

Advisory panel

Terms of reference

**PRS** Property  
Redress  
Scheme



Property agents and  
property professionals

## Introduction

This document sets out the purpose and objectives of the Advisory Panel (“the Panel”) for the Property Redress Scheme (“PRS”).

## Purpose

1. The Panel is a group of individuals who:
  - i. can provide advice and guidance to the Head of Redress and/or the PRS Board related to their area of expertise
  - ii. refer relevant topics for consideration to the Head of Redress and PRS Board
  - iii. represent, report to, and inform the Head of Redress and PRS of developments in their relevant area of expertise which may affect how the PRS operates
  - iv. can be asked by the PRS Board or Head of Redress to investigate and advise on specific PRS processes or approaches to issues

## Scope

2. Each Panel representative (“representative”) can publicise their role on the Panel but cannot claim to represent the PRS
3. Each representative may be expected to provide a report on their specific area of expertise for the PRS annual report
4. Each representative may be compensated for their time at a level set by the PRS Board

## Panel membership

5. The Panel and any subsequent representatives will be appointed by the PRS Board in consultation with the Head of Redress
6. A representative on the Panel may be an individual or someone nominated by a relevant sector organisation
7. A sector organisation may be any relevant organisation without fiduciary interest or control over the PRS or any company with a share of control over the PRS
8. Any individual representative on the Panel should have no interest, share or financial benefit from the PRS other than the remuneration and expenses agreed by the PRS for activities involved in their role on the Panel
9. There is no limit on the number of Panel members

## Authority

10. The PRS Board:
  - i. may change a Panel member who they feel has contravened the Panel’s Term of Reference or prejudiced the position of PRS or its owners
  - ii. may amend or change these terms by giving one months’ notice
11. The Panel may request the removal of any representative who they feel has contravened the Panel’s Term of Reference or prejudiced the position of PRS or its owners and:
  - i. which must then be notified to the PRS Board and the reasons provided
  - ii. the PRS Board will then decide whether to replace the Panel member

### **Term limits**

12. Representatives can continue to serve on the Advisory Panel for as long as they can contribute, continue to have relevant expertise and continue to participate in line with these Terms of Reference
13. The PRS Board and Head of Redress will review each representative's position bi-annually

### **Meeting arrangements**

14. The Panel will aim to meet once a year, either virtually or in person, at the discretion of the Head of Redress
15. The agenda and minutes for each meeting will be prepared by the individual appointed and distributed by email

### **Review of this document**

16. These Terms of Reference are subject to review at regular intervals, at the discretion of the PRS Board



## Contact us

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Department for Levelling Up,  
Housing & Communities

**NATIONAL  
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