

Housing Scrutiny Sub-Committee Terms of Reference 2018/19

1. Chair and Membership

1.1 Sub-Committees will be chaired by a Member of the Overview and Scrutiny Committee. For this Sub-Committee it will be the Lead Scrutiny Member for Place for 2018/19. The membership of the Housing Scrutiny Sub-Committee will be selected at the Annual General Meeting.

2. Frequency of meetings

2.1 The Housing Scrutiny Sub-Committee will meet 4 times a year. The following dates are available in the Corporate Diary for 2018/19:

- 3 July 2018
- 11 September 2018
- 20 November 2018
- 29 January 2019
- 9 April 2019

Meetings are scheduled to take place at 6.30pm. The Sub-Committee may arrange other meetings as and when necessary to consider any urgent issues as well as arranging meetings for detailed scrutiny reviews and challenge sessions.

Responsibilities

3.1 The Housing Scrutiny Sub-Committee will discharge the Council's statutory functions to undertake overview and scrutiny, insofar as these pertain to housing matters. This will include:

- (i) Reviewing and/or scrutinise decisions made or actions taken in connection with the discharge of the Council's housing functions;
- (ii) Advising the Mayor or Cabinet of key issues/questions arising in relation to housing reports due to be considered by the Mayor or Cabinet;
- (iii) Making reports and/or recommendations to the Council and/or the Mayor or Cabinet in connection with the discharge of housing functions;
- (iv) Delivering (c) by organising an annual work programme, drawing on the knowledge and priorities of the council, registered providers and other stakeholders, that will identify relevant topics or issues that can be properly scrutinised;

- (v) Holding service providers to account, where recent performance fails to meet the recognised standard, by looking at relevant evidence and make recommendations for service improvements;
- (vi) Considering housing matters affecting the area or its inhabitants, including where these matters have been brought to the attention of the sub-committee by tenant and resident associations, or members of the general public; and
- (vii) The Sub-Committee will report annually to the Overview and Scrutiny Committee on its work.

4. Support to the Sub-Committee

- 4.1 The Divisional Directors for Strategy, Policy, Equalities and Partnerships and Equality (Governance) and Growth and Economic Development (Place) will be the senior officer leads and champion the work of the Sub-Committee.
- 4.2 The servicing of meetings will be undertaken by the Council's Democratic Services Team which will include:
 - (a) Meeting room bookings, refreshments
 - (b) Agenda preparation and dispatch
 - (c) Taking minutes and recording of actions/decisions
 - (d) Dissemination of minutes and decisions
 - (e) The Corporate Strategy & Equality Service will provide policy support to the
 - (f) Sub-Committee which will include:
 - (g) Research and analysis
 - (h) Work programme development
 - (i) Support with undertaking reviews and challenge sessions
 - (j) Drafting review reports and challenge sessions

5. Proceedings

- 5.1 The Housing Scrutiny Sub-Committee will generally meet in public and conduct its proceedings in accordance with the rules and procedure contained in the Council's Constitution such as the:
 - (a) Council Procedure Rules;
 - (b) Access to Information Procedure Rules, and
 - (c) The Overview and Scrutiny Procedure Rules.