

SCRUTINY REVIEW TASK GROUP

TERMS OF REFERENCE



PROPOSED NAME OF TASK GROUP

Housing Task Group

SECTION ONE – THE SCRUTINY REVIEW

Scrutiny Review Topic:

Key topics:

- Housing Strategy
- Housing Business Plan
- Housing Service Plans
- Housing Revenue Account
- Housing Conditions
- Housing Needs
- Private Sector Housing
- Home Improvement Agency

Topic Raised by:

Social Overview and Scrutiny Committee

Date Raised:

27 July 2017

Purpose of Review:

What is the purpose of the Task Group? What will the Group scrutinise?

The Task Group has been established as a Standing Task Group to review Housing issues as and when identified by the Committee/ Task Group.

Rationale of Review:

Why does the review need to be undertaken?

The Task Group will undertake Reviews of key activities of the Council. The Reviews will be identified by the Committee/ Task Group.

SECTION TWO - THE TASK GROUP

Membership Of Task Group:

Who will make up the Group i.e. 2 Conservatives, 2 Liberal Democrats, Portfolio Holders, Officers, Witnesses etc.?

1 x Labour, 1 x Liberal Democrat, 4 x Conservative.

Portfolio Holder for Housing & Tenant Representatives will also be invited to sit on the Group.

SECTION THREE - THE SCRUTINY REVIEW PROCESS

Methodology/Approach

How will the Task Group undertake the review? Meetings, questionnaires, engagement etc

To be identified in light of Review Topic selected by the Overview and Scrutiny Committee/ Task Group.

Sources of Information/Evidence:

Where will the Group gather information from? Council officers, Local Groups, reports etc

To be identified in light of Review Topic selected by the Overview and Scrutiny Committee/ Task Group.

Consultation Exercises:

Will you carry out any consultation exercises?

To be identified in light of Review Topic selected by the Overview and Scrutiny Committee/ Task Group.

Witness/Expert Participation:

Will you involve any witnesses/ experts? Who?

To be identified in light of Review Topic selected by the Overview and Scrutiny Committee/ Task Group.

Site Visits:

Will the Task Group carry out any site visits? Where? Why?

To be identified in light of Review Topic selected by the Overview and Scrutiny Committee/ Task Group.

Resource Requirements:

What Officer support will be required? Funding? Etc

To be identified in light of Review Topic selected by the Overview and Scrutiny Committee/ Task Group.

Risk Analysis:

Cost implications, unrealistic expectations, timescales etc

To be identified in light of Review Topic selected by the Overview and Scrutiny Committee/ Task Group.

SECTION 4 - SCRUTINY REVIEW COMPLETION

Reporting Process:

How will the Group report back to the Overview & Scrutiny Committee? Presentation, written report?

The Task Group to submit regular reports to the Overview and Scrutiny Committee.

Monitoring of Outcomes:

Regular reports to be submitted to the Overview & Scrutiny Committee? Members of the Task Group to monitor any recommendation & report back to the Committee?

Anticipated Completion Date: Ongoing

Draft Report Deadline: To be identified in light of Review Topic selected by the Overview and Scrutiny Committee/ Task Group.

Meeting Frequency: 4-5 times a year.

Dates of Meetings: These will be identified by Member Services in consultation with the Task Group members.

Further Information:

At the OSC meeting on 17 January 2011 it was agreed that two topics be added as standing items to be discussed by the Housing Task Group Terms of Reference. These were:

- Level of Council Housing Availability and Council Housing Demand in Woking
- Rent Deposit Scheme (to examine the uptake of the scheme by residents and letting agencies in Woking)

At the task group meeting on 27 July 2017, it was agreed to incorporate a Work Programme that is fed back to the Overview and Scrutiny Committee, and that the Transformation Agenda become a standard item on the agenda.

Please ensure you complete this form in full with as much detail as possible