

Basildon Council Resident Involvement

TENANT / LEASEHOLDER REPRESENTATIVE NOMINATION FORM

**NOMINATIONS OPEN TO BASILDON COUNCIL SHELTERED HOUSING TENANTS,
GENERAL HOUSING TENANTS AND LEASEHOLDERS**

Information about you:

| Title | First Name | Surname | Please tick one box only <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Leaseholder <input type="checkbox"/> |
|----------------------|------------|---------|---|
| | | | |
| Address: | | | |
| Signed: | | | |
| Date: | | | |
| | | | |
| Home Telephone No. | | | |
| Mobile Telephone No: | | | |
| Email Address: | | | |

Your sponsors *(sponsors should be Council tenants or Leaseholders)*

| Sponsor 1 | | | Sponsor 2 | | |
|----------------|------------|---|----------------|------------|---|
| Title | First Name | Surname | Title | First Name | Surname |
| | | | | | |
| Address | | Please tick one box only <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Leaseholder <input type="checkbox"/> | Address | | Please tick One box only <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Leaseholder <input type="checkbox"/> |
| Signed | | | Signed | | |
| Sponsor 3 | | | Sponsor 4 | | |
| Title | First Name | Surname | Title | First Name | Surname |
| | | | | | |
| Address | | Please tick <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Leaseholder <input type="checkbox"/> | Address | | Please tick <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Leaseholder <input type="checkbox"/> |
| Signed | | | Signed | | |

Return your nomination form to: Community Involvement Team, Basildon Council, The Basildon Centre, St Martins Square, Basildon, Essex, SS14 1DL.

BEING A TENANT OR LEASEHOLDER REPRESENTATIVE

All representatives are required to work to the guidelines that are set out in the Resident Compact.

The Resident Compact is a written agreement between Basildon Council and its tenants and leaseholders.

The Compact enables tenants and leaseholders and the wider community to have the opportunity to influence and shape decisions that the Council takes, especially those that have a direct effect on housing and community issues.

A copy of the full Resident Compact is available on the Council's website www.Basildon.gov.uk

If a hard copy is required this can be requested, a copy can be requested from the Community Involvement Team.

Aims

The Representatives will have an advisory role in helping to shape and determine the future provision of housing policy and services i.e. Housing Management Services, Housing Options and the Council repairs service They will assist in: -

- Housing (capital works, repairs, voids, energy etc)
- Communal areas (e.g. garages, play areas etc)
- Estate Improvements (e.g. bin areas, estate safety issues)
- Neighbourhood issues that affect tenant's and leaseholder's homes appearance
- Environmental issues (grounds maintenance, graffiti, cleansing etc.)

The above list is not exhaustive but is intended to cover some of the topics that can be discussed.

Resident representatives can be involved in:-

- **Tenant and Leaseholder Panel**
- **Tenant Scrutiny Panel**
- **Sheltered Housing Focus Group (Sheltered residents only)**
- **Leaseholder Panel (Leaseholder only)**
- **One of our five core groups, listed below:**
 - **Asset Strategy Core Group**
 - **SAM Contract Core Group**
 - **Aids, Adaptations and Voids Core Group**
 - **Cleaning Core Group**
 - **Tenancy Services Core Group**

To be formally involved: -

Residents need to be a Tenant (General Needs or Sheltered) or a Leaseholder representative.

A simple Application Form needs to be completed and endorsed by four other residents from their area.

This is then “ratified” and the resident becomes a representative who works with us.

Every representative is required to sign up to the Council’s code of conduct that is in our Resident Compact.

Once a representative has been ratified and signed the Code of Conduct, a photo will be taken and an identity badge will be produced.

Every representative will receive a brief induction and will be able to access further briefing sessions, if they so wish.

Representatives can expect to have a One- to -One meeting annually with a Resident Involvement Development Officer .However support is available whenever it is required.

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COMMUNITY INVOLVEMENT TEAM CONTACT DETAILS: -

E-mail : communityinvolvement@basildon.gov.uk

Phone number: 01268 208224

Address: Basildon Borough Council
The Basildon Centre
St Martins Square
Basildon
Essex
SS14 1DL