PURPOSE OF THIS DOCUMENT

This document outlines the rewards and incentives available to members of the Tenant Scrutiny Panel as a token of appreciation for members voluntary contribution, and in recognition of members valued input into improving housing services. These guidelines aim to ensure fairness, transparency, and consistency in how rewards are offered and distributed, and to thank members for their dedication and involvement.

GROUP INCENTIVES

Twice-Yearly Group Meal

- **Eligibility:** All active members of the Tenant Scrutiny Panel will be invited to attend a group meal twice per year. These are to be held at times agreed by panel members each year.
- **Alternative Option:** For any panel member unable to attend a scheduled group meal, a £25 shopping voucher will be offered as an alternative.

REVIEW COMPLETION INCENTIVE

To recognise the time and effort involved in completing each scrutiny review, the following individual reward will be offered:

£50 Voucher per Completed Review

Eligibility Criteria:
- Panel members must attend at least 80% of scheduled meetings relating to the specific review to qualify for the £50 voucher.
- For example, if a review spans 5 meetings, the panel member must attend a minimum of 4 meetings to be eligible.

Attendance Tracking:
- Attendance will be monitored and recorded throughout the review period.
- Exceptional circumstances (e.g., illness, emergencies) will be considered on a case-by-case basis.

ADDITIONAL NOTES

Vouchers will be issued within four weeks of either:
- The conclusion of a review (for the £50 voucher), or
- The scheduled group meal (for the £25 alternative voucher).

All rewards are subject to review annually and may be adjusted based on funding availability or panel policy updates.

CONTACT

If you have any questions about these guidelines or your eligibility, please contact:
Phil Hayes, CEO
Email: phil.hayes@rotherfed.org.uk
Phone: 01709 368515

Thank you for your ongoing commitment to the Tenant Scrutiny Panel.
Your contributions make a real difference.