

Application to be co-opted as a tenant representative onto the Housing Engagement Board

Applications need to be submitted by **5pm on 24 February 2023**

Personal Information

Full Name: _____

Address: _____

Post Code: _____

Phone: _____

Email: _____

Are you related to any member of the Housing Service team? Yes No

Do you have a complaint outstanding with SCDC? Yes No

Qualifying Criteria

In order to qualify to be considered for co-option onto the Housing Engagement Board as a tenant representative you must meet the following criteria (to be read in conjunction with the Qualification Criteria to become an Elected Tenant Representative document):

- You are a tenant or leaseholder of South Cambridgeshire District Council
 - You are aged 18 years or over
 - You do not work for South Cambridgeshire District Council Housing Service
 - You are not related to a member of staff
 - You do not have any rent or service charge arrears
 - You are not subject to any tenancy issues as set out in Schedule 3 of the Housing Act (1985) and within Schedule 14 of the Localism Act (2011)
 - You do not have a criminal record
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Have you reviewed the information?

- Have you read the Role Description? Yes No
- Have you read the Code of Conduct? Yes No
- Have you read the Terms of Reference? Yes No

If you answered no to any of these questions, please read these documents before completing the application.



Computer Skills

This role requires using email, sending and receiving documents, and participating in online meetings. Can you please tell us about your computer skills?

- Do you own a computer? Yes No
- Do you have broadband? Yes No

How IT confident are you with the following:

- **MS Word** Don't use it Fair Good Very good
- **MS Excel** Don't use it Fair Good Very good
- **MS Teams** Don't use it Fair Good Very good
- **Zoom** Don't use it Fair Good Very good
- **Facebook** Don't use it Fair Good Very good

Tell us more about yourself

Your answers will be considered by the tenant and leaseholder representatives on the Housing Engagement Board as part of the selection process.

- Personal Statement – tell us why you are interested in becoming a tenant representative and why you think you would be a suitable candidate.

- What do you think are the top priorities for tenants and leaseholders? What do they expect from their housing service?

- Is there a specific area or issue as a tenant or leaseholder that you feel strongly about and would want to have addressed?

Next Steps

This application is to become a tenant representative candidate. We will contact you to confirm your application, discuss the co-option process and answer any questions.

Copies of all application forms will be sent to the current HEB members who will meet to determine the successful candidate.

1

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in my application may result in disqualifying me as a candidate.

Signature: _____

Date: _____

Applications to be posted to:

Resident Involvement Officer
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge, CB23 6EA

Or emailed to:

Resident.Involvement@scambs.gov.uk