our Resident Involvement Strategy.
- To encourage good practice in relation to equality and diversity issues, and ensure that the needs of vulnerable tenants are satisfied.
- To advise on any other matters affecting the Council's landlord duties and responsibilities.
- To represent the Council's tenants through a wide view lens, considering all demographics and the diverse nature of our tenant's when advising or making considerations.

Requirements and Exclusions:

To be eligible to apply to be a Tenant Representative, the following must apply:

- You must be a residential tenant in a home owned by East Devon District Council (a Council Home) or a residential leaseholder where East Devon District Council are the freeholder.
- You must be able to commit to attending at least one meeting every six months.
- You should appear on the electoral role for the address where you hold a tenancy or lease.
- You must be a named tenant or leaseholder.
- You cannot have a live Notice of Seeking Possession (NOSP) against you.
- You cannot have a live legal dispute with the Council, as this may affect your ability to engage impartially with the Housing Review Board.
- You must commit to declaring any interests that may affect your impartiality.
- You may not serve on the Housing Review Board if you are serving as a Councillor

or Officer at any District or County Council, or have done so in the past 2 years.

Person Specification:

Skills and Experience

We want to encourage applicants from diverse backgrounds that represent the demographic of our tenants from across the district. We provide training and support, and you do not have to have done something like this before. However, below are some highlighted areas that would be advantageous for applicants:

- It would be advantageous to have experience of involvement with local community or other representative groups.
- An interest in business process and the multiple threads that need to be considered when making a decision.
- A keen interest in social housing.
- 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

- A commitment to attend a minimum of one meeting every six months (two meetings per year), with the intention of attending all four meetings where possible.
- A commitment to develop and support the vision and values of the Housing Review Board.
- A willingness to work flexibly, constructively and co-operatively with other Board members, officers and any outside agencies and organisations.
- A 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.
- A commitment to complying with the Board's terms of reference.
- Availability and willingness to attend development and training events.
- A commitment to uphold the legal and other responsibilities of the Board.
- A 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 or any other protected characteristic).