

## **CAERPHILLY HOMES TASK GROUP**

### **TERMS OF REFERENCE**

#### **PURPOSE**

The primary purpose of the Caerphilly Homes Task Group is to act as a consultative group on public sector housing matters with a particular focus on the WHQS Programme, and 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.

#### **KEY OBJECTIVES**

1. Reviewing the strategic direction of the WHQS Programme and to be advised on the funding implications.
2. Monitoring progress with promises made to tenants at the time of the ballot as set out in the Addendum Document.
3. Ensuring tenant engagement is embedded in Council decision making.

#### **ADDITIONAL OBJECTIVES**

4. To seek opportunities to maximise the WHQS investment to transform lives and communities and support the Council's anti poverty agenda.
5. To keep under review Welsh Government housing policy changes and assess the impact on Caerphilly Homes.
6. To be advised of the annual service plan, the implementation of service and organisation changes and performance management.
7. To explore collaborative arrangements with other local authorities and/or RSLs and learn from best practice.

#### **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 services, 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

Resources; 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 a Code of Conduct specific to tenants.

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 maybe convened with the agreement of the Chair and Vice Chair and in consultation with officers.

Meetings will normally be held at Penallta House.

The CHTG will follow the conventions established for Council meetings.

## **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. Any member of the CHTG can request a report on any relevant matter within the Terms of Reference. This will be a standing item on agendas.

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 dependent on agenda items. Information items will not be presented. If any member of the Task Group would like to discuss an information item 3 working days notice must be given to Committee Services.

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 updated October 2015)