

HOUSING ADVISORY BOARD TERMS OF REFERENCE

1. Introduction

The role of the Housing Advisory Board (HAB), is to monitor the performance of the Housing Service, ensuring the voice of the tenant is clearly heard and acted upon. The HAB helps to inform the Cabinet Member for Housing

The HAB is a non-decision, non-political board focused on providing the advice and guidance in the best interests of:

1. All Social Housing tenants, leaseholders of Bury Council and Six Town Housing Ltd, ensuring the vision for the service is delivered.
2. Those seeking a home.

The Housing Advisory Board (HAB)

2. Membership

Membership of the Board will be as follows:

Core voting members:

- 5 Elected Members (to include 2 opposition members to sit on the Board)
- Cabinet member for Housing to Chair the Board – this would ensure that the Board would be assured that there is a clear connection between it and Cabinet.
- 4 Tenant advisory appointments at least two of which should be members of the tenant voice panel
- 2 Independent Members – one of who should bring skills and experience related to housing, tenancy management and customer service and the other to bring skills and experience related to asset management, repairs and building safety.
- Officers attending on an ex officio basis (Director of Housing Operations, any Council officer as the HAB may require.)

The Board may also decide to co-opt/invite by invitation additional members to advise in respect of particular issues.

The Board can, once the board is established, in agreement with full Council, appoint additional members to the Housing Advisory Board.

3. Function and Key Responsibilities

The Housing Advisory Board will be a strategic forum, incorporating the tenants voice to help determine and shape housing key priorities.

The HAB would advise on such matters as:

1. Monitor performance and delivery of the Housing Regulatory Standards.
2. Monitor the delivery of the housing services within the neighbourhood hub model.
3. Monitor the delivery of the capital programme.
4. Receive finance reports
5. Advise on the Housing Strategy and approach to the prevention of homelessness.

4. Meetings

The Housing Advisory Board will meet every 2 months.

The **date and timings** of the meetings will be fixed in advance by the Council, as part of the agreed schedule of meetings.

Additional meetings may be convened at the request of the Chair, and with the agreement of the Council Leader.

The meeting will be Chaired by the Cabinet Member for Housing. **In the absence of the Chair** - A replacement Chair will be elected for the duration of the meeting from the Core Membership.

A **quorum** of three will apply for meetings of the Housing Advisory Board including at least one elected member and one other.

Members will adhere to the agreed principles of the Council's Code of Conduct.

Declarations of Interest – Any personal, prejudicial or pecuniary interests held by members should be declared in accordance with the Councils Code of Conduct on any item of business at a meeting, either before it is discussed or as soon as it becomes apparent. Interests which appear in the Council Register of Interests should still be declared at meetings, where appropriate.

Decisions are to be taken by **consensus**. Where it is not possible to reach consensus, a decision will be reached by a simple majority of those present at

the meeting. Where there are equal votes the Chair of the meeting will have the casting vote, there will be no restriction on how the Chair chooses to exercise his/her casting vote.

The Director of Housing Operations will act as the **lead officer**.

Workload – Work Programme to be determined annually by the Board.

The agenda and supporting **papers** shall be in a standard format and circulated at least five clear working days in advance of meetings.

The work of the HAB will be shared with all Councillors and, tenant organisations and placed on the Councils web site, minutes of the meetings will be shared with all members.

Non members of the Board may be co-opted onto the Board as a non voting member, with speaking rights, with the agreement of the Chair.

Meetings will be **clerked** by a representative of Democratic Services.

The Board may decide to establish short term task and finish groups to undertake specific pieces of work.

Members of the Board will be required to attend training to assist in undertaking the role as an advisory Board member.

5. Reporting Structures

The Portfolio lead has a direct reporting link to Council and Cabinet. Decisions will be made in accordance with the Council's constitution
Audit reports would be received by the Council's audit committee.

Quarterly performance data on the housing function would be received by Cabinet as part of the Council's quarterly performance reporting arrangements.
The Council's Overview and Scrutiny Committee will provide oversight of the Board.

February 2024
These terms and reference will be reviewed annually
Revised May 2025

