Terms of Reference V1

Housing Working Group

October 2024

Our Purpose

The Working Group will monitor progress against the established Housing Emergency Plan and seek assurance on void performance, homelessness and veterans housing.

Our Responsibilities

- Seek assurance on progress towards delivery of the agreed Housing Emergency Action Plan
- Scrutinise housing performance data (including voids data, homelessness and armed forces data) by receiving an extract from the Housing Data Dashboard
- Act as a sounding board to enable officers to explore potential solutions to issues being identified by the Officer led Housing Board in order to shape the recommendations presented by officers to Committee
- Highlight any emerging housing related issues for consideration by Officers

The Working Group

Members of the Working Group are:

- Cllr Miranda Radley (Chair)
- Cllr Dell Henrickson (Vice Chair)
- Cllr Mrs Stewart
- > Cllr Boulton
- > Cllr Graham
- Cllr Greig
- Cllr Brooks
- ➤ Eleanor Sheppard, Executive Director Families and Communities (responsible for working with the Chair to prepare the papers, set the agenda and take the action note)
- Jacqui McKenzie, Chief Officer Housing
- Stephen Booth, Chief Officer Corporate Landlord

The Way We Work

- Cllr Radley will chair the meeting, Cllr Henderson will act as vice Chair
- The Working Group will meet at least 3 times per year for 1 hour. Meetings will be held as near the start of the month as possible.
- A Teams site will hold all Working Group documentation. The One Note agenda will be updated in advance of each meeting.
- An update on progress towards the Housing Emergency Action Plan and data report will be linked to the agenda.