Housing Management Advisory Board

Terms of Reference

Purpose

1.1 The purpose of the Housing Management Advisory Board (The Board) is to support, advise and provide challenge to the housing management service at Brent Council by:

- Acting as a critical friend to the housing management service regarding its compliance with the regulatory framework set out by the Regulator of Social Housing (The Regulator);
- Monitoring the delivery and impact of the Housing Management Improvement Plan; and
- Providing a key governance step in the development and review of service policies, with particular focus on holding the service accountable for effective resident engagement throughout this process where applicable.

1.2 The Board is not a decision-making body and is not involved in day-to-day operational matters of service delivery or individual case work for housing management or any other Council service.

Membership

2.1 Full quorum of membership to the board will include:

- 1 x independent chair
- 3 x independent members
- 3 x council tenant members
- 2 x Councillors
- 3 x staff representatives

2.2 Councillor representatives will include the Portfolio Holder responsible for the Housing Management service and a fellow Councillor to be agreed between the Portfolio Holder and the Director of Housing Services. Staff representatives will be agreed and appointed jointly by the Corporate Director of Residents and Housing Services and the Director of Housing Services.

2.3 Council tenant and independent representatives will be appointed following an application and recruitment process.

Meetings

Frequency, location and length

3.1 The Board will meet on a bi-monthly basis, with meetings taking place in-person at the Brent Civic Centre, unless otherwise agreed in advance by The Board.

3.2 Meetings will be two hours in length, taking place between 6pm – 8pm, unless otherwise agreed in advance by The Board.

3.3 Extra-ordinary meetings may be called on occasion to provide additional time for specific discussions or in response to emerging priorities.

Agenda and documentation

3.4 An agenda will be set in agreement by the Chair and Director of Housing Services at least four weeks in advance of each meeting.

3.5 All documentation required for a meeting of The Board, including meeting agenda, will be circulated no later than three working days in advance of the meeting.

Support and Chairing responsibilities

3.6 Administrative support for The Board (i.e., arranging meetings, collating and circulating agendas and other documents as needed, minute taking during meetings etc.) will be provided by the Council.

3.7 Should the Chair be unavailable to lead the meeting, then an Independent or Tenant Board Member can volunteer to Vice Chair in their absence. Chair training will be provided to any Member who wishes to attend.

Quorum

3.8 In order for a meeting to go ahead, there must be no less than seven Board members in attendance, with at least one representative from each membership group (i.e. Councillor, tenant, staff, independent) present.

Conduct

3.9 All Board Members and guest attendees must adhere to the agreed Code of Conduct for the Housing Management Advisory Board.

Training and remuneration

4.1 Members of The Board will be assisted to access training to support their role as a Board Member. General training or expertise briefings can be provided to the wider Board where needed and as agreed by the Chair and Director of Housing Services.

4.2 Council tenant and independent representatives on The Board will be remunerated for their attendance at Board meetings in line with the Housing Engagement Incentives and Rewards Policy. Remuneration will be paid in two instalments during the year and will only be paid where the Board Member has attended at least 50% of meetings over the previous 6 months.

4.3 Council tenant and independent Board Members can claim reimbursement of reasonable expenses they incur through Board activity.

Links to Council governance structure

5.1 The activities of the Board will be included in an annual update to the Community and Wellbeing Scrutiny Committee re. Housing Services.

Review

6.1 The Board will review its operation, membership, terms of reference and code of conduct on an annual basis.