



# Resident Governance Recruitment Policy

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Version 2

**Approved by:** Executive Team  
**Approved date:** 15 May 2017

## 1.0 Introduction

1.1 This Policy describes how we'll select members to join the Local General Panels, Local Repairs Panels, Services Panels and Resident Strategy Group. These are collectively referred to in this Policy as resident governance groups.

1.2 We'll ensure resident governance groups have members who are collectively able to:

- Scrutinise performance
- Constructively challenge
- Influence services for all residents.

1.3 There are three types of member:

- Resident members
- Independent Advisors
- Local authority nominated representatives.

This Policy applies to all types of members. The only difference is the way they're selected, elected or nominated to join a resident governance group. This is covered in more detail in this Policy.

1.4 Member eligibility and terms of office are outlined in the Terms of Reference for each group.

1.5 The terms 'we', 'our' and 'us' mean Optivo.

## 2.0 Responsibilities

2.1 The Executive Director Governance Compliance is responsible for this Policy and providing administrative support to the resident governance groups.

## 3.0 Resident member vacancies

3.1 The key principles are:

- Residents will be involved in the recruitment and decision process
- Selection will be skills based
- Decisions will be objective

- Resident profile information will be used to target under-represented groups
  - Induction training will be provided
  - Ongoing support and training will be reviewed through the personal development review process.
- 3.2 All residents can get involved with Optivo in some way. Only residents expressing an interest in governance roles need to have skills reviewed by a panel of residents and staff.
- 3.3 A Resident Board Member and the Executive Director Governance & Compliance will carry out formal interviews to select the Resident Strategy Group Chair.
- 3.4 New residents to governance roles will have their skills reviewed at an informal taster session.
- 3.5 All residents expressing an interest in governance roles will have an informal chat with a panel of residents and staff.
- 3.6 The Local General Panels, Local Repairs Panels, Resident Policy Panel and Complaints Panel will elect their own:
- Chair
  - Vice Chair
  - Resident Strategy Group member.
- 3.7 The Scrutiny Panel will elect its own Chair and Vice Chair.
- 3.8 The Resident Strategy Group will elect its own Vice Chair.
- 3.9 Resident members will be recruited to a maximum of two governance roles. Although members will be asked their preference, recruitment to their first choice isn't guaranteed, as selection is skills based.
- 3.10 All resident member appointments will be subject to tenancy checks, to ensure they meet the eligibility criteria set out in the Terms of Reference for that group. Previous service in the resident governance structure will also be taken in to account, where relevant. This includes compliance with the [Probity Policy](#) and [Code of Conduct](#).
- 4.0 Appointing Independent Advisors and local authority representatives**
- 4.1 The Local General Panel and Local Repairs Panels can appoint Independent Advisors for a flexible period, to provide specialist skills and/or knowledge. Decisions to appoint will be made by the individual panel, by majority vote.
- 4.2 As a result of historical Large Scale Voluntary Transfers, the following local authorities will nominate representatives on Local General Panels:

Local authority	Local General Panel
Swale Borough Council	Kent
Rother District Council	Sussex
Hastings Borough Council	

## 5.0 Leaving the resident governance structure

- 5.1 A member can resign at any time. Ideally they should give notice in writing to the Chair or an Optivo member of staff.
- 5.2 If there's a suspected or proven breach of the [Probity Policy](#) (which includes the [Code of Conduct](#)), a member may be suspended or dismissed in line with the Probity Policy and breach procedure.
- 5.3 If Optivo is taking legal action against a member, they'll be dismissed from the resident governance structure. They can re-apply in future, if the legal action is resolved and the outcome isn't a breach of the [Probity Policy](#) or [Code of Conduct](#).
- 5.4 If a member is taking legal action against Optivo, they'll be suspended from the resident governance structure. The Executive Director Governance & Compliance will review the legal action, to determine if there's a breach of the [Probity Policy](#) or [Code of Conduct](#). In instances where it's not deemed to be a breach, that member's place in the resident governance structure will be held open for them to return to, after the legal action has been resolved.
- 5.5 A member may be asked to stand down, if deemed to be more suited to another form of involvement during the personal development review process.
- 5.6 Reasons for leaving the governance structure will be recorded by the Governance Team. Where appropriate, an exit interview/survey will be carried out.

## 6.0 Equality and diversity statement

- 6.1 We believe all people should be treated equally. Equality of opportunity and freedom from discrimination are fundamental rights for everyone. Our responsibility is to promote these rights. We'll do this in all our roles as a service provider, a community leader, and an employer. We'll use Optivo resident population diversity data to identify gaps in representation and target recruitment to fill any gaps.

## 7.0 Review

- 7.1 We will review this Policy at the next governance review, expected to be autumn 2018.