

**Report to:** Council

**Date of Meeting** 15 October 2025

**Heading/Title:** Appointment of Tenant Representative to serve on the Housing Review Board

**Cabinet Member(s):** Corporate, Council Co-ordination and External Engagement

**Director/Assistant Director:** Director for Governance

**Author and Directorate:** Andrew Melhuish (Governance Directorate)

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**Key decision No**

**If a Key Decision has it appeared on Forward Plan No**

**Document classification:** Part A Public Document

**Exemption applied:** None

## **1. Background**

- 1.1 This report sets out details of the recruitment process for the appointment of a Tenant Representative to serve on the Housing Review Board. The appointments aim to ensure that the voices of tenants are heard and considered in the board's decision-making processes.
- 1.2 The Housing Review Board is one of the Overview and Scrutiny Committees 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 stock options appraisal and monitor the conditions which will influence the future arrangements for the ownership and management of the Council's housing stock.

## **2. Recommendations/Decision**

- 2.1 That Council appoints Richard Sidney Ford to serve as a Tenant Representative on the Housing Review Board until 30 April 2029.

### **3. Reasons for Recommendations/Decision**

- 3.1 To meet the requirements of the Council's Constitution for the appointment of representatives on the Housing Review Board.
- 3.2 All appointments are subject to Council approval and 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.

### **4. Options**

- 4.1 To consider the recommendation from the interview panel to appoint Richard Sidney Ford as a Tenant Representative on the Housing Review Board.

### **5. Relevance to Council Plan/priorities**

Set out how report links to the Council Plan/priorities:

- ☒ A supported and engaged community that has the right homes in the right places, with appropriate infrastructure
- ☐ A sustainable environment that is moving towards carbon neutrality and which promotes ecological recovery.
- ☐ A vibrant and resilient economy that supports local business, provides local jobs and leads to a reduction in poverty and inequality.
- ☒ A well-managed, financially secure and continuously improving council that delivers quality services

### **6. Financial Comments/Implications**

- 6.1 An allowance is claimable to each Tenant Representative and can be met from within existing budgets.

### **7. Legal Comments/Implications**

- 7.1 The legal issues are dealt with in the body of the report. The proposals set out in this report comply with the Council's Constitution.

### **8. Risk Implications**

Activity/ plant/ materials etc	List significant hazards	People at risk	Assessment of Risk			Existing controls e.g.  Safety procedures	What further action  Is required to control/mitigate the risk?
			*Impact  1-4	*Likeli hood  1-4	Risk Score		
Appointm ent of and independ ent represent ative on the HRB	None.	None.	1	1	2	Advertisemen t and job role	None.

\*Impact – Major = 4      Serious = 3      Significant = 2      Minor = 1

\*Likelihood – Very Likely = 4      Likely = 3      Unlikely = 2      Remote = 1

## 9. Equality Implications (Public Sector Equality Duty)

- 9.1 This relevance assessment aims to analyse gathered information for potential relevance to equality. If a Full Equality Impact Assessment is required ([Equality analysis impact assessment form](#)), include it as an appendix. At the minimum, the following table must be completed.

<b>Scope</b> ( <i>Provide an overview, including objectives and desired outcomes</i> )	<b>To appoint an independent person to the Housing Review Board</b>
<b>Evidence gathered and engagement</b> ( <i>List stakeholders consulted and relevant processes, policies, and data sources</i> )	Interview of candidate undertaken by Assistant Director of Housing (Regulated Services) Communities Team Manager and Democratic Services Officer
<b>Relevance assessment findings</b> ( <i>If relevant to equality, undertake a full EIA or If no relevance to equality, explain why with supporting information</i> )	<p>A full EIA is required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, this assessment has demonstrated relevance to equality with regard to: Please check relevant boxes</p> <div> <input type="checkbox"/> Age <input type="checkbox"/> Pregnancy and maternity </div> <div> <input type="checkbox"/> Disability <input type="checkbox"/> Sexual orientation </div> <div> <input type="checkbox"/> Race <input type="checkbox"/> Gender reassignment </div> <div> <input type="checkbox"/> Sex <input type="checkbox"/> Marriage or Civil Partnership </div> <div> <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Armed Forces </div> <div> <input type="checkbox"/> Other, e.g. carers, care leavers, low income, rurality/isolation, etc. </div> <p>If no, explain why: Vacancy available to all residents of East Devon.</p>

<b>Relevance ranking</b>	<input type="checkbox"/> High – Very relevant to protected characteristics <input type="checkbox"/> Medium – Somewhat relevant to protected characteristics <input checked="" type="checkbox"/> Low – Not relevant to protected characteristics
<b>Key findings and impacts</b>	
<b>Conclusion drawn</b> ( <i>i.e No major changes needed; EIA found no negative impact or adjust policy/process to remove identified barriers</i> )	No negative impact by appointing a tenant representative to serve on the HRB. Advert was open to all residents of East Devon to apply.
<b>Actions</b> ( <i>Proposed actions to mitigate negative impacts on identified groups</i> )	None.
<b>Signed off by</b>	Andrew Melhuish

## 10. HR and Workforce Implications

- 10.1 A recruitment process for the selection of a tenant representative was conducted, including advertising the vacancy through the Council's Volunteer page on the website.
- 10.2 Applications were reviewed by the Chair of the Housing Review Board and officers and a shortlist of candidates was created.
- 10.3 Following an interview of the candidate by the Vice Chair of the Board, Tenancy Services Manager and Democratic Services Officer one candidate was selected for their suitability to serve on the Housing Review Board.

## 11. Community Safety Implications (Crime and Disorder)

- 11.1 Please confirm if there are any Community Safety Implications. No

## 12. Climate Change Implications

- 12.1 Please confirm if there are any Climate Change implications. No

## 13. Health & Safety and Health & Wellbeing Implications

- 13.1 There are no Health and Safety and Health and Wellbeing implications arising from the recommendations in this report.
- 13.2 There are no safeguarding issues that may arise from the recommendations in the report.

## 14. Procurement and Social Value implications

- 14.1 There are no Procurement and Social Value implications arising from this report.

## 15. Land and Buildings (non-housing)/Asset Management Implications

15.1 There are no land and buildings/asset management implications arising from the recommendations in this report..

**16. Overview and Scrutiny Committees Comments/Recommendations**

16.1 There are no recommendations from the Overview and Scrutiny committees.

**17. Digital and Data**

17.1 There are no digital and data implications arising from the recommendations set out in this report.

**18. Consultation and Engagement**

18.1 The vacancy for tenant representative was advertised on the Council's Volunteer web page inviting applications to be submitted.

**19. Communications**

19.1 There are no communications implications, once the appointment has been confirmed the details of the tenant representative will be included on the Council's website.

**20. Next Steps**

20.1 To update the Council's website to confirm the appointment and to ensure that the appointed candidate undertakes any relevant training and development.

**21. Appendices**

21.1 None.

**22. Background Papers**

22.1 None.