

INFORMATION FOR PROSPECTIVE INDEPENDENT MEMBER OF THE HOUSING COMMITTEE

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1. Background to the Housing Committee

The Housing Committee

Douglas Borough Council is the largest local authority on the Isle of Man and is responsible for over 2300 social housing properties located around the town including all allocation, management and maintenance policies and processes.

It is considered important that the Committee includes an Independent Member appointed to bring a wider perspective.

The Ethical Framework

This consists of two parts:

Members' Code of Conduct

The Council has adopted a Members' Code of Conduct for Councillors and Independent Members of the Council, based on the national Corporate Governance Principles and Code of Conduct issued by the Government.

A copy of the Members' Code of Conduct is attached as item 6 to this Pack.

The Members' Protocol

This is a Council document, adopted in October 2007, which supplements the Members' Code of Conduct by setting out additional standards of conduct to be observed.

A copy of the Members' Protocol is attached as item 7 to this Pack.

Independent Members are bound by the principles of both the Code and the Protocol, in the same way as elected Members.

2. Practical information about this role on the Housing Committee

1. What will I be expected to do?

- Attend and participate in the formal meetings of the Committee each year, which normally last approximately 2½ hours. Dependent on workload, and cases arising, additional special meetings may be convened.
- Prepare for each meeting by reading the agenda and additional information (such as reports) to familiarise yourself with the issues.
- Be aware of general social housing issues on the Isle of Man and especially in Douglas.
- Familiarise yourself with the main elements of the Council's Constitution pertaining to Members' conduct.
- Provide an informed and enlightened independent viewpoint on matters before the Committee.
- Attend housing allocation meetings as required which will usually be twice per annum per Committee Member.

2. The make-up of the Committee

The Housing Committee consists of one Independent Member and five Councillors, one of which is the Chair.

You would have the same rights and responsibilities as the Councillors on the Committee, including voting rights.

3. Commitment

You will be required to attend the formal meetings of the Housing Committee, which are held ten times a year, usually on the third Wednesday of the month except in April and August.

The meetings usually take place at the Town Hall, Ridgeway Street, Douglas commencing at 10.30 a.m.

The Independent Member is expected to be proactive and participate fully in the meetings and training sessions.

4. Payment

There is a daytime and evening allowance per hour, plus a mileage allowance. The daytime allowance is £12.50 per hour for any 4 hour period between 08.00am and 1.00pm or 1.00pm and 6.00pm. The evening

Information for prospective Independent Member of the Housing Committee

allowance is £7.50 per hour for any 4 hour period between 6.00pm and midnight.

5. 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 2020. This can be extended for a further 2 years, but with a maximum of 4 years appointment prior to advertising the position.

6. Further information

If you have any queries or would like further information about the Housing Committee, please contact Sue Harrison, Director of Housing and Property, on 696339.

Further information about the Douglas Borough Council generally is available on the Council's website at: www.douglas.gov.im

3. Person Specification

Essential Criteria

1. Be a current social housing tenant from Douglas.
2. Ability to analyse facts and reach reasonable and sustainable decisions.
3. Possession of tact and good interpersonal skills.
4. Ability to listen, comprehend facts and, if necessary, probe by asking relevant questions in order to obtain clarification of issues.
5. Awareness of the processes for conducting business through meetings of Committees.
6. Ability to respect the need for appropriate confidentiality.
7. Ability to be seen by the Council and the public to be clearly independent and impartial.
8. Be prepared to commit sufficient time to the duties of the role, including availability for daytime meetings.
9. Ability to use e-mail and the internet effectively.
10. A person should not be appointed as an Independent Member if they are, or have been in the last five years, an elected Member or an employee of the Council; or a current elected Member or an employee for any other local authority.

Desirable Criteria

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

4. Application form

SURNAME: _____

FIRST NAMES: _____

TITLE (MR/MRS/MISS/MS, OR OTHER PLEASE SPECIFY): _____

ADDRESS: _____

TELEPHONE:

HOME: _____

BUSINESS: _____

MOBILE: _____

E-MAIL ADDRESS: _____

FAX NO: _____

OCCUPATION: (FORMER OCCUPATION IF NOT WORKING)

Attaching a C.V. would be most helpful and please give details of how you feel you meet each of the criteria set out in the person specification, using separate sheets to supplement as necessary):

REFEREES: please give details of 2 persons who may be approached as a referee in support of your application.

Please send your application form, together with a copy of your CV and any other supporting documentation to Miss Christina Cullen, Chief Executive's Department, Douglas Borough Council, Town Hall, Ridgeway Street, Douglas, IM99 1AD.

DECLARATION:

a) I am willing to serve as a member of the Council's Housing Committee and I undertake 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, and I have not been sentenced to a term of imprisonment of three months or more (suspended or not) within the last 5 years, nor am disqualified from standing for election and holding office as a councillor under the terms of the Local Elections Act 1986, Section 7.

d) I know of nothing in my private and professional life that could cause an embarrassment or problem for the Council if it were disclosed, and might reduce public confidence in the appointment.

e) I undertake to notify the Chief Executive of Douglas Borough Council, Town Hall, Ridgeway Street, Douglas, IM99 1AD, at once if any of the above statements ceases to apply to me.

Signed: Dated:.....

5. Advert

INDEPENDENT MEMBER FOR THE HOUSING COMMITTEE

The Council is seeking an Independent Member to attend and participate in formal meetings of the Housing Committee. The Independent Member will bring an objective and independent perspective to the Committee deliberations.

The Committee meets on average ten times per year on a monthly basis. This position is voluntary, but a modest allowance is payable to the successful appointee. The Housing Committee monitors the policies and performance of the Council's social housing service including all aspects relating to management and maintenance of the stock.

Candidates must be a current social housing tenant in Douglas.

An information pack and application form is available via the Council's website at www.douglas.gov.im or from Douglas Town Hall, Ridgeway Street, Douglas, IM99 1AD. To enquire or to request an information pack contact Christina Cullen on 01624 696311 or ccullen@douglas.gov.im

The closing date for applications is 5.00pm on Friday, 1st February, 2019.

6. Members' Code of Conduct

A copy of the Members' Code of Conduct is **attached**.

7. Members' Protocol

A copy of the Members' Protocol is **attached**.