SOUTH EAST
WALES
Regional Housing
Forum

Terms of reference for the South East Wales Regional Housing Forum

1. Role of the Forum

The South East Wales Regional Housing Forum comprises of representatives from each of the 10 local authority strategic housing sections in the South East Wales region, which includes Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Merthyr Tydfil, Monmouthshire, Newport, Rhondda Cynon Taf, Torfaen and the Vale of Glamorgan.

The overall role of the forum is to develop the capacity of the local authority strategic housing and enabling functions, as a means of creating a balanced and sustainable housing market across the region.

2. Key Aims of the Forum

The key aims of the forum are to:

- Work in partnership to raise the profile of the strategic housing function
- Fostering closer collaboration across a range of housing activities
- Provide a platform for the development of cross boundary initiatives
- Provide training to improve the development of the strategic housing role
- Develop close working relationships with the Welsh Assembly Government and Welsh Local Government Association
- Identify potential funding streams to facilitate regional collaboration
- Develop learning and understanding by sharing examples of best practice and innovation
- Contribute to the agendas of other forums, both at a regional and national level
- To undertake joint research in support of regional policy development

- To act as a consultative body on matters of national policy making

This list is not exhaustive and other aims can be considered by the membership.

## 3.	Membership of the Forum

For the purpose of this forum all local authorities are of equal status. There is no limit to the number of representatives from any local authority that may attend the forum and representatives are entitled to send a deputy if they are unable to attend.

The forum reserves the right to invite/co-opt other relevant parties to assist with activities as appropriate.

## 4.	Meeting Arrangements

The forum will meet on a quarterly basis or more often as the forum decides is necessary. The venue for each meeting will be decided on a rotational basis involving all 10 members in turn. The responsibility for providing refreshments at each meeting rests with host organisation.

Forum Officer Roles

In order to improve the way it functions the forum has devised a number of distinct officer roles:

- Chairperson
- Vice-Chairperson
- Communications Officer
- Consultation Officer
- Research Officer
- Training Co-ordinator

With the exception of the Chairperson and Vice-Chairperson, which are covered by a different selection process, each year the forum will select members to the officer positions, whose roles are each covered by a separate person specification.

At the end of the term in office the Vice-Chairperson will automatically assume the role Chairperson. The incoming Vice-Chairperson will be selected from the membership using alphabetical order. This process has been devised to afford the opportunity for each local authority in turn to assume the role of Chairperson.

Voting Rights

On issues of decision-making each local authority is entitled to one vote only. In the event of a tied vote the Chairperson retains the casting vote.

Quorum

The quorum for forum meetings will consist of six local authorities.

Representation of the views of the Forum

If a member wishes to speak on behalf or represent the views of the forum at a meeting, event or through any other form of communication, prior consent of the forum is required and should be obtained through the Chairperson. The Chairperson will ascertain the views of all of the member organisations in order for permission to be granted. Where the views of an individual organisation or organisations cannot be obtained a majority view will suffice, reliant on a minimum of 6 members agreeing to the request.

Review Arrangements

The Terms of Reference will be reviewed each year to ensure it continues to reflect the current working practices of the forum. Responsibility for coordinating the review rests with the Chairperson.