

Scrutiny Task and Finish Group - Application pack

Why get involved in Scrutiny?

At Origin we’re keen to ensure that we listen and respond to the needs of our residents. As services are developed, we want to make sure that these are meeting the needs of residents and that good quality services are being delivered to residents at a local level.

Help make a difference

The Resident Scrutiny group involves up to 10 residents that come together to review a service area agreed with the Customer Services Committee (sub-committee of our board). At the end of a review the group will make recommendations supported with actions that are monitored by our spotlight panel. New residents will be recruited for another review to ensure that we are always involving different residents. Support and training is provided by an independent facilitator, TPAS and our Community Development team.

By joining the Resident Scrutiny Group, you will work as part of a team with other residents to give us an independent view of our policy, highlighting what works well and what needs improving.

Develop new skills

Working on Scrutiny is a learning experience. You’ll learn how to challenge our performance and processes, as well as learn more about how Origin works. Your listening and analysing skills will develop, as well as your ability to speak out confidently at meetings. Should you be successful, induction training will be provided.

Improve your opportunities and CV

Employers view being involved with a group of this kind favourably, as it shows that you are proactive and able to deal with formal meetings and the papers that come with them. Being a member of this group will therefore enhance your CV.

Get to know your landlord and the services you should receive

Getting involved means you will be more aware of the services which you and your neighbours should be receiving from your landlord and of the standard that those services should be. This will enable you to hold Origin to account.

**Role Description**

Members are required to:

* Act in the best interests of Origin Housing Group and preserve the confidentiality of any information received whilst involved in Scrutiny
* Personally uphold the values of the organisation and to observe all codes of conduct relevant to the role
* Declare any conflicts of interest
* Promote equality and diversity within Origin
* Have experience of or willing to learn basic IT skills

Members may be required to:

* Attend appropriate training courses as required, as well as identify any training that may help members in their role

Skills and Abilities:

* Interpersonal and communication skills
* Team working and networking skills
* An appreciation of current issues in social housing or a public sector environment
* Ability to focus on the current task
* Ability to consider issues and problems
* Ability to form objective views based on evidence
* Ability to analyse information and opinions and, when necessary, challenge constructively
* Ability to actively listen at meetings
* Ability to ask open questions
* Willingness to learn and develop any of above Personal Qualities

Next Review:

The next Scrutiny review will look at improving our complaints and feedback process.

If after reading this you’re interested in getting involved, please complete the application form below and sending it to Community.development@originhousing.org.uk.

If you have any queries or would rather speak to someone before completing the form, contact the resident involvement team. E-mail: Community.development@originhousing.org.uk or

Phone: 0300 323 0325.

**Application form for membership of Scrutiny**

Please note: All information is strictly confidential and will be used only by those involved in the recruitment process for Scrutiny.

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| **SECTION A** |

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| Surname |  | Forename(s) |  |
|  |  |  |  |
| Title *(e.g. Mr/Mrs/Miss/Ms/)*  |  | Preferred Name |  |
|  |  |  |  |
| Address |  |
|  |  |  |  |
|  | Postcode |

|  |  |
| --- | --- |
| Mobile Tel No: |  |
| Email Address: |  |

**Preferred method of contact:**

**Do you have a disability? Yes / No** (please delete as appropriate)

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| **If your circumstances require special provision to attend meetings, please provide details below:** |
|  |

**Are you currently or have you previously been employed by Origin? Yes / No**

If yes, in which position and when:

**Are you able to commit to attending Scrutiny meetings at least 3 times per review? Yes / No**

Origin is committed to ensuring that its services are accessible to everyone regardless of race, gender, ability, religion, sexual orientation or age. The information you give on this form will help us comply with our policy of ensuring equality in our services to you. No information will be published or used in any way that allows individuals to be identified. We recognise that some people may regard this information as private and therefore have the option of ‘prefer not to say’ in all categories.

|  |  |
| --- | --- |
| Age |  |
| Ethnicity |  |
| Marital Status |  |
| Sexual Orientation |  |
| Religion |  |

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| **SECTION B** |

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| I would like to be a member of Scrutiny because:  |

You may continue on a separate page (A4), if you wish

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| **SECTION C** |

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| I have the following interests, experience and knowledge which equip me to join the Scrutiny Task and Finish Group: |

You may continue on a separate page (A4), if you wish

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| **Declaration:** |
| * I do not have a County Court judgement against me in favour of Origin
* I declare that the information provided by me is true and accurate and I understand Origin may conduct any searches and checks in order to verify this information.

Signed ………………………………………………………..……….Date…………….……………. |

Please return this form to: Community.development@originhousing.org.uk.