

Housing Advisory Board - Tenant Member Recruitment Pack

Welcome

Thank you for your interest in becoming a Tenant Member of the Housing Advisory Board (HAB).

We want to make sure that tenants' voices are clearly heard, respected and used when reviewing housing services and planning for the future. The Housing Advisory Board brings together tenants, councillors, independent members and senior officers to review performance, discuss priorities and provide advice about housing services.

You do not need any previous experience of committees or governance. What matters most is your lived experience, your willingness to share your views, and your interest in improving services for all tenants.

Our vision

We want housing services that deliver ***satisfied tenants, united communities and quality homes.***

The Housing Advisory Board supports this vision by reviewing performance, discussing priorities and providing advice to ensure housing services are fair, transparent, well managed and focused on continuous improvement.

The Housing Advisory Board supports the delivery of high-quality, fair and accessible housing services by:

- Listening to tenant experiences
- Reviewing performance and standards
- Providing advice and challenge to senior decision-makers
- Helping ensure housing services meet regulatory requirements

What is the Housing Advisory Board?

The Housing Advisory Board is a strategic, non-decision-making advisory board.

Its role is to:

- Monitor housing performance and regulatory standards
- Review information about housing services, finance and investment
- Discuss housing priorities and risks
- Provide advice to the Cabinet Member for Housing and senior officers

The Board does not make final decisions. Decisions are made by Cabinet in line with the Council's Constitution. The value of the Board is in influencing, advising and shaping those decisions through informed discussion and tenant insight.

Why tenant members are important

Tenant members bring real-life experience of housing services that cannot be found in reports or data alone.

As a tenant member you will help:

- Highlight what is working well and what is not
- Challenge assumptions using lived experience
- Ensure tenant perspectives are considered in discussions
- Improve transparency between tenants and the Council

Your contribution helps ensure services are delivered fairly, consistently and in line with regulatory expectations.

What does the Housing Advisory Board look at?

The Board may consider:

- Performance against housing regulatory standards
- How housing services are delivered locally
- Capital investment and improvement programmes
- Financial and budget information relating to housing
- Housing strategy and homelessness prevention

The Board also agrees an annual work programme setting out what it will focus on.

The role of tenant members

Tenant members are expected to:

- Attend Housing Advisory Board meetings (held bi-monthly)
- Read reports and papers provided in advance
- Share views openly and respectfully
- Ask questions and contribute to discussion
- Represent the wider tenant experience, not just individual cases
- Participate in training and development sessions

Tenant members are not expected to deal with individual complaints or personal housing cases.

Tenant members help us understand what really matters by supporting our ambition to achieve satisfied tenants, stronger communities and well-maintained, quality homes.

What support will be provided?

We understand that joining a board can feel daunting. Support includes:

- An induction to help you understand the Board and your role
- Training to build confidence and skills
- Officer support before and between meetings
- Meetings clerked by Democratic Services
- Papers sent out at least five working days before meetings

Reasonable adjustments and support can be discussed to help you take part fully.

How often does the Board meet?

- The Housing Advisory Board meets every two months
- Meetings are held at set dates and times agreed in advance
- Additional meetings may be arranged if needed

Meetings are chaired by the Cabinet Member for Housing.

What's in it for me?

Tenant members often tell us they value:

- Having their voice heard at a senior level
- Learning more about housing services and regulation
- Gaining confidence, skills and experience
- Making a positive difference for other tenants
- Being part of open and constructive discussions

Travel expenses will be covered in line with Council arrangements.

Who can apply?

You can apply if you:

- Are a social housing tenant
- Have an interest in improving housing services
- Are willing to work respectfully with others
- Can commit time to preparation, meetings and training

You do not need:

- Committee experience
- Professional or technical knowledge
- To be confident speaking straight away (support is provided)

What happens next?

If selected, you will:

- Receive an induction and training
- Be supported to understand your role
- Join a Board that values lived experience and honest feedback

We aim to keep the process clear, fair and supportive.

The Housing Advisory Board is about listening, learning and improving. Tenant members are equal participants in discussion, and their views are recorded, considered and fed into senior decision-making.

How to apply

To apply, please:

- Submit an expression of interest form

- Tell us why you would like to be involved
- Share what you feel you could bring to the Board

If you would like help completing the form, or to receive information in a different format, please tell us.

Further information

If you would like to discuss the role informally before applying, please email

tenantengagement@bury.gov.uk