

**CAERPHILLY COUNTY BOROUGH COUNCIL  
TENANT REVIEW PANEL  
TERMS OF REFERENCE**

**1. MEMBERSHIP**

- 1.1 The tenancy review panel shall consist of the following individuals:-
- The Public Sector Housing Manager or Deputy (who will be chair)
  - One tenant member of the Caerphilly Homes Task Group
  - One Council member of the Caerphilly Homes Task Group

**2. MEETINGS**

- 2.1 The Panel will meet monthly and at such other times as the Chair determines.
- 2.2 Reports on cases will be presented by the Rents manager or her Deputy for rent arrears cases
- 2.3 Reports on other breaches of tenancy e.g. anti social behaviour, failure to gain access and property conditions will be presented by the Tenancy Enforcement Manager or the Area Housing Manager
- 2.4 Specific case reports will be made anonymous, name and address will not be included however the following details will be reported

Rent Arrears Cases:

- Family composition
- Income details
- Rent amount/housing benefit
- Arrears balance
- Full chronological report of actions/support

Other Cases for Breach of Conditions of Tenancy:

- Family composition
- Details of the Breach
- Affects on others
- Full chronological report of actions/support
- Agencies involved

- 2.5 Minutes will be produced to record the discussions and recommendations taken by the Panel. A biannual summary report will be presented to Caerphilly Homes Task Group

**3. TERMS OF REFERENCE**

- 3.1 The panel will consider reports presented by Housing Managers, in relation to proposed evictions prior to progressing cases to the County Court to obtain a warrant for possession, and recommend to the Chief Housing Officer one of the following actions

- Proceed with eviction
- Do not proceed with eviction – reasons documented in minutes
- Defer to next panel pending additional information

3.2 The *Panel* will have no decision-making powers. They would recommend a course of action to the Chief Housing Officer in relation to progression of the eviction.