

Editorial Panel – Terms of Reference

Statement

The Editorial Board, made up of residents and South Essex Homes representatives, oversees and advises on the content of the Insight publication, the website, as well as posters and letters. Its role is to review drafts, provide feedback on tone, clarity, and relevance, and suggest topics to ensure all communications are engaging, transparent, and aligned with resident interests.

Name

The name of the focus group will be the Editorial Board.

Aims

The Editorial Board will:

- Check and review each edition of the Insight publication before its published, offering suggestions to improve tone, clarity and content.
- Suggest topics and feature that are engaging and relevant for residents.
- Support the development and ongoing improvement of the South Essex Homes website to enhance resident experience.
- Promote transparency by ensuring all communications are clear, relevant, and easy to understand.

Membership

- Maximum of 8 members, with at least 2 leaseholders included.
- South Essex Homes Communications Manager acts as Chair.
- Meetings are held quarterly.
- Quorum: 3 residents must be present for decisions to be made.
- Membership: Open to all residents who wish to participate. Any resident wishing to join a focus group will be invited to attend a meeting as a guest, so they can see if it is right for them and the existing members can see if they will fit the group's Terms of Reference.

Admin Support

- Resident Engagement Team provides administrative support, including:
 - Booking meetings
 - Circulating agendas at least 2 weeks in advance
 - Managing hybrid attendance arrangements for face-to-face meetings

Code of Conduct

Members are expected to conduct themselves in an orderly fashion, always respecting other members, both in meetings and on the premises.

- Offensive, disruptive, threatening, or abusive behaviour and language, including racist, sexist, disabled, or homophobic remarks, is strictly prohibited and constitutes a breach of reasonable behaviour.
- Members must adhere to the equal opportunities policies of South Essex Homes and act in a manner consistent with these policies.
- Members should not act in a way that could bring the Panel into disrepute, including through high levels of rent arrears or anti-social behaviour.
- Members wishing to speak should indicate to the Chair and wait to be called upon. All comments should be addressed to the Chair, who ensures everyone can contribute. Members should avoid dominating discussions.
- Speakers should stick to the agenda and not stray from the topic. Only one person shall speak at a time, and private side discussions within the meeting are not permitted.
- Any breach of reasonable behaviour will result in a vote of no confidence. The offending member will be asked to leave, and the meeting will be paused until the member has removed themselves.

Review of Terms of Reference

- The Terms of Reference will be reviewed annually to ensure they remain relevant and effective.
- Review date March 2027