



Annual review group

Terms of reference

1 Role of the panel

The annual review group (ARG) will review reports from three tenant panels, with each panel focused on a specific area:

- Tenant involvement panel (TIP): housing policy
- Tenant scrutiny panel (TSP): service delivery
- Sheltered housing involvement panel (SHIP): sheltered housing

The ARG will review the TIP, TSP and the SHIP annual work plans in line with both corporate and housing service objectives.

The ARG will also review any alleged breaches of the code of conduct as per the agreed investigation process.

2 Membership

The ARG will be made up of the following members:

- one tenant representative from the TIP
- one tenant representative from the TSP
- one tenant representative from the SHIP
- portfolio holder for housing
- shadow portfolio holder for housing
- head of housing.

3 Appointing a chair

The ARG will be chaired by the head of housing.

4 Frequency of meetings

The ARG will meet formally once a year.

Additional meetings, such as disciplinary reviews, may take place as required.

5 Annual review

As part of the annual ARG meeting, the group will review:

- TSP terms of reference
- TIP terms of reference
- SHIP terms of reference
- outcomes from tenant summits during the last year

- objectives for tenant summits for year ahead
- outcomes from TSP, TIP and SHIP annual workplans
- TSP, TIP and SHIP workplans for the year ahead.

6 Panel resources

The council will provide administrative and service support to the group.