



## **Chalcots Resident Procurement Panel**

### **Resident panel member role profile**

The Chalcots Resident Procurement Panel members make sure residents' voices are at the centre of the procurement process to appoint contractors for the major works projects on the estate.

As a member of the procurement panel, you are invited to help Camden Council appoint the right contractor for the major works contracts. You will be involved in the contractor selection process, including evaluating the contractor tender returns and being a part of the contractor interviews, looking at the contractors' plans for resident engagement, care and consideration.

### **We are looking for volunteers who live on the Chalcots Estate with the following:**

- Good written and verbal communication skills, who are able to clearly communicate difficult messages
- A passion to achieve the best outcome for residents across the estate.
- The commitment and enthusiasm to evaluate the contractors based on how they would put residents at the centre of the major works (for example, how they plan to minimise disruption and resident engagement)
- A willingness to share ideas that will benefit the procurement process to select the best contractor, not influenced by personal opinions
- Past experience of supporting other residents (for example, helping your neighbours)
- Experience of previous works on the estate or elsewhere, and any learning and feedback you can bring to the panel.

### **As a member of the Chalcots Resident Procurement Panel we expect you to:**

- Volunteer an average of two days each month
- Work effectively, collaboratively and respectfully with other panel members
- Listen to other residents' views and make sure everyone on the panel has an equal say in discussions
- Recognise and accept that personal views may not always be achievable and when this is the case, not let this negatively impact the productivity of panel
- Get involved in discussions and focus on finding solutions as a group

- Work to the standards and role requirements detailed in the Terms of Reference
- Act with integrity at all times
- Understand and respect that the resident role is to advise and that final decisions are made by elected council members and Camden Council.

### **How to apply**

We have currently two vacancies on the panel and are looking for Chalcots residents to join the panel to help the Council select the right contractor for the major works project at Bray, Burnham, Dorney and Taplow towers.

Email Oonah (Independent Resident Engagement Advisor) at [oonah.lacey@involvis.co.uk](mailto:oonah.lacey@involvis.co.uk) by midnight on **Thursday 30 September**.

In your email, please include how you meet the requirements in the role profile and if you agree to the Terms of Reference. We want to know why you would like to become a panel member and examples of the experience you can bring to the panel.