

TACT BOARD TENANT MEMBER

RECRUITMENT PACK

2025



Dear Applicant,

Welcome to the exciting opportunity to join the Tenants and Council Together (TACT) Board at Winchester City Council. We are looking for individuals whose experience and insight can help shape the future of our housing services - ensuring tenant voices are not just heard but central to decision-making.

We are committed to providing the training, tools, and support you need to contribute confidently and meaningfully. Your role on the TACT Board will require commitment, but you will be supported every step of the way by the Tenant Partnership Team and Housing officers.

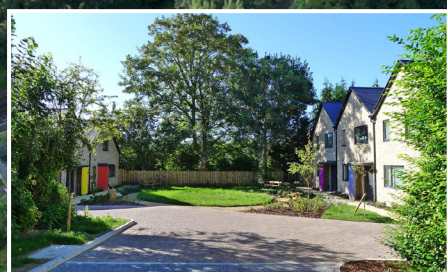
TACT Board roles are remunerated at £1,200 per annum, paid quarterly, with expenses reimbursed and access to funded training and conferences. We want your time and contributions to be properly recognised.

IN YOUR RECRUITMENT PACK, YOU WILL FIND:

- About Winchester City Council Housing
- TACT Board Overview
- Meeting Commitments
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About Winchester City Council Housing

Winchester City Council Housing Services manages over 5,000 council homes across the Winchester district. Our stock includes family homes, supported housing for older people, and temporary accommodation. We are committed to safe, high-quality, inclusive housing services and are proud to involve tenants in improving the way we work.



TACT Board Overview

The Tenants and Council Together (TACT) Board is the most senior tenant group in our housing service. Its purpose is to make sure tenants and leaseholders influence decisions about housing policy, priorities and performance.

The Board includes:

- 4 tenant members
- 2 independent members
- 1 councillor from another political party (the Shadow Member)
- The Cabinet Member for Good Homes (Chair)

TACT Board members play an important role in setting expectations, reviewing services, and influencing how the council performs as a landlord. You will be expected to:

- Prepare for meetings by reading reports
 - Ask questions and take part in discussions
 - Represent tenant views and raise issues
 - Help shape council housing strategy and service improvements
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Meeting Commitments

The TACT Board meets at least six times a year. Meetings are held in person and dates are planned in advance. You will also be invited to attend a 30-minute pre-meeting with other tenant members, and a follow-up debrief session after the meeting (optional but encouraged).

In addition, TACT tenant members are expected to attend each of the quarterly Housing Improvement Workshops (see below). Your attendance and engagement are essential.

Housing Improvement Workshops

Each TACT tenant member is allocated to attend one of our quarterly Housing Improvement Workshops. These workshops are open to all tenants and are a key part of how we listen to residents and improve services.

Each workshop focuses on a theme based on the Consumer Standards:

1. Safety and Quality of Homes
2. Neighbourhood and Community
3. Tenancy
4. Transparency, Influence and Accountability

Workshops are supported by the Tenant Partnership Team and attended by housing staff. TACT members bring insights from these workshops back to the Board to help shape service improvements. Workshops are held in person or online, depending on the group.

Term of Office

As a TACT Board member, you will serve a term of office lasting three years, with an option to renew for a further two years. Your term is subject to maintaining satisfactory attendance and engagement. Regular participation ensures you can contribute fully and make a meaningful impact.

Remuneration and Support

Board members are remunerated at £1,200 annually, paid in quarterly instalments. Reasonable expenses are reimbursed in line with our Tenant Involvement Remuneration Policy. The council also funds training and conferences to support your development in the role.

Role Profile – What You’ll Be Doing

As a TACT Board member, you will:

- Attend and contribute to TACT Board meetings (at least six per year)
- Take part in a 30-minute pre-meeting (for tenant members) and optional post-meeting debrief
- Review and comment on housing reports, policies, and performance data
- Help co-design meeting agendas in collaboration with council officers
- Bring the tenant voice into decisions about housing services
- Attend one quarterly Housing Improvement Workshop, either online or in person, and bring feedback back to the Board
- Act as a critical friend – asking constructive questions and offering challenge where needed
- Champion equity, diversity, and inclusion across the housing service
- Follow the Council’s Code of Conduct and respect data protection and confidentiality

You don’t need previous experience on a board – just a willingness to get involved, work as part of a team, and bring your perspective as a tenant or leaseholder.

Person Specification – What We’re Looking For

We’re looking for someone who is:

- A current Winchester City Council tenant, leaseholder, or shared owner
 - Passionate about improving housing services for all residents
 - Confident to speak up and contribute to discussions (support is available if you’re new to this)
 - Open to learning and willing to take part in training and development opportunities
 - Fair-minded and committed to listening to other people’s views
 - Inclusive, respectful, and values equity and diversity
 - Able to prepare for meetings by reading reports (printed copies and support are available)
 - Reliable in attending meetings and representing tenants positively
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Our Commitment to Diversity

We are committed to building a TACT Board that reflects the diversity of our tenant community. We strongly encourage applications from people of all backgrounds, including those who are underrepresented in decision-making spaces — for example, people from Black, Asian and minority ethnic backgrounds, LGBTQ+ tenants, disabled people, younger tenants, and those living in rural areas.

