

LB Southwark Resident Involvement Review Co-Design Panel – initial Terms of Reference and Timetable

The council is establishing an independent Co-design Resident Involvement Review Panel to consider the resident involvement structure and resources. The group will be chaired by an independent expert and include LBS tenants and homeowners.

Aim of the panel

The Panel will

- Review the coverage and operation of tenants and residents associations
- Review the role and operation of Area Housing Forums, Tenants Council, Homeowners Council
- Review the management and use of the Tenants and Homeowner Funds
- Review the management of TRA halls

in order to develop a vision and make recommendations for the most effective means of involving residents in the housing management service that:

- Meets the needs of residents in the twenty-first century (particularly younger people) by providing a broad range of opportunities for consultation and engagement that take into account modern technologies and lifestyles to involve as wide a range of relevant stakeholders as possible
- Reflects the borough's population, including ensuring that young people's voices are heard.
- Empowers our stakeholders to have a meaningful impact on decision making.
- Is efficient, avoids duplication and makes the best use of technology, assets and resources.
- Is transparent with clear and consistent agreed definitions of key terms
- Is compliant, ensuring that statutory, constitutional and equalities duties are met
- Encourages accountability through local and strategic scrutiny
- Contributes to continuous service improvement and greater resident satisfaction with housing service.

Membership of the Panel

The Panel will be led by an independent Chair from outside of the local authority. In addition to the Chair, the Panel will have thirteen members made up of Southwark tenants and homeowners and 3 council officers;

- 1 representative from Tenants Council

- 1 representative from Homeowners Council
- 1 representative from TRAs (not involved in Tenants or Homeowners councils)
- 1 representative from the MySouthwark Homeowners Board
- 1 (tenant) representative from the Youth Council
- 5 x residents with little or no previous experience of formally participating in the involvement structure
- 1 x Officer from the Communities Division
- 1 x Officer from Resident Services
- 1 x Officer from Organisational Transformation

The Chair will be remunerated on a daily rate. Resident panel members will be entitled to expenses.

Recruitment

A description of the roles and the commitment required will be produced by Communities. The Chair will be recruited from Expressions of Interest from suitably qualified persons. Four panel members will be nominated by organisations and six recruited through direct applications. The Panel should reflect the diversity of Southwark residents.

Panel meetings

The panel will convene in July 2018 and complete its work by the end of October. Given the volume of work the Panel must undertake, it is proposed that it meets 7 times. Given the difficulty in arranging meetings in August, most meetings will take place September/October.

1. Panel meets to decide its order of business and methods of working (including review of Kaizen report)
2. Panel discusses and develops a vision of how the involvement structure should look and work
3. Panel considers role of TRAs and AHFs
4. Panel considers role TC/HoC
5. Panel considers use and management of Tenant and Homeowner funds
6. Panel considers management of TRA halls
7. Panel reviews Chair's draft report and produces final report and recommendations

The Panel will be serviced by the Communities Division. Communities will agree with the Chair what papers and evidence are required for Panel members to receive prior to meetings to ensure informed discussions or to be given verbally at Panel sessions. A private online forum will be established for panel members to access documents to facilitate communication with each throughout the process.

The Panel will produce a detailed report and recommendations for actioning by January 2019.

