

Housing Working Group

Terms of Reference

Adopted: [Month] [Year]

Introduction

The Housing Working Group shall report to the Overview and Scrutiny Committee. The terms of reference were last amended 22 March 2021.

The Group was formed as the Housing Task Group on 12 September 2005.

Significant changes to the Terms of Reference must be approved by the Overview and Scrutiny Committee. Minor changes may be made by the Monitoring Officer.

Role and Functions

The Group shall:

- Steer development, and monitor implementation, of strategies and policies to provide 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 Group, Officers, or other council bodies. In addition, the Overview and Scrutiny Committee and Group may refer matters to each other for further scrutiny or consideration.

Members of the Group may be responsible for specific topics to research and report to the Group. Any funding required would ordinarily be expected from the existing housing budget. Offsite visits shall be ad hoc. Requests for additional funds for the purpose should go through usual budget setting processes.

Membership

The membership shall be decided by the Overview and Scrutiny Committee at its first meeting of the Municipal Year.

Membership shall comprise seven (7) Members of the Council based on proportionality.

Membership of the Group shall be as follows:

Seven appointed Borough Councillors.

If not appointed to the Group, the Portfolio Holder for Housing shall be an ex-officio member.

Officers of the Council attending the meeting shall include, but not be limited to the Strategic Director of Communities and relevant officers of the Communities Directorate. Officers attending shall not have the option to cast a vote at meetings.

Quorum

The quorum shall be no less than one quarter (2) the Borough Councillors appointed to the Group.

Chairman and Vice-Chairman (and election thereof)

The Chairman shall normally be a member of the opposition.

The election of the Chairman and Vice-Chairman shall take place at the first meeting of the municipal year.

If the Chairman is absent, the Vice-Chairman shall chair the meeting. If both are absent, then (if quorate) the meeting shall appoint a Chairman from those present for the duration of that meeting.

Recommendations of the Group

The Chairman shall be responsible for reporting on a regular basis to the Overview and Scrutiny Committee. Any recommendations arising from the work of the Group shall need to be reported to the Council's decision-making Committees, normally following consideration by the Overview and Scrutiny Committee.

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

It is expected that the Group shall reach its recommendations through consensus.

If consensus cannot be reached, a vote shall be held. Any Councillor appointed to the Group and present at the meeting may vote on recommendations.

Meetings of the Group

Meetings of the Group shall be held virtually and serviced by Democratic Services.

The Group shall normally have four (4) meetings per year beginning at 6:30pm. Ad hoc meetings may be arranged at the discretion of the Chairman.

Meetings of the Group shall be held in private. Any recommendations shall become public knowledge once at Committee.

All agenda items shall be forwarded to the Democratic Services Officer by eight (8) clear days prior to the next scheduled meeting.

The Group shall have agendas for, and minutes of, its meetings. The agenda and minutes shall be made available to all Members of the Council to access through Mod.gov. As the Group is private all papers, including agenda, reports and Minutes shall be treated as confidential.

Third parties may be invited to attend meetings with the consent of the Chairman and Lead Officer.