

Summary of proposed changes to the Tenant Scrutiny Panel's Terms of Reference

Section	Current wording	Proposed wording	Reason for amendment
4. Membership	The Panel will consist of eight tenants or leaseholders of North West Leicestershire District Council. The number of leaseholders on the Panel is not restricted.	The Panel will consist of a maximum of eight tenants or leaseholders of North West Leicestershire District Council.	The maximum number of members needs to be explicit. Removal of leasehold restriction comment as it was felt the wording not needed.
	<i>none</i>	The day to day management of the panel will be the responsibility of the Chairperson, Treasurer and Secretary all of whom will be appointed or re-appointed by the Panel at the Annual General Meeting by majority vote.	Inclusion for the purpose of outlining Panel appointments and responsibilities.
	Tenant and Leaseholder Panel Members will be independent to any other forum/working group. Panel Members will be able to attend working groups as observers. Where a tenant is the Chair of a Tenants and Residents Association, they may raise issues at the Tenants and Leaseholders Consultation Forum through the Chair.	Tenant Scrutiny Panel Members will be independent to any other forum/working group. Panel Members will be able to attend working groups as observers. Where a tenant is the Chair of a Tenants and Residents Association, they may raise issues at the Tenants and Leaseholders Consultation Forum through the Chair.	Amendment of reference to 'Tenant and Leaseholder Panel Members' to the panels formal name.
	The Chair will be appointed by the Panel through a vote.	<i>none</i>	Deletion due to this being explicit in the addition above.
	<i>none</i>	In the event that any proposition results in a tied vote, the Chair will have a second, or casting vote.	Inclusion for the purpose of explaining what action will be taken in the event of a tied vote.
	Panel Members will be required to give up the Membership on the Panel if they miss four Panel meetings in a row.	Panel Members will be required to give up the Membership on the Panel if they miss four Panel meetings in a row without submitting apologies.	Inclusion of wording to reflect that extenuating circumstances (such as ill health) may mean that members will send their apologies.
	5. Recruitment of Panel Members	In the event there are more than eight volunteers, volunteers will go through a selection process in the form of a recruitment panel consisting of representatives from the Tenant and Leaseholder Consultation Forum and an officer as an advisor.	All volunteers will go through a selection process in the form of a recruitment panel consisting of representatives from the Tenant Scrutiny Panel and an officer as an advisor.

8. Accountability to stakeholders	The Panel is accountable to tenants and leaseholders through the Tenants and Leaseholders Consultation Forum.	The Panel will work with the Tenants and Leaseholders Consultation Forum and all other resident involvement groups.	Removal of accountability to the Tenants and Leaseholders Consultation Forum. In order to reflect best practice, a Tenant Scrutiny Panel must be autonomous from any other resident involvement groups.
9. Budget	The Panel will decide if a Treasurer is to be appointed when appointing the Chair.	<i>none</i>	Deletion due to this being explicit in the addition above.
10. Expenses	<p>Reasonable expenses will be paid to enable Panel Members to attend Panel meetings and associated activities. These expenses may include:</p> <ul style="list-style-type: none"> ➤ Transport and travel/parking costs incurred (which can be arranged though the Council's Resident Involvement Team) ➤ Help with childcare costs 	<p>Reasonable expenses will be paid to enable Panel Members to attend Panel meetings and associated activities. These expenses may include but are not limited to:</p> <ul style="list-style-type: none"> ➤ Transport and travel/parking costs incurred (which can be arranged though the Council's Resident Involvement Team) ➤ Help with childcare costs/carer costs <p>All panel members claiming for mileage expenses will be required to give full details of the postcode where the journey began, the postcode of the destination, and the postcode the member is returning to along with actual mileage. Claims for out of pocket expenses must be accompanied by a valid receipt.</p> <p>All expense claims must be authorised by the Chair before submission to the council for payment.</p>	<p>Recognition and inclusion of other expense items such carer costs for panel members with family members for whom they care for.</p> <p>Inclusion of an additional approval level for mileage expense claims to ensure that the panel only submit claims that are in relation to the panel's activities.</p>
11. How the Panels' impact will be assessed	A simple annual impact self - assessment will be completed by the Panel and scrutinised by the Tenants and Leaseholders Consultation Forum. The assessment will be submitted to the Council as part of the Housing Service's annual performance reporting arrangements. The self – assessment procedure will be reviewed by the Panel.	A simple annual impact self - assessment will be completed by the Panel and shared with the Housing Service and other resident involvement groups. The assessment will be submitted to the Council as part of the Housing Service's annual performance reporting arrangements. The self – assessment procedure will be reviewed by the Panel.	Removal of accountability to the Tenants and Leaseholders Consultation Forum. In order to reflect best practice, a Tenant Scrutiny Panel must be autonomous from any other resident involvement.

