

HOUSING MANAGEMENT ADVISORY BOARD - 27TH MARCH 2019

Report of the Head of Landlord Services

ITEM 10

TERMS OF REFERENCE

Purpose of Report

To advise the Board of its terms of reference, for the Board to comment and make recommendations in respect of any necessary amendments.

Recommendation

The Board is asked to comment on its terms of reference and make recommendations in respect of any necessary amendments.

Background

The current terms of reference can be found at Appendix 1.

The Council established the Housing Management Advisory Board and the terms of reference for the group. Whilst the Board does not have the power to amend its own terms of reference, it can make recommendations for change.

These recommendations can be considered through a review of the constitution, and changes can be made if agreed by full Council.

Officer to contact

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APPENDIX 1 - HOUSING MANAGEMENT ADVISORY BOARD TERMS OF REFERENCE

Introduction and purpose

The Council has established a Housing Advisory Board to promote tenant and leaseholder engagement in decisions relating to the Council's housing stock.

Membership and appointment

The Board will comprise the following members:

- four tenants/leaseholders, selected by a panel comprising the Strategic Director, lead officer for tenant participation, a representative of a recognised independent tenant participation organisation and other Borough Council officers if deemed appropriate by the Strategic Director, appointed for a period of three years providing the person continues to be a tenant/leaseholder;
- three Borough Councillors, who must not be Cabinet Members or Cabinet Support Members, appointed annually on the basis of political balance;
- one person who is independent of the Council, selected by a panel comprising the Strategic Director, lead officer for tenant participation, two representatives from the Charnwood Housing Residents Forum and other Borough Council officers if deemed appropriate by the Strategic Director, appointed for a period of three years and confirmed annually by the Board.

Any member can resign from the Board by giving notice to the Strategic Director. Appointments to vacancies will be made in the same way as the original appointment and will be for the remainder of the resigning member's term of office.

All members will make a declaration at each meeting if they have an interest in any item of business on the agenda which would affect them more than tenants or residents of the ward(s) affected generally.

Chair and Vice-chair

The Chair of the Housing Advisory Board will be appointed annually by the Board from among the tenant/leaseholder members. The Board may appoint a Vice-chair from among its members.

Where appropriate the Chair will act as spokesperson for the Board.

Frequency and Notice of Meetings

Meetings will take place every two months and notice of and an agenda for each meeting will be sent to every member of the Board by the Council at least five clear working days before the meeting.

The Board will agree a programme of meetings for the forthcoming year annually. The programme of meetings can be varied by the Council with the agreement of the Chair.

Quorum

The quorum for meetings of the Board will be five members, at least two of whom must be tenants/leaseholders.

Decisions of the Board and minutes of meetings

Any issues before the Board will be decided on the basis of a majority of the members and co-opted members present and voting.

Minutes of Board meetings will be taken by the Council and submitted to the next meeting of the Board for approval as a correct record. Except where they would disclose Exempt of Confidential Information, the Council will publish the minutes of Board meetings on its website.

Functions of the Board

The Board will receive reports on matters relating to the Council's landlord functions. These will include:

- the HRA Budget, the Housing Investment Programme and the Housing Service Plan;
- other matters relating to the delivery of the housing landlord function;
- reviews of existing policies or the introduction of new policies relating to or affecting the Council's tenancies;
- matters enabling tenant scrutiny and challenge as part of delivering co-regulation of the housing landlord service;
- performance of the housing landlord function.

Where those reports relate to items which will be submitted to the Council's Cabinet, the comments and recommendations of the Board will be submitted to Cabinet with the officer report. The Chair or Vice-chair of the Board will have the right to address Cabinet to present the Board's comments and recommendations.