

Section 5: Programme design and  
development

## Annex 4: Student Membership of Scrutiny Panels: Good Practice and Guidance for Chairs and Secretaries

In order to obtain maximum benefit from student representation on Scrutiny panels, Chairs of panels should take steps to ensure that the student member of the panel is:

- 1. Adequately informed about the purpose of Scrutiny Panels and their role within the process.**
- 2. Well supported in their role, which is likely to be unfamiliar.**
- 3. Treated as an integral and equal member of the panel.**

The work of Scrutiny Panels can be conducted virtually. Therefore student panel members will need guidance on receipt of the papers in order to appropriately supply their perspective.

In order to achieve these aims, Chairs, in conjunction with Secretaries, should carry out the following:

**- Familiarise themselves with the content of the induction to Scrutiny Panel session provided to all student panellists by the Students' Union** in order to make themselves aware of the students' expectations, what they should know and any potential gaps in their knowledge (contact the Education Officer for details.)

**- Ensure student panellists are provided with all relevant documentation** then discuss the information with the student in order to help focus the student's reading of the materials. This discussion can be face-to-face or virtually via email.

A standard set of questions for Scrutiny Panels is produced below. Chairs and Secretaries should ask students to focus on particular questions from the list.