**Resident Scrutiny Group Application Pack**

**Role Description**

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| 1. Duties and responsibilities associated with the role
 |
| * Review service area agreed with the Customer Services Committee with other residents as part of resident Scrutiny group and contribute to making recommendations.
* Take part in data gathering activity to inform scrutiny of services when required
* Support promotion of resident engagement and act as an ambassador for resident involvement.
* Recommend ways in which our service could be improved by researching new approaches and good practice in elsewhere
 |
| 1. **How much time/commitment will you need to give?**
 |
| * Attend at least three meetings during the review period
* Engage outside of meetings online via email or other online platform when necessary
 |
| 1. Where will meetings take place
 |
| * Meetings are usually held at our main office in Euston, however due to current circumstances meetings will be held online. Should restrictions ease later, we will consider doing the meetings at our Euston Office.
 |
| 1. Size of group
 |
| * Resident Scrutiny group can have up to 10 residents
* Two of the group will be from Spotlight (Spotlight monitors progress after the review)
* The group will vote for a Chair
 |
| 1. Support & Training
 |
| * The group will be supported by an independent facilitator and training provided where needed.
* You will be taken through Origin’s structure, values and purpose with a member of staff.
 |
| 1. Expenses & Refreshments
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| * Travel expenses paid with valid receipts for journey provided.
* We will provide refreshments at evening meetings.
* We will cover any reasonable costs incurred for online meetings.
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| 1. Motivational Factors/Benefits
 |
| * An opportunity to work provide an independent view of our service, highlighting what works well and what needs improving.
* Meet new people and work for a common purpose.

A great opportunity to enhance both your personal and professional skills |
| 1. Skills, experience & qualities needed - you will need to be
 |
| * A good communicator and listener
* Ready to prepare for and regularly attending meetings
* Enthusiastic and reliable, with high standards of behaviour and integrity
* Challenge constructively
* Work effectively both independently and as part of a team.
 |

**Resident Scrutiny Application Form**

Please complete your application making reference to the role description/requirements. Send completed form to community.development@originhousing.org.uk

|  |  |
| --- | --- |
| **Full Name** |  |
| **Address** |  |
| **Phone** |  |
| **Email**  |  |

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| **How did you hear about Resident Scrutiny Group?** |
|  |
| **Reasons for wanting to join Resident Scrutiny Group & key skills/qualities you will bring to the group** |
|  |
| **Have you or are you currently involved in any resident groups, if so please provide detail** |
|  |
| **Are you able to attend at least 3 meetings? Yes/No (if no please explain below)** |
|  |
| **Please tell us when would be most convenient time to attend meetings?** |
|  |
| **Do you have any dietary requirements? Yes/ No (If Yes, provide details below)** |
|  |
| **Do you have any disability? Yes/No (if yes, please provide details for accessibility purpose)** |
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| --- |
| Declaration & Agreement  |
| I agree to:* Maintain confidentiality
* Read material between meetings so I come prepared with ideas and feedback about the issues presented
* Focus on my role as representatives and avoid own individual issues
* Listen to a variety of views to decide the best way forward for all residents
* Use my own experience in an objective way
* Focus on the best interests of all Origin residents
* Work as a team and share my skills /knowledge with other members of the group
* Respect others and take account of their views
* Declare any interests and not take part in the meeting if there is any conflict of interest
* Accept that the group is non-political and members cannot represent the views of any political party
* Treat everyone as equals and respect everyone’s differences as well as their similarities
* Be dismissed if I display any abusive behaviour towards other members or staff.

Any declaration (Please report any possible conflict of interest here)……………………………………………………………………………………………………………………………………………… |
| By signing, I confirm that I understand my role and responsibilities and agree to the above termsDate…………………………………………….. Signature………………………………………………. |

Thank you for registering your interest in the Resident Scrutiny Group