

# Scrutiny Panel

## Role description



### 1. Role title

Scrutiny Panel Member

### 2. The role of Panel members

To work constructively with Newlon in scrutinising its business and activities with the aim of making recommendations that will improve how Newlon is run and the services that residents receive. Members can step down at any time.

### 3. Specific responsibilities

In addition to the general role above, all Panel members have the following responsibilities:

- To scrutinise and make recommendations for the benefit of all residents.
- To be able to commit the time, both to attend regular Panel meetings and read the papers for each.
- To be active participants at Panel meetings.
- To attend training.
- To declare any potential conflict of interest. A conflict of interest occurs when a member's personal or business interests affects their ability to fairly act in the best interests of all residents.
- To keep to Newlon's Equal Opportunities Policy.
- To keep to the Panel's Constitution.
- To maintain confidentiality when necessary.
- Not to raise any individual issues at the Panel.

### 4. To be a Scrutiny Panel member you cannot:

- Be a Newlon Board member or sit on the Residents' Services Committee
- Residents cannot become Panel members if they are in breach of their tenancy agreement with Newlon. For example; if they are in rent arrears.

## **5. Skills and abilities**

Panel members will be expected to have, or be willing to be trained to have the following skills and abilities below. Members will not be expected to have all these when they first join the Panel.

- An ability to see the bigger picture.
- An ability to make recommendations for the greater good of all Newlon residents.
- Good listening and communication skills.
- An ability to work positively and collaboratively with Newlon staff, Newlon Contractors and other residents.
- Knowledge of analysing information and using it to identify issues and possible solutions in a reasonable and balanced way.
- An understanding that good quality services must also be good value for money.

## **6. Training**

Panel members will be individually assessed to identify training that will help them in carrying out their role. Newlon may arrange additional group training for the Panel.

## **7. Support**

Support for Panel members will be provided by Newlon's Senior Resident Involvement Officer – for all issues related to the work of the Panel, Panel paperwork, training and claiming expenses.

## **8. Rewarding Panel members**

In recognition of the time involved, each Panel meeting attended by members will be rewarded with a voucher, which is currently worth £30.

## **9. Claiming 'out of pocket' expenses**

This can be done according to our Residents' Expenses and Support Policy.