

HOUSING TASK GROUP
DRAFT TERMS OF REFERENCE



ADOPTED: XX XXX XXXXX

The Housing Task Group was formed on 12 September 2005.

Membership

The Housing Task Group shall comprise seven 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 housing 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 annually at the first meeting of the Housing Task Group. The Chairman shall be a member of the opposition.

Remit

The Task Group will cover the following:

- Steer development, and monitor implementation, of strategies and policies to provide, in particular, affordable housing availability (based on housing needs), reduction of homelessness, improving housing conditions, management and maintenance of Council homes and linkages with social care provision.
- Monitor performance and the delivery of key housing projects.
- Any other topics are to be considered as suggested by the task group, officers or other council bodies. In addition, the Overview and Scrutiny Committee may refer matters to the task group for further scrutiny and consideration and vice versa.

This is a standing task group.

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 Housing Task Group

The Housing Task Group will be serviced by Democratic Services.

The Housing Task Group will meet 4 times a year, depending on workloads and adhoc issues arising. The meetings will be held in private.

Terms of Reference and Meeting Management Protocol

The Housing 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 Housing Task Group, which will be approved, or amended and approved, at the next meeting of the Housing Task Group.