

SUPPORTED BY
MAYOR OF LONDON


Trust for London
Tackling poverty and inequality

London Housing Panel – Member and Chair Application Pack



April 2019

London Housing Panel – Member and Chair Application Pack

Dear Applicant,

Thank you for your interest in the London Housing Panel. Trust for London and the Mayor of London share a commitment to a city where all Londoners have a secure, affordable, decent place they can call home.

The London Housing Panel will help to make this a reality. The Panel will enable housing groups across London to shape the capital's housing policy. It will bring together voluntary and community organisations to consider housing issues affecting Londoners and engage with the Mayor, GLA and other decision-makers. It will create a mechanism for these organisations to have clear, regular and transparent communication with the Mayor.

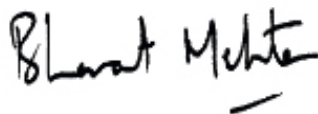
This pack provides you with information on the role and responsibilities of the London Housing Panel, and details about the application process for the roles of Panel Member and Panel Chair.

If you have any queries on the content of this pack, please contact **Susie Dye** on **020 7606 6145** or email housing@trustforlondon.org.uk.

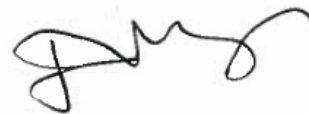
There will be an information event about the Panel on Tuesday 23 April, 2-4pm at Trust for London's offices, where potential applicants can meet the people involved and ask questions. To attend, please sign up at [Eventbrite](https://www.eventbrite.com) or email housing@trustforlondon.org.uk with the name and organisation of the person attending, as well as any access or dietary requirements. BSL Interpretation will be provided on request.

We look forward to receiving your application.

Best wishes,



Bharat Mehta
Chief Executive, Trust for London



James Murray
Deputy Mayor for Housing and
Residential Development

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1. About Trust for London

Trust for London is an independent charitable foundation. We aim to tackle poverty and inequality in London and we do this by: funding voluntary and charity groups – currently we make grants totalling around £10 million a year and at any one time we are supporting up to 300 organisations; funding independent research; and providing knowledge and expertise on London’s social issues to policymakers and journalists.

High housing costs are a major contributor to poverty in London, and supporting work that promotes Good Homes and Neighbourhoods is one of our seven strategic funding priorities for 2018-22. This includes a willingness to fund: advocacy work around affordability, voice and the private rented sector; enabling people on low incomes to engage with planning and regeneration; specialist housing legal advice, and improving the capacity and skills of civil society working on housing-related issues. In 2018 we made 23 grants totalling £1,984,700 in this area.

The Trust works alongside funded groups to understand their perspectives and amplify their voice in the policy-making process and in the media. This includes responding to policy consultations, and participating in the Examination in Public on the London Plan. In 2018 we began convening the London Housing Campaigners Group, in partnership with The Social Change Agency.

2. About the London Housing Panel

The Mayor wants to make sure his housing policies are developed with the involvement of London's diverse communities. He is partnering with Trust for London to establish this Panel, which will bring together voluntary and community organisations with a particular interest in housing in London.

The Panel builds on the Mayor's existing work to involve and engage Londoners in decisions about their city. The primary focus of the Panel will be to engage with housing issues facing London. Examples of discussions might include reforming the private rented sector, exploring resident involvement in estate regeneration, or understanding students' experience of housing in the capital. The Panel may also seek to engage with the work of wider statutory stakeholders outside the GLA. If sought by the members, discussion at the Panel could touch on wider issues relating to housing, such as health and transport.

The Panel will provide the voluntary and community sector with a structured way of engaging with the Greater London Authority (GLA) in relation to housing policy, and vice versa.

Trust for London staff will be responsible for running the Panel, including leading the recruitment process for the Panel Chair and Panel Members, supporting meetings (including publication of meeting papers and minutes), managing communications and publicity, and supporting the Panel's members to develop a work programme. Both the GLA and Trust for London are providing funding and in-kind support to help make the Panel work.

3. Who will be on the Panel

Panel Members

The members of the Panel will be organisations rather than individuals. This means individual attendees at each meeting may vary, depending on the agenda. Organisations are asked to name a lead individual to be their primary representative on the Panel and main contact.

Members of the Panel must:

- Be based and operate in London.
- Provide services, representation or carry out advocacy work in relation to the Mayor's housing priorities:
 - Building homes for Londoners;
 - Delivering genuinely affordable homes;
 - High quality homes and inclusive neighbourhoods (including accessible homes);
 - A fairer deal for private renters and leaseholders; and
 - Tackling homelessness and helping rough sleepers.
- Not be affiliated to a party-political organisation.

The Panel will have up to 15 members, who will cover a range of perspectives such as:

- Community-led housing groups;
- Disabled people;
- Gypsies and travellers;
- Homeless people;
- Low-income Londoners;
- Private leaseholders;
- Private renters;
- Social housing tenants and leaseholders;
- Students; and
- Other groups protected under equality law.

