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<b>REPORT TO:</b>	<b>COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM:</b>
<b>DATE OF MEETING:</b>	<b>21 FEBRUARY 2002</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>HEAD OF COMMUNITY SERVICES</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>SANDRA WHILES (EXT 5712)</b>	<b>DOC:</b> c:\myfiles\pmw\commser\communi tyservicescommitteereports\ 21-02-02\tact-involvementinr&s.doc
<b>SUBJECT:</b>	<b>TENANT INVOLVEMENT IN RECRUITMENT AND SELECTION</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: CS01</b>

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### **1.0 Recommendations**

- 1.1 That Members approve the involvement of members from the Tenants Advisory and Consultation Team (TACT) in the recruitment process for key posts in the Housing Division as proposed within this report.
- 1.2 Subject to the approval of 1.1 that TACT be invited to nominate members for training and subsequent involvement in recruitment.

### **2.0 Purpose of Report**

- 2.1 To consider ways to involve tenant representatives more fully in the process of recruiting staff to the Housing Division.

### **3.0 Detail**

- 3.1 Members of TACT have previously been involved in the recruitment process for management posts in the Housing Division. This involvement has been by attending informal buffet lunches to meet candidates.
- 3.2 This has allowed tenants to meet candidates and observe part of the process, but does not allow for any feedback to the selection panel to inform the decision making process.
- 3.3 The Tenants Compact states that tenants should have the opportunity to be involved in the working of the housing service by appropriate involvement in policy and decision making. Greater involvement of TACT in the recruitment process would be a clear step towards achieving increased involvement and would provide a customer based focus to the process.
- 3.4 It is therefore proposed that TACT be invited to become more involved in recruitment to Housing managerial and supervisory posts.

- 3.5 This involvement to provide for feedback to the Interview Panel on their assessment of the candidate against appropriate elements of the person specification, after the informal lunch.

The information provided would then be used alongside information from other elements of the process, such as tests, presentations, and formal interview to help the selection panel make their decision.

- 3.6 The Tenants nominated by TACT would receive training in recruitment and selection and equal opportunities before being involved in any recruitment exercises.

#### **4.0 Financial Implications**

- 4.1 Travelling expenses would be paid to TACT members in accordance with existing policy. The funding for this and to cover the required training is available within existing budgets.

#### **5.0 Corporate Implications**

- 5.1 This allows greater involvement of tenants' representatives in the working of the housing division, will provide a customer focus to inform decisions and is a tangible demonstration of the Council's commitment to delivering against its Tenants Participation Compact.

#### **6.0 Community Implications**

- 6.1 This will provide for greater involvement of tenants in the workings of the housing service.

#### **7.0 Background Papers**

- 7.1 Report to Management Team 30 January 2002