We believe that a wide range of lived experiences makes our housing services stronger, more inclusive, and more effective for everyone.



How to Apply

We welcome applications in any format that helps you show us your skills, experience, and motivation. This could be a written statement (up to 3 sides of A4), or a short audio or video recording (up to 10 minutes).

- » Why you're interested in joining the TACT Board
- » How your experience and values align with the person specification
- » Whether you are applying as a tenant, leaseholder or shared owner.

Please email your application to: tenantpartnership@winchester.gov.uk or post it to: Tenant Partnership Team, Winchester City Council, Colebrook Street, Winchester, SO23 9LJ

If you have any questions or would like support, contact Tenant Partnership Manager, Charlotte Bailey on **0800 716 987**.

Closing date for applications: **Wednesday 1st October 2025**

We welcome requests for reasonable adjustments during the application process or to support you in the role.

Interview Process and Preparation

Shortlisted applicants will be notified by Friday 3rd October. Interviews will be held on 7th and 8th October with a panel made up of:

- Cllr Mark Reach (Chair of the TACT Board)
- Two TACT Board Members
- Simon Hendey (Strategic Director)

The interview will last around one hour and will include six questions. All applicants will be asked the same questions. We're not expecting formal presentations - we simply want to hear what you feel you can contribute to the TACT Board to help make it a success.

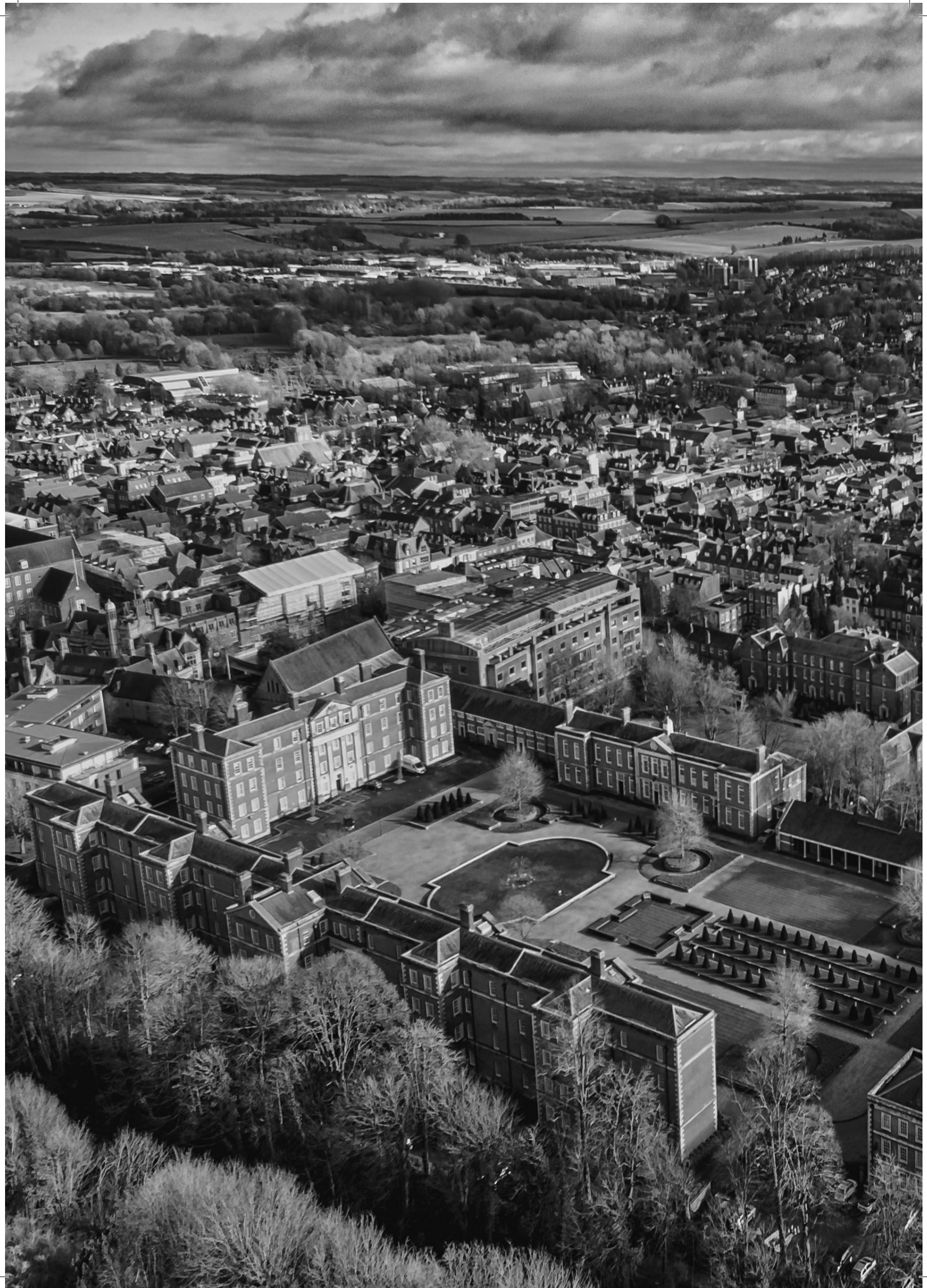
The interview will be an informal conversation and will also give you the opportunity to ask us any questions you may have. When answering, you may find it helpful to draw on your own experiences - whether from paid work, volunteering, or your experiences as a tenant or leaseholder.