Whilst Panel Members will bring their own perspective on specific housing issues, all Panel Members will contribute on an equal footing across all topics discussed by the Panel.

Organisations appointed to the Panel will be expected to coordinate with, consult and provide feedback to other groups within their networks and sector. The recruitment process asks applicants how they will do this.

Members are also strongly encouraged to bring the voices and experiences of those directly affected by the issues into the discussion.

Membership of the Panel is open to small organisations as well as larger, more established groups. To ensure the Panel remains strategic, a maximum of five Members will be non-London-wide organisations. We will seek to ensure there are groups from different parts of the capital, for example, from both inner and outer London.

Given the diversity of our city and that housing issues can particularly affect certain groups, it is our ambition that the Membership of the Panel will reflect the profile of London and be inclusive of and accessible to people with protected characteristics and direct experience of housing issues.

Panel Chair

An independent, individual Panel Chair will provide leadership for the Panel, chair meetings and help Panel Members to develop a work program and agenda. The Panel Chair will also represent the views of the Panel at the Mayor's quarterly Homes for Londoners Board and in other suitable forums.

The appointed individual should neither be a member of, nor closely affiliated with, any potential Panel Member organisation.

Both the Panel Chair and Panel Members will need to have a good understanding of housing policy issues in London and the role of the voluntary and community sector in tackling the housing crisis.

External attendees

The GLA will be represented at all Panel meetings, if invited to attend by the Panel. This will include attendance by the Deputy Mayor for Housing and Residential Development. The Panel will be able to invite attendees from other external organisations when relevant to the agenda.

4. What we are looking for

Duties of Panel Members:

- Attend and actively participate in all three Panel meetings, advising on housing issues on the agenda or that they become aware of through their organisation's work;
- Provide feedback on the delivery of the Mayor's policy pledges and policy priorities by providing expertise and guidance;
- Work collaboratively with other organisations in their networks to coordinate, consult, and provide feedback on housing and related issues;
- Promote the voices and expertise of people with direct experience of the issues;
- Always act in a professional, respectful and inclusive way and in the best interests of the Panel and London as a whole;
- Commit to be governed by the Panel's terms of reference and code of conduct, which the members will decide at the first Panel meeting.

The Panel can set up additional meetings and sub-groups, subject to resources being available. The stipend (see below under [section 5](#)) will only be paid for formal meetings.

Criteria for Panel Members

To fulfil the role of Panel Member, applicant organisations will have:

- Experience relating to at least one perspective on housing listed above under 'Who will be on the Panel' ([section 3](#));
- A core part of their mission devoted to improving the situation of Londoners, especially those on low incomes, through service provision, representation or advocacy;
- Proven commitment to equality, diversity and inclusion and promoting the voices of people directly affected by housing issues;
- A track record of working collaboratively with other organisations and acting accountably and transparently with others;
- The ability to provide one or more representatives with skills and experience of participating in formal meeting settings and working with a broad range of stakeholders;
- The ability to represent the work of London's voluntary and community housing sector and the Panel effectively to the Deputy Mayor, GLA and other stakeholders.

Duties of the Panel Chair:

- Chair Panel meetings in an impartial way, enabling Panel Members to fulfil their duties;
- Attend and actively participate in quarterly Homes for Londoners meetings, representing the views of the Panel. The Chair may be accompanied by other Panel Members as appropriate;
- Represent the Panel in other areas if necessary, to be agreed with the GLA and Trust for London;
- Liaise with Trust for London staff around management of the Panel and transparency of the Panel to the public (e.g. posting of papers to the website);
- Assist with communication about the Panel, e.g. to policy stakeholders and in the media;
- Promote collaboration across the Panel and beyond;
- Promote the voices and expertise of people with direct experience of the issues;
- Always act in a professional, respectful and inclusive way and in the best interests of the Panel and London as a whole;
- Uphold and reinforce the Panel terms of reference and code of conduct, which the members will decide at the first Panel meeting.

Criteria for the Panel Chair:

- Significant knowledge or experience (paid or unpaid) of London housing issues;
- Experience (paid or unpaid) at a senior level of chairing formal meetings;
- Knowledge of and insight into working with stakeholders with a diverse range of backgrounds and interests;
- Proven commitment to equality, diversity and inclusion and promoting the voices of people directly affected by housing issues;
- Experience of promoting collaboration between groups and organisations;
- *Desirable:* experience of representing their own and other organisations in public forums;
- *Desirable:* experience of dealing with senior politicians, public officials and the media.

5. Details: time, money, place

Time commitment

The Panel will hold three formal meetings during the financial year 2019/20, with meetings held in advance of the Homes for Londoners Board when possible. Meetings are normally expected to last up to half a day.

There will be an optional, informal get together for the Panel on Wednesday 19 June, 5-7pm. The first formal meeting will take place on Tuesday 25 June, 2-4pm.

