

## **CAERPHELLY HOMES TASK GROUP**

### **TERMS OF REFERENCE**

#### **PURPOSE**

1. To review and make recommendations on the overall strategic direction and allocation of resources appertaining to the Welsh Housing Quality Standard (WHQS), and the housing service.
2. To ensure the achievement of the WHQS is consistent with and complimentary to the Council's Regeneration Strategy.
3. To act as a consultative group on all matters relating to the public housing service.
4. To monitor progress in achieving the WHQS and the service improvement commitments made in the addendum document issued to tenants as part of the ballot process.
5. To keep under review Welsh Government housing policy changes, and to act as a consultative group on proposed changes to housing policy and legislation.
6. To ensure effective tenant engagement is embedded as part of the decision making processes.
7. To be advised of the annual service plan, the implementation of service changes and performance management.
8. To receive regular monitoring reports on the WHQS Programme.
9. To make recommendations to Policy and Resources Scrutiny Committee/Cabinet as appropriate and be represented at the Scrutiny Committee when reports relating to public sector housing are under consideration
10. To explore collaborative arrangements with other local authorities and/or RSLs

## **POWERS**

The Caerphilly Homes Task Group (CHTG) has recommendatory powers only and will be a consultative group on all public housing and related matters. The WHQS investment programme will be developed and managed in a manner that will bring wider regeneration benefits to communities and support the creation of job opportunities.

## **CONSTITUTION**

The CHTG will have an ongoing role related to the housing service, the delivery of WHQS and its maintenance thereafter.

The CHTG will have seven Councillors with cross party representation. Three places will be taken by Cabinet Members. The relevant Cabinet Members will be the Deputy Leader and Cabinet Member for Housing; the Deputy Leader and Cabinet Member for Corporate Recourses; and the Cabinet Member for Regeneration, Planning and Sustainable Development or their equivalents when the Council/Cabinet is reconstituted at any AGM. Four places will be allocated to be taken by back bench Members drawn from all parties in as far as practical to represent political balance.

The CHTG will have seven tenant representatives. Three tenants will represent the Eastern Valleys, two tenants will represent Lower Rhymney Valley and two tenants will represent the Upper Rhymney Valley. The Council will facilitate the appointment of tenant representatives. Representatives will serve for a period that will be co terminus with the Council administration following which there will be a new election. Tenant representatives will be eligible to stand for re-election. The timing of new elections will be determined by officers in conjunction with the tenant representatives. Training will be provided for tenant representatives to support their role on the CHTG. The tenant representatives will be required to sign an undertaking to abide by Members Code of Conduct.

The CHTG will appoint a Chair and Vice Chair. The Chair and Vice Chair should alternate between Councillors and tenants on an annual basis.

Pre-decision scrutiny of public housing matters will be within the remit of the Policy and Resources Scrutiny Committee. Decisions will be the responsibility of Cabinet, other than matters reserved to the Council.

## **FREQUENCY OF MEETINGS**

The CHTG will meet every six weeks to reflect the Council's cycle of meetings. Meetings will take place in the week before the Policy and Resources Committee. Ad hoc meetings may be convened with the agreement of the Chair and Vice Chair and in consultation with officers.

Meetings will normally be held at Penallta House or Cherry Tree House.

## **SUPPORT MECHANISM**

The CHTG will be supported by the officer WHQS Project Board. Agendas will normally be agreed by the Head of Programmes in consultation with the Project Board and the Chair and Vice Chair of the CHTG. Any member of the CHTG can request a report on any relevant matter.

Officers from the WHQS Delivery Team and Housing Landlord Service will attend the CHTG to advise on specific matters as required. Officers from other Directorates will attend dependant on agenda items.

The CHTG will be serviced by staff from Committee Services.

Arrangements will be made to learn from best practice in other organisations, both local authorities and RSLs, either by visits or from visiting speakers.

(Terms of Reference Revised March 2014)