

Housing Advisory Panel

Terms of Reference for the Housing Advisory Panel (HAP)

HOUSING & HOMELESSNESS ADVISORY BOARD

TERMS OF REFERENCE

1. Purpose

The aim of the Board is to debate and inform future Portfolio Holder and Cabinet decisions across all council housing services to ensure compliance under the Social Housing (Regulation) Act and the principles within it; specifically, to monitor the Social Housing Programme which is the Councils agreed approach for its Council Housing Services.

2. Role of the panel

To act as an advisory Board to The Cabinet in relation to the development, implementation, monitoring, evaluation, and review of housing strategies and policies and impact on Tenants and Leaseholders

3. Status

The Housing and Homelessness Board (HHB) is an informal working group. It has no delegated decision-making powers and its advice and recommendations will be reported through the Portfolio Holder of Housing & Planning to The Cabinet. As a result, nominated tenants' & leaseholders' have voting rights on matters considered through the HHB; noting that formal decisions are then for Cabinet &/or Full Council to determine. The HHB has constitutional visibility on this basis.

4. Scope

The scope of the HHB is to focus on matters related to the Councils own housing service and its work-plan will therefore be agreed by its members at the start of each municipal year &/or as determined by the Chair. As the HHB is cross party and does not impact or undermine any of the other Scrutiny &/or statutory committees the membership will seek to limit duplication of work-streams across different working groups and meetings.

5. Membership

The HHB will comprise no fewer than 5 members of the Council and 2 independent members from the Tenancy Consultative group.

As this is an advisory Board political balance does not apply.

The membership will consist of the Leader(s) (or their representative) from all opposition parties together with any other independent councillors; chaired by the Portfolio Holder of Housing & Planning; together with two tenant and leaseholder representatives from the Tenant Consultative Group.

The meeting will be chaired by the Portfolio Holder of Housing & Planning whereupon the method and frequency of meetings will be determined at the start of each municipal year.

By exception if the Chair is unable to attend a representative will attend in their place. Any matters raised not relating to the Chair's Portfolio Holder will be referred to the relevant cabinet member as part of dissemination of the minutes/actions.

The quorum of the panel will be in accordance with the Council's Constitution. Four (4) meetings a year will be scheduled. Other meetings can be arranged on an ad hoc basis when required.

Meetings will be held in private session in view of the informal status of the panel.

6. Operation of the panel

Using the standard conventions in mod gov - agendas and papers for meetings will be circulated 5 working days prior to each meeting. Minutes and action points from each meeting will be recorded and circulated to all members. These documents will be reviewed at the beginning of each meeting.

7. Community & Equality Impact Assessment

This will be kept under review to ensure attendance and participation is maximised for all participants