

Resident Policy Panel

Terms of Reference



Purpose of the Panel	<p>The purpose of the Resident Policy Panel is to ensure Southern Housing's resident facing policies are developed with resident input. To deliver this purpose the panel will:</p> <ol style="list-style-type: none"> 1. Review draft policies and proposed policy changes, and provide a resident perspective 2. Highlight the potential implications for residents of proposed policies 3. Provide advice to help ensure policies are accessible and likely to be easily understood by residents 4. Where relevant, scrutinise plans for wider resident consultation on proposed policies.
Number of members	Up to 12 residents.
Membership	Eligibility is set out in the Resident Recruitment Policy.
Quorum	Four members.
Observers	Any resident observing the panel (for example to decide whether to apply for membership) must meet the same membership eligibility requirements as full panel members.
Frequency of meetings	The Resident Policy Panel will meet as required to review emerging policies.
Meetings	Meetings can be in person, remote (teleconference or video conference) or hybrid.
Decisions	<p>Decisions at meetings will be reached by consensus. Where consensus cannot be reached, a vote should be taken. If required, the Chair has the casting vote.</p> <p>When required, urgent decisions can be agreed by email / telephone between meetings.</p>
Appointments	<p>The Resident Policy Panel will elect a Chair and Vice Chair every three years from amongst their membership.</p> <p>Every three years, the Resident Policy Panel will elect one of their members to represent the panel on the Resident Strategy Group.</p> <p>The Chair, Vice Chair and Resident Strategy Group Representative can serve for up to six years. (E.g. two three year terms).</p>

Reporting		The Resident Policy Panel will share key messages with Resident Strategy Group or resident governance panels as necessary.	
Resident Policy Panel responsibilities			
1	Role of the Resident Policy Panel		
1.1	Review all customer facing policies, making sure: <ul style="list-style-type: none">• Southern Housing consult residents• Southern Housing feedback results to residents• Policies are easy to understand• Southern Housing recognise the implications on residents• Southern Housing communicate policies to residents.		
1.2	Endorse / recommend new / revised policies to the Board (strategic policies) or Executive Team (non-strategic policies) for approval.		
1.3	Southern Housing colleagues should assist the panel’s work by bringing key policies at an early stage of development where possible.		
Document Version Control			
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