



RAMSEY TOWN COMMISSIONERS

Particulars relating to the role of

Tenant Representative

December 2016

TENANT REPRESENTATIVE ON THE HOUSING COMMITTEE

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ADVERT

Ramsey Town Commissioners

Tenant Representative for the Housing Committee

Ramsey Town Commissioners wishes to invite applications for the exciting new role of a Tenant Representative for its Housing Committee.

As a tenant of the Commissioners you are best placed to help develop the best service possible that meets the needs of all our tenants within available resources.

The Housing Committee currently comprises of four Commissioners, one of whom is a Lead Member, who chairs the meetings. Meetings are held monthly and the Tenant Representative will bring a wider perspective and will improve tenant representation and involvement with the Ramsey Town Commissioners.

The Housing Committee monitors the policies and performance of the Commissioner's public sector housing including all aspects relating to the allocation, management and maintenance of the stock.

Although the position is voluntary, an allowance is payable for attendances.

If you have any queries or would like further information about the Housing Committee, please contact Mark Close, Housing and Property Manager. (Tel. 810100.

Application forms and further details are available from: Ramsey Town Commissioners, Town Hall, Ramsey. Tel: 810100 **Email: enquiries@rtc.gov.im**

Further information about Ramsey Town Commissioners is available on the Commissioners website at: www.ramsey.gov.im.

Applications should be submitted to

**Mr. Mark Close, Housing and Property Manager,
Ramsey Town Commissioners,
Town Hall, Parliament Square, Ramsey,
Isle of Man. IM8 1RT**

**to arrive no later than
12.00 noon on Friday 27th January, 2017**

HOUSING COMMITTEE BACKGROUND

1. The Housing Committee

The Ramsey Town Commissioners are responsible for 553 social housing properties located around the town, and have the responsibility for their allocation, management and maintenance and for setting the associated internal housing policies and processes.

The Housing Committee currently consists of four Commissioners, one of whom is Lead Member, who chairs the meetings.

It is considered important that the Committee appoints a tenant representative to bring a wider perspective and improve tenant representation and involvement with Ramsey Town Commissioners.

2. The Ethical Outline

As a Public Sector Housing provider, the Commissioner's organisational aim is to improve tenant experience and satisfaction by building a relationship with tenants and by delivering a good quality service through tenant involvement and representation.

Communication and the exchange of information are vital for effective resident involvement.

The Tenant Representative would have the same rights and responsibilities as the Commissioners on the Housing Committee, including voting rights. The Tenant Representative is bound by the same code of conduct principles as elected Members.

A copy of the guidance notes with regard to 'Declarations of Interest' is attached to this Pack.

A copy of the guidance notes with regard to 'Confidentiality and Data Protection' is attached to this Pack.

ROLE OF THE TENANT REPRESENTATIVE

1. What will I be expected to do?

- Attend and participate in the formal monthly meetings of the Housing Committee, which normally last up to one hour. Dependent on matters arising, additional special meetings may be convened.
- Prepare for each meeting by reading the agenda and additional information (such as reports) prior to the meeting to familiarise yourself with the items being raised.
- Be aware of general social housing issues on the Isle of Man and especially in Ramsey.
- Familiarise yourself with the main elements of the Commissioners' Constitution and to the Members' codes of conduct.
- Provide an informed and rational independent viewpoint on matters before the Committee.

2. Commitment

You will be required to attend the formal meetings of the Housing Committee, which are held twelve times a year, usually on the first Tuesday of each month.

The meetings take place at the Town Hall, Parliament Street, Ramsey, and commence at 7.00 p.m.

The Tenant representative is expected to be proactive and participate fully in the meetings and any training sessions.

3. Payment

The daytime allowance is currently £12.50 per hour for any 4 hour period between 08.00 a.m. and 1.00 p.m. or 1.00 p.m. and 6.00 p.m. The evening allowance is currently £7.50 per hour for any 4 hour period between 6.00 p.m. and midnight.

4. What happens next?

As soon as possible after the deadline for submissions, candidates will be short-listed for interview by the Housing Committee.

The term of office will be until the end of April 2018. There is an opportunity to extend this for a further 2 years.

PERSON SPECIFICATION

Essential Criteria

1. Be a current public sector housing tenant from Ramsey.
2. Be able to analyse facts and reach reasonable and sustainable decisions.
3. Be in possession of tact and good interpersonal skills.
4. Be able to listen, comprehend facts and, if necessary, probe by asking relevant questions in order to obtain clarification of issues.
5. Be aware of the processes for conducting business through meetings of Committees.
6. Be able to respect the need for appropriate confidentiality.
7. Be able to be seen by the Commissioners and the public to be clearly independent and impartial.
8. Be prepared to commit sufficient time to the duties of the role.
9. Be able to use e-mail and the internet effectively.

Desirable Criteria

1. Some knowledge of issues relating to a local authority.
2. Some knowledge of the role of a local authority and of the Commissioners.
3. Experience of decision-making.
4. Have worked for or served on public or voluntary sector bodies.

**Ramsey Town Commissioners
Tenant Representative**



Application Form

Please complete all sections of the form in black ink and return to:-

Mr. Mark Close, Housing & Property Manager, Ramsey Town Commissioners, Town Hall, Parliament Square, Ramsey, Isle of Man, IM8 1RT

By 12.00 NOON on Friday, 27th January, 2017

1. Personal Details

Surname
Forename(s)
Address
Home Tel No.
Mobile Tel No.
Daytime Tel No.(if different)
Email Address
Occupation: (former occupation if not working)
Referees: (Please give details of 2 persons who may be approached as a referee in support of your application) 1) 2)

Relationship to Members / Senior Officials :

Are you related to any current Member of the Ramsey Town Commissioners or any Senior Members of Staff ?

YES / NO

If **Yes** - please provide details

Please also include a Curriculum Vitae with this application form and give details of how you consider you meet each of the criteria set out in the person specification, using separate sheets as necessary.

DECLARATION:

- a) I am willing to serve as a Tenant Representative member of the Ramsey Town Commissioners' Housing Committee and agree to carry out the duties in a professional, competent and impartial manner.
- b) I am willing to undergo periodic training in matters relevant to the appointment.
- c) I have no criminal convictions which are not spent, nor have I been sentenced to a term of imprisonment of three months or more (suspended or not) within the last 5 years.
- d) I know of nothing in my private and professional life that could cause embarrassment or problem to the Commissioners if it were disclosed, and might reduce public confidence in the appointment.
- e) I undertake to notify the Town Clerk and Chief Executive to Ramsey Town Commissioners, at once if any of the above statements cease to apply to me.

Signed:.....

Dated:

CODE OF CONDUCT

We expect the Tenant Representatives to abide by their Tenancy Agreement and to act at all times in accordance with a Members' code of conduct.

A copy of the Members' 'Declarations of Interest' and 'Confidentiality and Data Protection' guidelines is **attached**.