


## TERMS OF REFERENCE

### 1.0 Purpose of the Forum

- 1.1 To facilitate partnership working between the Council, Housing Association partners and stakeholders in order to develop, implement and monitor the Local Housing Strategy.
- 1.2 To provide an effective and efficient strategic planning framework.
- 1.3 To monitor progress against the LHS and update the LHS Action Plan on an annual basis.
- 1.4 To work in partnership to meet identified housing need in the Vale of Glamorgan (the Vale).
- 1.5 To highlight areas of concern relating to strategic housing issues and to suggest possible solutions to the problems or difficulties identified.
- 1.6 To agree and progress agreed actions in line with the overarching objectives of the LHS and the Councils corporate vision.

### 2.0 Principal Roles and Responsibilities

- 2.1 To provide a framework to deliver the objectives of the LHS and the Councils corporate vision.
- 2.2 To ensure the outcomes of the groups work are strategically relevant.
- 2.3 Develop a joined-up and coordinated approach to developing housing and related services which meet the identified housing needs of the Vale; in ways that ensure strategic relevance, avoid duplication and achieve value for money.
- 2.4 To consider the needs of all service user and minority ethnic groups; ensuring the Corporate Equality Standards are upheld and Equality Impact Assessments are completed and considered in relation to agreed actions.
- 2.5 To monitor and report against the LHS action plan and the Forums own work plan.
- 2.6 To convene task and finish groups as and when required.
- 2.7 To promote housing issues in the Vale.
- 2.8 To better integrate the LHS with other local strategies and plans.

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## 3.0 Membership

3.1 For the first 12 months the Chair of the Forum will be Strategy and Supporting People Manager. After the initial 12 months the Chair will be selected from and by the members of the Forum and will be reviewed on an annual basis.

3.2 Membership will include:

- Strategy and Supporting People Manager - Vale of Glamorgan (VoG) Council
- Housing Strategy Officer - VoG Council
- Housing Strategy Admin - VoG Council

and representatives from:

- Newydd Housing Association
- Hendre / Hafod Housing Association
- United Welsh Housing Association
- Wales and West Housing Association

3.3 The following representatives will be invited as and when appropriate and will receive the minutes:

- Operational Manager Public Housing Services - VoG Council
- Section 106 Officer - VoG Council
- Planning Officer - VoG Council
- Senior Regulation Manager - WAG (with responsibility for the Vale)

3.4 Other representatives may be co-opted onto the group or invited as and when necessary and with agreement from Forum members.

3.5 Where a member is unable to attend a nominated representative may attend in their place. It is the members responsibility to ensure they are suitably briefed prior to the Forum.

## 4.0 Roles and Responsibilities of Members

4.0 As an individual we ask you to:

- Contribute your time and knowledge to ensure effective partnership working arrangements are maintained and developed
- Maintain an awareness of strategic housing issues
- Contribute in an open and honest manner
- Respect and listen to the contributions made by each Forum member
- Ensure equal opportunity standards underpin the work of the Forum
- Adhere to the terms of reference

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# STRATEGIC HOUSING FORUM

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4.1 As a Forum member we ask you to:

- positively support the work of the Forum
- Facilitate opportunities for information sharing with your organisation to ensure effective channels of communication are maintained

## 5.0 Frequency of Forum

5.1 Forum meetings will be held quarterly and scheduled every March for the following 12 months.

5.2 The group may hold additional interim meetings as necessary.

5.3 Every effort will be made not to change meeting dates, however in exceptional circumstances Forum dates may change. If this is the case members will be given sufficient notice and efforts will be made to ensure members are able to attend.

## 6.0 Reporting Arrangements

6.0 Each member of the Forum will take responsibility for reporting relevant issues and information back to their department and / or organisation.

## 7.0 Administration

7.1 The Forum will be coordinated by the Councils Housing Strategy Officer. The Housing Strategy Officer will:

- Write the agenda
- Monitor the Terms of Reference and Action Plan

7.2 The Housing Strategy Administrator will:

- Book the meeting room and refreshments
- Take the minutes
- Distribute the agenda, minutes and meeting papers

7.3 Should these Officers be unavailable, administrative support will be provided by members of the Strategy and Supporting People team.

## 8.0 Monitoring the Terms of Reference

8.1 Terms of Reference will be reviewed annually.

8.2 Date agreed: **June 2010**

8.3 Next review date: **June 2011**

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