

The Role and Responsibilities of MDH Tenant Representatives Co-opted on the Mid Devon District Council Homes Policy Development Group

Introduction

Mid Devon District Council is governed by a Cabinet model. The Cabinet is supported by Policy Development Groups (PDGs) which have a specific function to develop and review policies within their remit and to provide overview on the services provided including service standards and performance. The Homes PDG remit covers all aspects of Mid Devon Housing (MDH).

MDH encourages tenants who are interested in the work of the Homes PDG to apply to be co-opted on to the PDG in order that there is representation from the communities that it serves.

This is a role for tenants and leaseholders who can help us focus on tenants and leaseholders priorities, making sure that your rent and service charges are being well spent, council homes are maintained, your neighbourhood is a safe and nice place to live and focus on general housing issues.

The role involves reviewing information, data, questioning and influencing policy as well as the day to day business decisions that affect all tenants and leaseholders. The role is to be an 'advocate' for all tenants and leaseholders. This is not an opportunity to discuss your individual issues but to address issues that concern all tenants.

Tenant representatives do not require 'qualifications' but will be required to attend all meetings of the Homes PDG, of which there are 4 per year, to ensure that it is fulfilling its purpose and that tenants voices can be heard and taken into account. They may be offered a chance to participate in any working groups that the Homes PDG may establish.

Tenant representatives do not have voting rights on the Homes PDG but will be encouraged to provide the voice of our tenants. They must accept and share collective responsibility for the decisions taken by the Homes PDG and the recommendations it makes to the Cabinet.

Tenant representatives will be co-opted to the Homes PDG for a period of 1 year, after which time they can apply again.

Duties

- Always act in the best interests of MDH, its tenants and staff
- Accept collective responsibility for decisions, policies, and strategies
- Attend (in person at Phoenix House or on line) and be well prepared for meetings of the Homes PDG
- You feel able to prepare for the meetings by reading committee reports, financial and statistical information, and relevant paperwork (the preparation often requires several hours work).
- You will need access to a computer and broadband to join our meetings remotely and view documents in advance

- You are confident in using a computer, email, working with documents and websites
- Contribute effectively to discussions and decision making
- Exercise objectivity, care and attention in fulfilling your role
- Take part in (no-cost) ongoing training and other learning opportunities
- Respect and maintain confidentiality of information
- Treat others with respect and foster effective working relationships within the Homes PDG and between the Homes PDG and MDDC staff
- You must be able to recognise the need for confidentiality for certain agenda items, which may only be discussed with others, with our prior permission

Eligibility

You must be a current MDH tenant or leaseholder over 18 years of age and have been an MDH tenant or leaseholder for at least six-months.

In order to be eligible to apply for the position, applicants must not:

- be a Councillor or Officer of MDDC or have been so in the preceding 12 months prior to appointment
- be related to, or a close friend of, a Councillor or Senior Officer of the Local Authority
- have been convicted of any offence
- be an undischarged bankrupt
- have significant business/contractual dealings with MDDC
- have a proven history of vexatious and/or frivolous complaints at MDDC
- be in arrears with Housing Rent, Council Tax, Business Rates or have other outstanding debts owing to MDDC

What MDH offers Tenant Representatives?

Tenant representatives will receive remuneration of £500 per annum which is to compensate them for their time and effort in the role.

MDH offer Tenant representatives a dedicated staff resource to ensure that they are fully supported to carry out the role, this can include training and practical assistance if required.

The opportunity to make a difference in improving local housing services for residents in your community.