Resident Engagement Panel Terms of Reference

Objectives
- To give residents the opportunity to shape and influence housing services
- To make Lewisham Homes accountable
- To provide networking opportunities for involved residents
- To inform residents about housing and community issues in Lewisham
- To give residents opportunities to influence wider community initiatives

Purpose of Resident Engagement Panel:
- To act as a consultative body for services provided by Lewisham Homes and housing related services provided by Lewisham Council
- To review Lewisham Homes’ performance
- To agree the forward plan for agenda items
- To agree the topics to be reviewed by the Resident Scrutiny Committee, and monitor the agreed action plans from completed reviews
- To provide feedback on the Lewisham Homes’ Business Plan
- To provide feedback to Mayor and Cabinet on budget proposals

Membership
- Membership of the Resident Engagement Panel is open to all current Lewisham Homes’ secure tenants and leaseholders
- Tenants of non-resident leaseholders, employees of Lewisham Council or Lewisham Homes are not eligible to become members
- Where there is a Lewisham Homes’ accredited Tenants and Residents Association (TRA) or a Tenant Management Organisation (TMO), up to two Resident Engagement Panel members can be elected by the TRA or TMO to represent them
- No more than one leaseholder can be elected by each TRA for membership of the Resident Engagement Panel
- Where there is no Lewisham Homes’ accredited TRA or TMO, application to become a member of the Resident Engagement Panel is by formal written request to the Resident Engagement Panel and a vote taken to admit to membership
• Where there is a dissolved TRA or TMO, existing elected Resident Engagement Panel members retain the right to membership
• Members participate formally by attending regular meetings and informally through online surveys and digital forums
• Members who fail to attend more than two consecutive meetings without prior notice may be removed from the Resident Engagement Panel
• Ward Councillors and Lewisham Homes Board Members are invited to attend Resident Engagement Panel meetings without voting rights

Chair
• A member or independent Chair will be elected annually at the December meeting by the membership

Meetings
• Formal meetings are held quarterly
• Quorum will be achieved at 5 members
• Resident Engagement Panel packs will be distributed 7 calendar days prior to formal meetings
• Time will be set aside outside of the formal meeting times for residents to raise individual or block/estate questions with Lewisham Homes’ staff
• If members want a response to a specific issue at the meeting, they are to raise this in writing with Lewisham Homes 1 month prior to the meeting

Conflicts of Interest and Code of Conduct
• Declarations of conflicts of interest must be made if:
  any member sits on the board of another housing organisation, or
  is an existing or potential Lewisham Homes’ or Lewisham Council business partner, or contractor
• All members must adhere to the Code of Conduct (see separate Code of Conduct document)