12. How often the Panel will meet	The panel will meet on a monthly basis, possibly more frequently initially for training and development purposes. The meeting times will be set based on the availability of the Panel Members.	The panel will meet on a monthly basis, possibly more frequently as required. The meeting times will be set based on the availability of the Panel Members. Working meetings will be held as and when decided.	Revision to reflect the panel's current meeting patterns.
13. Confidentiality and transparency	The formal meetings of the Scrutiny Panel will be open to the public by prior arrangement and press to observe with an ability to have some items as confidential if they contain personal, financial or commercially sensitive information.	The formal meetings of the Scrutiny Panel will be open to the public and press by prior arrangement to observe with an ability to have some items as confidential if they contain personal, financial or commercially sensitive information.	Rewording to correct a grammatical error.
15. Conduct of Panel Members	<i>none</i>	Disciplinary action will result where members are proven to have behaved inappropriately in respect of the guidance contained herein.	Inclusion of outline of how inappropriate behaviour will be handled by the Panel.
	<p>Ground Rules</p> <p>The list of "ground rules" describes how members are expected to carry out their duties and conduct themselves at meetings:-</p> <ul style="list-style-type: none"> • It is not acceptable to interrupt another speaker; • It is not acceptable to talk when someone else is speaking; • It is not acceptable to make abusive or personal remarks; • It is not acceptable to shout or behave in an aggressive manner; • Any person wishing to speak must wait for the Chairperson/Facilitator's permission; • Each person's opinion is of equal importance; • Everybody is entitled to be heard; 	<p>Ground Rules</p> <p>The list of "ground rules" describes how members are expected to carry out their duties and conduct themselves at meetings and whilst carrying out the duties of the panel:-</p> <ul style="list-style-type: none"> • It is not acceptable to interrupt another speaker; • It is not acceptable to talk when someone else is speaking; • It is not acceptable to make abusive or personal remarks; • It is not acceptable to shout or behave in an aggressive manner; • Any person wishing to speak must wait for the Chairperson/Facilitator's permission; • Each person's opinion is of equal importance; • Everybody is entitled to be heard; 	<p>Amendment to apply ground rules to panel members whilst carrying out duties of the panel and not just at meetings.</p> <p>Update to reflect that mobile phones should be turned off or turned to silent to avoid disruption in meetings.</p> <p>Update to explain that items belonging to the panel ultimately belong to the panel and should be returned at end of term to avoid loss of equipment and/or sensitive information.</p>

	<ul style="list-style-type: none"> • Show respect to other members, including those visiting; • Once an issue has been decided by a vote it should be accepted by all present; • Bad language will not be tolerated; • No personal issues are to be discussed during the meeting; • The Chairperson/Facilitator's decision is final. 	<ul style="list-style-type: none"> • Show respect to other members, including those visiting; • Once an issue has been decided by a vote it should be accepted by all present; • Bad language will not be tolerated; • No personal issues are to be discussed during the meeting; • The Chairperson/Facilitator's decision is final. • Mobile phones should be switched off or set to 'silent' during meetings • Any item that belongs to the panel ultimately belongs to the council and must be returned upon resignation or end of term 	
	<p>Confidentiality</p> <p>Some items for discussion may contain confidential information about tenants, officers, members or the Council's business and we must respect that confidentiality:</p> <ul style="list-style-type: none"> • Members must treat specific agenda items as confidential; • Information concerning tenants, residents, leaseholders, staff etc., and those matters of the Council's business, which are defined as confidential; • Members should ensure that they do not breach Data Protection. 	<p>Confidentiality</p> <p>Some items for discussion may contain confidential information about tenants, officers, members or the Council's business and that confidentiality must be respected:</p> <ul style="list-style-type: none"> • Members must treat specific agenda items as confidential; • Information concerning tenants, residents, leaseholders, staff etc., and those matters of the Council's business, which are defined as confidential are subject to the confidentiality agreement signed by every member; • Members should ensure that they do not breach Data Protection. 	<p>Rewording to correct a grammatical error.</p> <p>Insertion of reference to the confidentiality agreement that every panel member is required to sign.</p>
16. Terms of Reference development	The Terms of Reference will be developed by the appointed Panel Members.	The Terms of Reference will be reviewed by the appointed Panel Members at the Annual General Meeting.	Update to reflect that the Terms of Reference will be reviewed at every meeting.