

HOUSING MANAGEMENT ADVISORY BOARD TERMS OF REFERENCE

Introduction and purpose

The council has established a Housing Advisory Board to promote tenant and leaseholder engagement in decisions relating to the council's housing stock.

Membership and appointment

The board will comprise the following members:

- six tenants/leaseholders, selected by a panel comprising the strategic director, lead officer for tenant participation, a representative of a recognised independent tenant participation organisation and other borough council officers if deemed appropriate by the strategic director, appointed for a period of three years providing the person continues to be a tenant/leaseholder;
- three borough councillors, who must not be cabinet members or cabinet support members, appointed annually on the basis of political balance;
- one person who is independent of the council, selected by a panel comprising the strategic director, lead officer for tenant participation, two representatives from the Charnwood Housing Residents Forum and other borough council officers if deemed appropriate by the strategic director, appointed for a period of three years and confirmed annually by the board.

Any member can resign from the board by giving notice to the strategic director. Appointments to vacancies will be made in the same way as the original appointment and will be for the remainder of the resigning member's term of office.

All members will make a declaration at each meeting if they have an interest in any item of business on the agenda which would affect them more than tenants or residents of the ward(s) affected generally.

Chairman and vice-chairman

The chairman of the Housing Management Advisory Board will be appointed annually by the board from among the tenant/leaseholder members. The board may appoint a vice-chairman from among its members.

Where appropriate the chairman will act as spokesperson for the board.

Frequency and notice of meetings

Meetings will take place every two months and notice of and an agenda for each meeting will be sent to every member of the board by the council at least five clear working days before the meeting.

The board will agree a programme of meetings for the forthcoming year annually. The programme of meetings can be varied by the council with the agreement of the chairman.

Quorum

The quorum for meetings of the board will be five members, at least two of whom must be tenants/leaseholders.

Decisions of the board and minutes of meetings

Any issues before the board will be decided on the basis of a majority of the members and co-opted members present and voting.

Minutes of board meetings will be taken by the council and submitted to the next meeting of the board for approval as a correct record. Except where they would disclose exempt of confidential information, the council will publish the minutes of board meetings on its website.

Functions of the board

The board will receive reports on matters relating to the council's landlord functions. These will include:

- the HRA budget, the housing investment programme and the housing service plan;
- other matters relating to the delivery of the housing landlord function;
- reviews of existing policies or the introduction of new policies relating to or affecting the council's tenancies;
- matters enabling tenant scrutiny and challenge as part of delivering co- regulation of the housing landlord service;
- performance of the housing landlord function.

Where those reports relate to items which will be submitted to the council's cabinet, the comments and recommendations of the board will be submitted to cabinet with the officer report. The chairman or vice-chairman of the board will have the right to address cabinet to present the board's comments and recommendations.