

## **CAERPHILLY COUNTY BOROUGH COUNCIL**

### **EVICTON REVIEW PANEL TERMS OF REFERENCE**

#### **1. MEMBERSHIP**

1.1 Tenancy Review panel may consist of the following individuals:-

- The Public Sector Housing Manager (who will be Chair)
- One tenant member of the Caerphilly Homes Task group
- One Councillor 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. failure to gain access and property conditions will be presented by the Area Housing Manager or their deputy.

2.4 Specific case reports will be made anonymous, name and address will not be included however the following details will be reported.

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

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

#### **3. TERMS OF REFERENCE**

3.1 The panel will consider reports presented by Housing Managers 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.