

Proposals for BNG Residents' Panel

- These proposals for a BNG Residents' Panel are based on research into existing involvement panels and discussions with the BNG Community Engagement Workstream.
- These proposals will form the basis of terms of reference for the Residents' Panel, with the final terms to be defined by the panel members themselves.
- These proposals, whilst providing guidance, must also be treated as dynamic as it is likely that the nature and specific characteristics of the panel will evolve over time.
- The Residents' Panel will ensure that key cross-partnership, strategic issues considered by the BNG Board are informed by residents' views.

Recruitment of members	
Recruitment	<ul style="list-style-type: none"> • Approach Gateshead Community Empowerment Network and Newcastle Council Voluntary Services (NCVS) to recommend potential members. • We will also approach other forums such as Gateshead street reps etc. <p>This will allow us to identify residents who are already interested, and potentially experienced, in engaging with agencies. We will also look into the potential for capacity building and support from the Community Empowerment Network and NCVS. We will aim to have representation from places across BNG, including areas having a lot, some and no Housing Market Renewal (HMR) activity. We will try to ensure that representatives are not the same faces as on Area Forums/Project Boards. Ideally they will live within or close to the BNG area. All potential members will be asked to complete an application form.</p>
Assessment	<ul style="list-style-type: none"> • Invite potential members to an induction session. <p>The potential members will be invited to an induction session where they will be able to find out more about BNG and take part in small workshops. This will enable us to assess the potential members and identify most suitable candidates.</p>
Numbers	<ul style="list-style-type: none"> • The numbers will be limited to 20. <p>This number will ensure that the group remains manageable and the meetings focused.</p>

Diversity	<ul style="list-style-type: none"> • Diversity issues will be considered when recruiting members. <p>We will aim to ensure equality in numbers from Newcastle and Gateshead as well as relevant ethnic representation. Firm guidelines will not be drawn up around these issues, rather it will be a principle that will be followed.</p>
Waiting list	<ul style="list-style-type: none"> • A 'waiting list' will be compiled of interested members not recruited. <p>Those not selected as initial members will be added to a 'waiting list' and will be contacted as appropriate to take part in surveys/virtual focus groups.</p>
Meeting format and content	
Meetings: frequency	<p>Meetings will be timetabled on a quarterly basis.</p> <p>The exact timings will need to be agreed to ascertain what timings are most convenient for members.</p>
Meetings: venue	<p>The meetings will alternate between Newcastle and Gateshead.</p> <p>The meetings will not take place in the BNG offices or the civic centres to convey a sense of informality and neutrality.</p>
Meeting: chair	<p>The meetings will be chaired and minuted by officers.</p> <p>In the future, there could be the opportunity for residents to chair and minute the meetings subject to experience and capacity building and should they wish to do so. The chair will be a senior BNG rep, likely to be the Director or Head of Research & Strategy. The Communications Officer will minute the meeting. Attendance by other BNG and local officers will depend on the meeting discussion topic.</p>
Meetings: format	<p>The meetings will provide an opportunity to give feedback on issues relevant to BNG informally.</p> <p>Each meeting is likely to vary slightly, depending on the topics to be discussed, but agenda likely to cover:</p> <ul style="list-style-type: none"> • Introduction and background to the meeting theme • Outcomes of last/previous meeting(s) (how BNG has progressed the findings from the last meeting, including feeding back to the board) • All panel discussion • Smaller breakout discussions (5 people in each, facilitated by BNG officers) • Feedback from breakout discussions • Opportunity for questions • Summing up

Meetings: topics	<p>Meetings will focus on themes and topics which fit with BNG's overall work plan, linking in to key themes emanating from Board and Advisory Group as well as any other topics which the panel has expressed interest in.</p> <p>Potential topics for discussion will be identified by the panel, Board, Advisory Group or core team meetings and prioritised and agreed by Management Team and the Communications Officer in advance of the meeting taking place. These are likely to include:</p> <ul style="list-style-type: none"> • Private landlords' management and support • Community engagement • Communications & marketing • Housing options and affordability • Value of good design • Private sector renewal improvements • Resident satisfaction (in places and projects)
Links to the board	<p>There will not be a direct report from the group into the board, rather board reports will highlight where the group has had an influence.</p> <p>Senior officers will be required to plan for resident panel involvement in the lead up to relevant Board reports/decisions to ensure that adequate care has been taken to include their views in any proposals.</p>
Resident Panel Admin	
Residents Panel pre and post meeting support	<p>The Resident Panel members will receive pre-meeting information packs and post-event reports.</p> <p>The pre-meeting information packs will include background information about the subject which will be discussed. This will save time within the meeting itself and give residents sufficient information to be able to contribute to discussion. Residents will have a responsibility to commit to reading such information ahead of meetings. The members will also receive post-event reports which will be informal notes picking out the main discussion/proposals of the meeting.</p>
General admin support	<p>The Communications Officer, with input from the BNG admin team, will provide general admin support to the group.</p>
Planning	<p>A calendar will be drawn up for the Panel.</p> <p>The calendar will include the meeting dates, as well as dates when the meeting topics need to be determined, and when feedback needs to be taken to the Board. The calendar will be dynamic and will be managed by the Communications Officer.</p>
Remuneration	<p>There will be no cash remuneration but all expenses will be met and refreshments provided at each meeting.</p> <p>Expenses will include travel and childcare/other care expenses, as</p>

	well as loss of earning expenses. These will need to be agreed with the individual members.
Terms of reference	<p>Terms of reference will be agreed with the group at the first meeting.</p> <p>These proposals will form the basis of discussion for the terms of reference.</p>
Code of conduct	<p>A code of conduct will be included within the terms of reference.</p> <p>The code will outline attendance, preparation and behaviour expected of the members; if this code isn't adhered to, members run the risk of being asked to leave the group.</p>
Term of service	The members will be appointed for an initial period of three years before refreshing membership.
Membership review	To take place annually and to identify any non-attendees who may be asked to leave.