

# Housing Advisory Board Terms of Reference (draft)



## Purpose of the Housing Advisory Board

- The Housing Advisory Board provides oversight and assurance that the housing service operates effectively, meeting its objectives and obligations to tenants, and complies with the requirements of the Regulator of Social Housing and the Housing Ombudsman.
- The Board does not have decision-making powers, and the Chair will determine whether any matters should be referred to Cabinet or Council or appropriate committee for formal decision making.

## Membership of the Housing Advisory Board

- The Housing Advisory Board consists of ten members. Four elected members, four tenant representatives, the Service Director – Housing and the Executive Director of the Council.
- Elected members will always include the cabinet member for housing, as Chair, and a member nominated by the leader of the opposition.
- Elected member appointments will be confirmed annually at Full Council.
- Tenant members will serve on the Board for a three year period after which time all tenants will again be invited to submit applications and the tenant membership will be reviewed.
- Members must declare if they have any personal relationship with any Chesterfield Borough Council member of staff or one of their contractors.
- Tenants who are employed by Chesterfield Borough Council or one of their contractors cannot become members of the Housing Advisory Board.
- Tenant representatives can claim expenses in accordance with Chesterfield Borough Council's policies and procedures.

## Meetings

- The Housing Advisory Board meetings will be chaired by the cabinet member for housing.
- The Housing Advisory Board will meet on a quarterly basis. From time to time the Board may agree that members can be delegated specific projects to develop specific areas that

are within the Board's responsibilities. These short-term working groups will report back directly to the Board.

- The Housing Advisory Board meetings will be limited to two hours. Any issues not addressed in this time will be carried over unless the members agree otherwise.
- The agenda for each meeting will be set by the Chair of the Board and supporting papers will be circulated via email to all Board Members, a minimum of five working days before each meeting. Any Board member wishing to make a submission for the agenda can do so through the Chair.
- An administrator will minute the proceedings and resolutions of all meetings of the board, including recording the names of those present and in attendance.
- All papers presented to the Housing Advisory Board, and meeting minutes, will be published on the Council's website after the meeting has taken place.
- Meetings will be held at the Town Hall in Chesterfield, on Tuesdays (wherever possible the first Tuesday of the relevant month), between 17:00 and 19:00. Sometimes meeting dates may need to change due to exceptional circumstances, and this will be agreed with the Chair.
- For the meeting to be quorate:
  - Two elected members must be present and in the event of the Chair being absent, another elected member will chair the meeting
  - Two tenant members must be present
  - Either the Executive Director or the Service Director – Housing must be present

## **Review**

- These Terms of Reference will be reviewed annually, or more frequently if changes are required before the annual review.