Time commitment: Chair

In addition the Chair: will attend the Homes for Londoners Board; may be asked to attend additional project management meetings with Trust for London; may be asked to represent the Panel in other areas if necessary, to be agreed with the GLA and Trust for London.

The dates for Homes for Londoners Board meetings in 2019/20 are as follows:

- 4 September 2019
- 4 December 2019
- Winter/spring 2020 (date to be confirmed)

Pay, expenses and access

To ensure Panel participation is accessible to all, there will be funding available to pay members from small organisations or those who are unwaged a stipend of £225 for each meeting. This will cover both meeting attendance and preparation. Members will be able to claim reasonable expenses, including for reasonable adjustments.

We are creating Easy Read application materials and will provide BSL interpretation for anyone who needs it.

The Chair will also be able to claim reasonable expenses.

Venue

Panel meetings will take place at Trust for London's offices at 4 Chiswell Street, London EC1Y 4UP (near Moorgate tube station in the City of London). These offices are fully accessible.

Term of the Panel

The Panel term will run from June 2019 until March 2020.

6. How to apply

To apply, please submit:

- a completed application form
- an equal opportunities monitoring form (this will relate to the lead individual for Panel Members)

These should be sent by email to housing@trustforlondon.org.uk. Please include your / your organisation's name and the role you are applying for in the subject line.

Application form

To download an application form please visit the London Housing Panel recruitment page on [Trust for London's website](#).

Please choose the right application form:

- Panel member application form (for organisations)
- Panel member application form – easy read (for organisations)
- Chair application form (for individuals)
- Chair application form – easy read (for individuals)

If an organisation applies to be a Panel Member, its staff and trustees will not be eligible for consideration for the Panel Chair position. Please therefore choose which role to apply for. Please keep the application form to a maximum of **six pages**.

Reference

The application form asks for the name and contact details of someone who is willing to provide a reference for you or your organisation. They will be contacted if you are selected for Panel Membership or the Chair position.

Applications with support from other organisations

Some interest groups or organisations may be familiar with and prefer a consensus-based approach to deciding Panel membership. Where this is the case, groups with a similar focus can self-organise to put one organisation forward for the membership.

Organisations which prefer not to participate in a consensus-based approach but still want to be considered for the membership can still apply.

The closing date for submission of applications, including the equal opportunities monitoring form is Tuesday 7 May, 10am.

7. How we will decide (the recruitment process)

We are running the recruitment process for the Chair and Panel Members simultaneously. This is being led by Trust for London. An independent panel of selectors of four people has been appointed to choose the Chair and Panel Members.

When deciding who should be Members of the Panel, the selection panel will be encouraged to take into account the diversity of London, the barriers to good housing and participation in public life experienced by different groups, and the benefits for the Panel's discussions of a diverse and inclusive membership, including people with direct experience of housing issues.

The selectors will take into account if applications for Panel Membership have support from other organisations.

Interviews for the role of Panel Chair will take place at Trust for London's offices. Shortlisted candidates will be notified the previous week and given information to help them prepare.

We may carry out interviews for Panel Members if we receive a lot of applications.

Once appointed, the Panel Chair will be consulted on the proposed membership of the Panel. Final decisions will be made by the independent panel.

The timetable for the process is in [section 9](#).

8. A few last words

Information event

There will be an Information Event about the London Housing Panel on Tuesday 23 April, 2-4pm at Trust for London's offices, where potential applicants can meet the people involved and ask questions. To attend, please sign up at [Eventbrite](#) or email housing@trustforlondon.org.uk with the name and organisation of the person attending, as well as any access or dietary requirements. BSL Interpretation will be provided on request.

Conflicts of interest or sources of sensitivity.

Applicants are asked to state any business or other interests or personal connections which could affect their eligibility for appointment, cause a conflict of interest or may be sensitive within the Panel. This includes financial interests, active connections or memberships of societies or associations. Organisations should not have party-political affiliations.

Preserving independence

Members may come from campaigning organisations. Members can and should continue to campaign about the things they care about, and remain independent, strong members of the voluntary and community sector.

London is a diverse city: we welcome applications from all sections of the community. Organisations led by people with direct experience of housing need are warmly encouraged to apply.

Data protection

All data will be processed in line with [Trust for London's privacy policy](#), and more generally in line with the provisions of the Data Protection Act and General Data Protection Regulation.

9. Timetable and contact for questions

Timetable:

Sector information event: Tuesday 23 April, 2-4pm

Application closing date: Tuesday 7 May, 10am

Shortlisting: by Friday 10 May

Chair interviews: Thursday 16 May

Panel interviews (if needed): by Friday 17 May

Chair and members announced: by June

All activities will take place at Trust for London's offices, 4 Chiswell Street, London EC1Y 4UP, unless otherwise indicated.

Contact for questions:

If you require information in an alternative format, wish to request a reasonable adjustment, or have queries on the recruitment process, please contact Susie Dye, Grants Manager, on housing@trustforlondon.org.uk



Trust for London

Tackling poverty and inequality

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Charity Registration Number: 205629