

Member / Officer Void Properties Working Group

Terms of Reference

### **Purpose**

The Working Group will monitor and consider performance relating to the void property rate across Council housing.

### **Remit**

- Monitor void housing property performance data
- Monitor risk and issues relating to void property
- Monitor the impact of performance improvement work identified
- Refer reports to the appropriate Committee

### **Membership**

- Cllr Boulton
- Cllr Delaney
- Cllr Macdonald
- Cllr Massey
- Cllr Radley
- Cllr Stewart
- Chief Officer – Capital
- Chief Officer – Corporate Landlord
- Chief Officer – Early Intervention and Community Empowerment
- Chief Officer – Operations and Protective Services
- Susan McLeod – Quality Assurance and Performance Management Manager

### **Governance:**

There will be no identified Chair for the Working Group. Meetings will be agenda led with the appropriate officer leading the discussion as required.

Substitutes are welcomed where a core member is unable to attend.

Other officers may be invited to the meeting as required to assist with discussions.

Meetings will be organised on an eight week cycle, to allow one meeting between each Committee meeting.

Meeting papers will be issued three days in advance of each meeting.

Meeting administration will be through a Teams channel, with reports and actions held centrally, and access restricted appropriately.