

**Timetable for Recruitment of Tenant Representatives to the  
Northwards Housing Services Advisory Committee**

<b>Timeframe</b>	<b>Action</b>
November & December 2021	Work on creating advert, information film, online expression of interest/application form, mailout for recruitment, and any other potential advertising avenues
November & December 2021	Promotion of the committee at any events that maybe taking place and speak to relevant staff to see if they know of any potential nominees that could be approached
13 <sup>th</sup> December 2021	Meeting of the current Shadow Committee
early January 2022	Launch recruitment campaign - General advert on website/social media - Direct contact (mailout) to all those that have already expressed an interest in being involved
End of January 2022	Deadline for application/expressions of interest and potential information session or interviews if required
February 2022	A further meeting of the Shadow Committee (possibly with the new tenant representatives attending/observing)
March 2022	Take report to full Council meeting (30 <sup>th</sup> March) for approval of the establishment of the advisory committee (out of shadow form), ToRs and approval of the members of the committee
March 2022	Liaise with Democratic Services to ensure the dates of future meetings are arranged in conjunction with all other Council Committee meetings.
April 2022	Meeting of the newly formed Northwards Housing Services Advisory Committee.