
**HOUSING & HOMELESSNESS ADVISORY BOARD TERMS OF
REFERENCE**

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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, **Portfolio Holder and relevant members** 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** Housing, **Homelessness, & 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.

Voting rights will be managed by the Chair and only parties directly impacted allowed to vote; noting this is informative only as any final decisions are reserved to the relevant decision-making body

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.

DRAFT – ToR agreed Cabinet 261023 – Updated Proposals from Portfolio Holder
Homelessness, Housing & Planning for 281124

5. Membership

The HHAB 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 Homelessness, Housing & Planning**; together with two tenant and leaseholder representatives from the Tenant Consultative Group.

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

The independent Tenant advocate will support tenants and leaseholders interests .

By exception if the Chair is unable to attend a representative will attend in their place. Any matters raised not relating to the Chairs 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.

The membership for 2024/2025 is shown at annex one of this document and will be provided as the Board reviews its Terms of reference annually

Meetings will be held in private session in view of the informal status of the panel & **can be held on Teams where appropriate to do so.**

6. Operation of the panel

Using the standard conventions in mod gov – agendas will be circulated 5 days in advance. **Papers for the meetings will be circulated on the Friday before the meeting is held to allow for up to 5 days to review the working papers.** 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

Councillors

Cllr Ben Clarke (Existing)
Cllr Ben Price (Existing)
Cllr Carol Dean (Existing)
Cllr Jeremy Oates (New)
Cllr Natalie Statham (New)
Cllr Richard Kingstone (Existing)
Cllr Helen Hadley (new)
Cllr Tina Clements (new)
Cllr Rosey Claymore (new)
Cllr Chris Bain (new)
Cllr Wardrup (Existing)

Tenants & Leaseholders

Iris Clements (existing)
Sally Bond (existing)
Tenant Consultative Group nominees (to substitute if necessary)
Lesley Gibson Leaseholder Representative (new)
Independent Tenant Advocate (New from 2025)

Partners

High Rise Social Club Committee Chair (new)
Terry Obrien Heart of Tamworth (new)
Lee Bates – Community Together CIC (new)

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