

HIF – HOUSING OUTPUTS TASK GROUP**TERMS OF REFERENCE**

ADOPTED: XXXX

The *HIF – Housing Outputs Task Group* was formed on XXX. The Group is a 'Task and Finish Group'.

Membership

The Task Group shall comprise 7 Members of the Council representing all Groups on the Council based on proportionality. The Elected Members to be appointed annually by the Overview and Scrutiny Committee in May.

Members of the Task Group will be expected to gain the views of Councillors/ Officers/ Portfolio Holder / External Advisors and other representatives with a view to reporting those views to the Task Group.

Members of the Task Group may also be charged with specific areas to research and report back on to the Task Group. Any investigation requiring funding would normally be expected to be part of the existing O&S budget. Offsite visits will be ad hoc. Requests for additional funds for the purpose would be submitted to the Portfolio Holder.

Members of the Task Group may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.

Chairman and Vice-Chairman

The election of Chairman and appointment of Vice-Chairman will take place **at the first formal meeting and if required**, annually at the first meeting of the HIF Housing Output Task **Group of the municipal year**. The Chairman shall be a member of the opposition.

Remit

The Task Group will cover the following:

- Understanding the additional housing output required by the Grant Determination Agreement (as amended). This would include both owned and non-owned outputs;
- Understanding the risks associated with delivering the agreed additional housing outputs, including additional affordable homes secured through the delivery of HIF and the risk of a default or fundamental default occurring.
- **Reviewing the actions taken to mitigate those risks and propose further actions where appropriate and necessary given the current market circumstances (especially post COVID) since the bid was agreed and the legal options available to the Council.**
- Understanding the timescales and the implication of the proposed Woking Town Centre Masterplan on the delivery of the additional housing outputs.
- Reflecting and commenting on the agreed Council motion which call for 'The council reassesses the scheme's housing targets under new market conditions, (especially post COVID) public opinion and if needed is open to renegotiations with central government.'

This is a task and finish group. **It is envisaged that 5 -6 meetings of the group could be required.**

The task group would need to be mindful of the potential for duplication given the wide responsibilities of the Housing Task Group and the HIF oversight Panel.

Terms of Reference and Meeting Management Protocol

It is envisaged that the Task Group be commenced as a task and finish group to address the areas of focus. The expectation is that the group would complete their review in three months with the intention of a final report being submitted to the first available O&S Committee following the completion of the review.

The Task Group may seek representation from the other partners involved such as Homes England or Surrey County Council.

Reporting

The members of the Task Group will be responsible for reporting on a regular basis to the Overview and Scrutiny Committee. Any proposals arising from the work of the Task Group will need to be reported to the Council's Executive normally following consideration by the Overview and Scrutiny Committee.

Meetings of the Task Group

The Task Group will be serviced by Democratic Services.

The Task Group will meet as required, depending on workloads and adhoc issues arising. The meetings will be held in private.

The Task Group will have Agendas for, and Minutes of, its meetings. These will be made available to all Members of the Task Group on a confidential basis.

Draft Minutes will be issued within five working days of a meeting of the Task Group, which will be approved, or amended and approved, at the next meeting of the Task Group.