

**CAERPHILLY COUNTY BOROUGH COUNCIL  
TENANCY 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)
  - Area Housing Manager
  - Rents Manager
  - Tenancy Enforcement Manager

**2. MEETINGS**

- 2.1 The Panel will meet monthly and at such other times as the Chair determines.
- 2.2 Reports on rent arrears cases will be presented by the Rents Manager.
- 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 The selection of the Panel will depend on the type of case to be reviewed, for example, the Rents Manager will not sit on the Panel for a rents eviction case.
- 2.5 Specific case reports will be made anonymous, names and addresses 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, e.g. neighbours, community.
- Full chronological report of actions/support
- Agencies involved

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

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

- 3.1 The Panel will consider reports presented by the relevant Officers, in relation to all 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.