

TERMS OF REFERENCE

Due for review: December 2011

1. Purpose of the Forum

- 1.1 The Overarching Housing Forum (the Forum) will contribute to the development, implementation and monitoring of the Councils Local Housing Strategy (currently 2007-12, to be preceded by future versions).
- 1.2 The Forum will oversee development in all areas of housing in order to achieve the vision for the Vale of Glamorgan as set out in the Local Housing Strategy (2007-12);
 - To develop good quality, affordable and appropriate accommodation to meet identified housing need,
 - To ensure existing housing is maintained and fit for purpose and neighbourhoods benefit from renewal schemes,
 - To eradicate homelessness and ensure the public have accessible, high quality advice and information on housing matters,
 - To develop appropriate housing and support solutions to meet specific needs within the community,
 - To work in partnership to make the Vale a safe and healthy place for residents of all ages.
- 1.3 The Forum will contribute to achieving the Local Housing Strategy's (2007-12) objectives by:
 - Providing leadership, direction and focus.
 - Providing a coordinated approach, linking together Council departments with a shared remit for housing.
 - Providing a wider strategic context in which to develop and improve housing and housing related services.
 - Facilitate partnership working and stakeholder involvement.
 - Ensuring that all relevant local services, agencies, businesses and stakeholders are involved and contributing positively to achieving the Councils objectives.
- 1.4 The Forum will provide a structure to link together a number of groups and forums which have a housing remit that are coordinated by: Public Sector Housing, Private Sector Housing, Regeneration and Planning, in order to:
 - Provide an opportunity for members to exchange information and keep up-to-date with housing improvement and development.
 - Reduce duplication and overlap of work.
 - Facilitate joint working and bids for funding.
- 1.5 Monitor the outcome of the Forums work and the objectives achieved.

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2. Membership

- 2.1 The Chair of the Forum will be Tony Jaques, Head of Public Sector Housing.
- 2.2 Membership will include:
 - Head of Public Sector Housing
 - Head of Private Sector Housing
 - Strategy and Supporting People Manager
 - Housing Strategy Officer
 - WHQS Project Manager
 - Principal Rural Regeneration Officer
 - Team Leader Environmental Health Housing
 - Principal Planner
 - National Landlord Association
 - Local Landlord (TBC - not initial meeting)
 - Senior Regulation Manager/s, Welsh Assembly Government
 - Chief Executive, United Welsh HA
 - Chief Executive, Wales and West HA
 - Chief Executive, Newydd HA
 - Chief Executive, Hafod HA
 - Vale of Glamorgan Community Council representation (TBC)
- 2.3 Other representatives may be co-opted onto the group or invited as and when necessary and with agreement from Forum members.
- 2.4 Where a member is unable to attend a nominated representative may attend in their place. It is the member's responsibility to ensure they are suitably briefed prior to the Forum.
- 2.5 Membership of the Forum will be reviewed annually.

3. Roles and Responsibilities of Members

- 3.1 Members will have the ability to take an overview of the Vale of Glamorgan area as a whole and represent the public interest rather than a single issue or locality.
- 3.2 Members will have the ability and authority to represent their department, organisation or forum/group on strategic matters, including resource decisions where appropriate.
- 3.3 The ability and commitment to further the implementation of the Local Housing Strategy through communication within their own agency and organisational support for the Forum.
- 3.4 The ability to communicate with others about the work of the Forum whilst respecting confidential information where disclosure would be detrimental to the public interest.
- 3.5 A commitment to undertake and complete work and provide information to the Forum as required.
- 3.6 A commitment to listen to and respond to the views of residents.
- 3.7 Members must have a common understanding of their collective role and what is expected of them individually. 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 housing issues and the wider strategic context



- 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

3.8 Adhere to the terms of reference

3.9 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

4. Frequency of Forum

- 4.1 Forum meetings will be held quarterly and scheduled annually for the following 12 months. The group may hold additional interim meetings as necessary.
- 4.2 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.

5. Reporting Arrangements

- 5.1 Each member of the Forum will take responsibility for reporting relevant issues and information back to the department, organisation or forum/group they represent.

6. Administration

- 6.1 The Forum will be coordinated by the Councils Public Sector Housing department
- 6.2 Administrative support will be provided by the Councils Public Sector Housing department

7. Monitoring the Terms of Reference

- 7.1 Terms of Reference will be reviewed and agreed annually.
- 7.2 Date agreed: 06.12.2010
- 7.3 Next review date: 12.2011

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