

Co-opted members of Brent Council Housing Scrutiny Committee

Thank you for expressing an interest in joining Brent Council Housing Scrutiny Committee as a co-opted member. This short pack sets out some key information about the role.

On the following pages you will find a description of the role of co-optee, as well as the key skills and experience required. Please read these carefully before applying, to ensure the role is right for you.

The committee is looking to appoint one tenant and one leaseholder currently resident in a property managed by Brent Housing Partnership. This is an important position, providing opportunities to hold BHP (and subsequently the council, when it takes over) to account for its work in managing its properties, as well as influencing decision-making. The committee's scope extends beyond this however, to other housing matters as well.

Co-optees will receive an allowance of £226 for the year. Training and development opportunities which are offered to the committee will also be extended to co-optees.

The dates and times of committee meetings that co-optees will be expected to attend for the 2017/18 year are below. All meetings are at Brent Civic Centre in Wembley at 7pm, with a pre-meeting at 6pm.

Wednesday 1 November 2017
Tuesday 16 January 2018
Thursday 22 February 2018
Wednesday 21 March 2018

The Housing Scrutiny Committee will review how the co-optee arrangements are working in February.

How to apply

Please provide us with an application statement setting out why you feel you would be suitable for the role. Applications will be assessed based on the skills and experience criteria included in this pack, so please make reference to these in your statement. **As a minimum, you must address the skills and experience criteria marked "essential".**

Please send this via email, along with your address, and telephone number, to COMMITTEE@brent.gov.uk. The deadline for applications is **Wednesday 23 August 2017**.

Further information:

Contact: Nikoleta Nikolova

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Appointment Description

Overview & Scrutiny is the mechanism by which the council's decision-makers, including the Cabinet, are held publicly to account. It also offers opportunities to influence policy and effect improvement. The Housing Scrutiny Committee is one of three scrutiny committees established by the Council. This committee examines the council's housing functions.

The role of co-optee will entail:

- Reading and critically evaluating reports provided on behalf of the council and other decision-makers, in advance of meetings
- Attending four public evening meetings of the committee between November 2017 and March 2018
- Attending private pre-meetings of the committee, in advance of public meetings
- Attending such visits as the committee determines are relevant to its work, and
- Potentially contributing to in-depth examinations of key housing issues outside of public meetings as part of a task group.

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This section sets out the key skills and experience the committee will seek from the appointee.

Skill/experience	Essential	Desirable
Experience		
Working as part of a team	Yes	
Public service outside of paid employment		Yes
Participation in committee meetings		Yes
Knowledge and Skills/Abilities		
Able to read, absorb and evaluate written information, including reports and data	Yes	
Understanding of local government's role in relation to housing	Yes	
Understanding of other housing issues		Yes
Willingness to challenge decision-makers and hold them to account	Yes	
Able to influence	Yes	
Clear and confident communication skills	Yes	
Able to articulate an argument and be analytical in evaluating evidence	Yes	
Ability to look beyond own experience and represent the views of other tenants/leaseholders	Yes	
Other		
Current BHP tenant or leaseholder	Yes	
Able to attend at least four evening meetings in 2017/18 municipal year	Yes	
Able to consider the needs of different groups communities	Yes	
Not a councillor or employee of Brent Council	Yes	