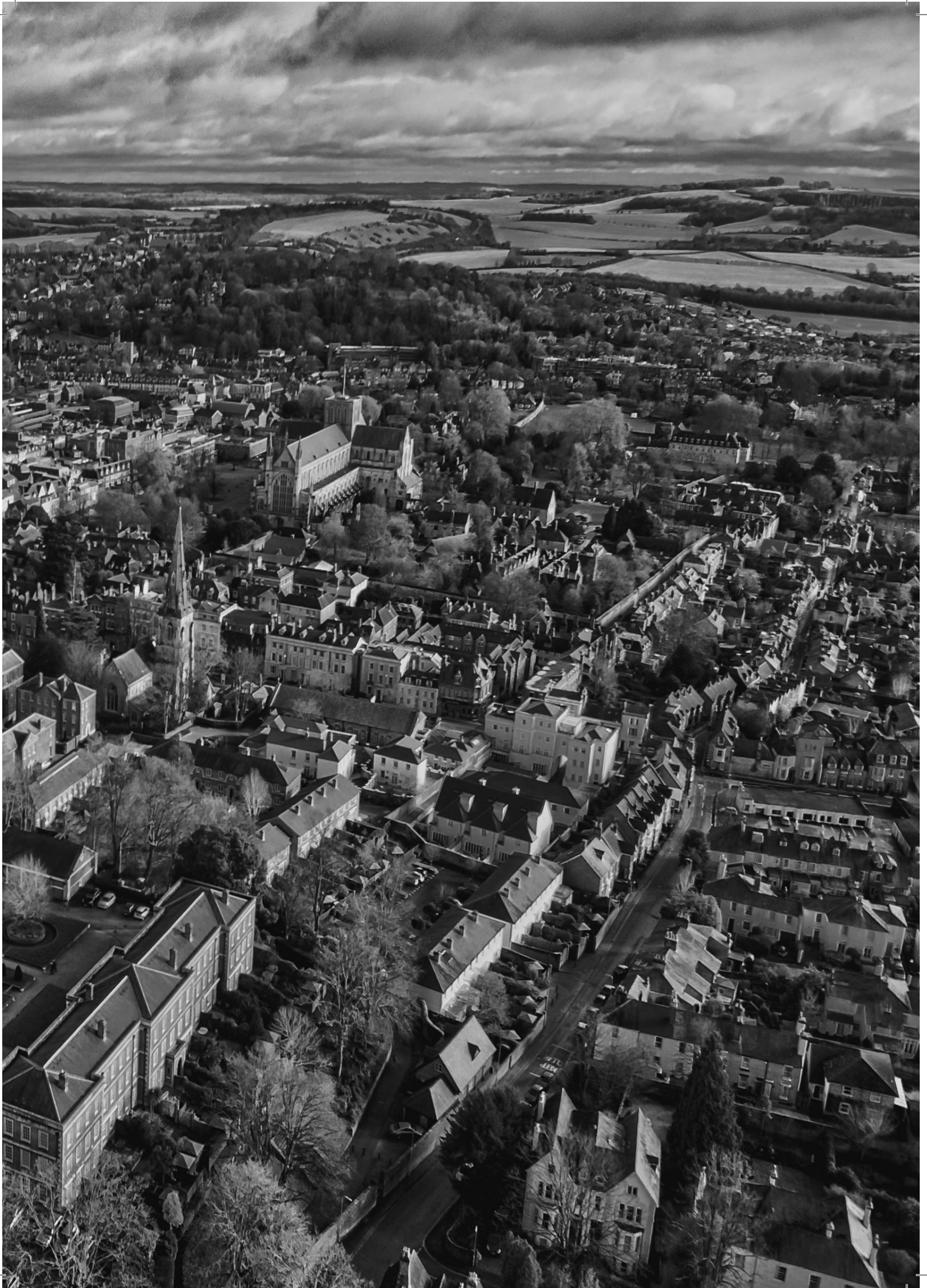
If you are selected for interview and would like support to prepare, or wish to discuss access needs, please contact Tenant Partnership Manager, Charlotte Bailey at tenantpartnership@winchester.gov.uk.

We wish you the very best of luck with your application. If you'd like a chat or need any support with your application, please do get in touch with the Tenant Partnership Team – we're here to help!

Disclaimer: This is not a contract of employment. The tasks outlined may change depending on the priorities of the Housing Service or opportunities for wider tenant engagement. From time to time, the Council may ask TACT members to attend additional meetings, working groups or events based on their interests or expertise.









Winchester
City Council