

Housing Board Terms of Reference

1. OVERVIEW

The Housing Board (HB) will be an Advisory Body to the Council's Executive providing:

- a. a key strategic overview of the management of the Council's Housing Revenue Account (HRA) business and associated strategies and policies, including quality & performance.
- b. a key consultation mechanism and representative voice between the Council's Executive and Tenant/Leaseholder engagement structure on all HRA management matters including, but not exclusive to, rent setting, capital programme, service levels, repairs, customer satisfaction and complaints.

It will also decide how some of the budgets within the HRA will be spent, for example, the Area Estate Improvements budgets. These delegated decisions will be made in the context of the Council's Financial Regulations.

2. BACKGROUND

The HB will combine the roles of the existing Housing Board and the now disbanded Enfield Homes Board, providing a link to the newly established tenant and leaseholder engagement structure (Customer Voice).

The Board will have the ability to establish Sub Groups to lead on specific areas of work, but given its strategic focus there will not be a requirement to consult with the Board on every decision relating to the Council's housing management function.

3. MEMBERSHIP

In line with the Council's commitment to inclusive working, the HB will be a joint forum comprising of three Councillors, senior officers of the Council, independent representatives and tenant/leaseholder representatives from the engagement structures.

Where a member is unable to attend a meeting an alternative representative may be nominated to attend on their behalf.

The HB reserves the right to invite/co-opt other relevant people to assist with activities as appropriate.

The Chair of the Board will be the Cabinet Member for Housing & Housing Regeneration.

Quorum will be four members to include at least one councillor and one tenant & leaseholder representative.

Membership of the Sub Group structure will be determined by the Housing Board.

Councillor Representation:

Cabinet Member for Housing & Housing Regeneration

Deputy Leader

Opposition Lead Member for Housing

LBE Representation:

Director of Health, Housing & Adult Social Care

Director of Regeneration & Environment

AD Finance

AD Community Housing

AD Council Housing

Tenant, Leaseholder and Independent Representation:

Four resident (three tenants and one leaseholder) representatives nominated by the Customer Voice.

Three independent members whose posts to be appointed through an advertising and recruitment process.

4. TERMS OF REFERENCE

The Board will act as an advisory body to the Council's Executive with a key role in the development and management of the HRA Business Plan and review of the Council's housing management objectives and performance.

The Board will provide a channel of communication between tenants and leaseholders, officers and Executive Members of the Council.

Whilst the Board is without executive function its membership affords it the capacity to provide the strategic direction that is central to facilitating an inclusive approach to service delivery.

The Board will be responsible for the following functions:

- (a) Monitoring housing service quality & performance.
- (b) Providing a strategic overview on delivery of the Council's HRA Business Plan.
- (c) Monitoring the process for identification and management of risk as this impacts on the development and delivery of housing services and the HRA Business Plan.
- (d) Commenting and advising on:
 - development of housing policy, the setting of Housing Rents and Service Charges;
 - the Council's 30-year HRA Business Plan and Asset Management Strategy, and the assumptions that underpin it;
 - the risks, challenges and opportunities associated with the Business Plan and Housing Strategy;
 - Council's policy framework for social housing;
- (f) Requesting and reviewing reports on activity associated with the delivery of the business objectives.
- (g) Providing reports and making recommendations to the Cabinet Member for Housing and Housing Regeneration, Cabinet, Director of Health Housing and Adult Social Care and Director of Regeneration and Environment in relation to policy issues, consultation or areas identified in relation to performance or service development.
- (h) Facilitating and developing effective communication and engagement with tenants and leaseholders. This to include considering reports and issues referred from both the Customer Voice & Senate engagement structures.
- (i) Developing a bidding process and deciding on the allocation of some HRA budgets, for example the Area Improvement budgets.

The Board will delegate the following functions to Sub Groups, which will be required to provide updates to the main Board on a regular basis:

- (a) Performance – to receive updates from the Customer Voice on housing service performance against KPIs and reports on current activity associated with the business commissioned from Senate representatives by the Customer Voice.
- (b) Policy Development & Review (HRA Sub Group) – to assist in shaping development of the Council's Housing Strategies and Policies.

- (c) Finance and Audit – To undertake review of the financial detail of the HRA Business Plan, consider the annual budget, rent-setting and service charge proposals and respond to any financial risk or pressure that may arise so that the HRA Business Plan remains in balance.

5. OPERATION OF THE BOARD

The Board will meet at least four times a year. Sub Groups will meet at a frequency to be determined by the Groups themselves, but at least once per year.

Agendas and papers for meetings will be circulated 5 working days prior to each meeting.

Minutes and action points from each meeting will be recorded and circulated to all members of the HB within ten days of the meeting date. These documents will be reviewed at the beginning of each meeting.

6. REVIEW

The Board will review its operation and terms of reference on an annual basis.