

**Acis Group****Scrutiny Panel Member Self-Assessment**

Membership of the Scrutiny Panel (SP) is a very responsible and important role. To help you decide if it's for you, we have listed the key qualities and experience that SP members will need to do the role effectively.

Induction and training will be provided and there will be support from the Resident Involvement Officer and Tenant Participation Advisory Service (TPAS).

<b>Qualities and experiences I have</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
A tenant, leaseholder or service user living in an Acis property			
Motivated to improve the services for everyone who lives in an Acis property			
Can commit the time needed to make the SP a success			
Enthusiastic about making a difference			
Prepared to attend and participate in the training sessions			
Able to leave personal issues behind			
Try to be as objective as possible			
Avoid making judgements and aware of preconceptions			
Carry out both written and verbal instructions			
Able to focus and concentrate on the task I have to do			
Able to provide evidence of my views			
Able to work in group			
Able to contribute to group discussions			
Be constructive in what I say			
Can listen to other peoples' points of view			
Can read and record information accurately on paper (alternative formats provided if required)			
Able to report back more than just 'yes' or 'no', or 'good' or 'bad'			
Prepared familiarise myself with the code of conduct and abide by everything included in it.			
Appreciate and uphold confidentiality at all times			

Able to handle commercially sensitive information			
Committed to promoting and upholding the principles of equal opportunities and diversity			
Able to ask questions when I'm not sure about something			
Act professionally and in a tactful, diplomatic and sensitive manner			
Able to work to agreed timescales and deadlines			
Agree to uphold the integrity of the SP at all times			

### The sort of activities that SP members will carry out

<b>Activities</b>	<b>Interested</b>	<b>Interested in doing with training and support</b>	<b>Not interested</b>
Attending meetings			
Reading through paperwork (alternative formats will be provided if required)			
Taking an objective view on the quality of services provided by Acis			
Comparing Acis services with information from other housing organisations			
Talking to Acis staff and tenant and resident groups			
Work co-operatively with other SP members, Acis staff and tenants and residents			
Assist in writing reports			

This form is for you to use so that you have an idea of the sort of activities that SP members will be doing. If you are not sure about anything at all please contact the Resident Involvement Officer on 01427 675806