

DRAFT -
SUBJECT TO AGREEMENT
BY THE HOUSING BOARD

LOCAL GOVERNMENT NORTH YORKSHIRE & YORK

HOUSING BOARD

TERMS OF REFERENCE

1.0 Introduction

- 1.1 The Local Government North Yorkshire & York Housing Board (the Board) will aim to ensure that housing and housing-related regeneration priorities and initiatives in the North Yorkshire and York sub region are coordinated in a way that makes the strongest possible contribution to the North Yorkshire Sustainable Community Strategy, City of York Sustainable Community Strategy and the Integrated Regional Strategy.
- 1.2 The Board will play a key role in contributing to successful, thriving and inclusive communities – urban and rural , inland and coastal – across York and North Yorkshire. It will broker agreement on priorities and associated investment plans for housing and housing-related regeneration.

2.0 Membership

- 2.1 The Board will comprise:
 - one elected member from the City of York (with voting rights);
 - one elected member from each of the North Yorkshire District Councils (with voting rights);
 - one elected member from the County Council (with voting rights);
 - one elected member from each of the National Park Authorities (no with voting rights);
 - one Government Office representative (no voting right); and
 - one Homes and Communities Agency representative (no voting right).
- 2.2 Each elected member can be supported by an officer employed by his/her organisation.
- 2.3 Each elected member and supporting officer can nominate a substitute from their respective organisation – one elected member and one officer. Substitutions will be brought to the attention of the Chairperson at the beginning of the meeting.

3.0 Decision Making

- 3.1 All decisions of the Board will be via a majority vote approach with the Chairperson having a casting vote.
- 3.2 Board members will not be permitted to commit their respective organisations to expenditure other than that which is allocated on a sub regional basis.
- 3.3 The Chairperson and Vice Chairperson will be elected for a duration of

two years at the Board meeting nearest to the 1st April in the particular year.

- 3.4 Board meetings will only be deemed to be quorate when at least four elected member representatives are in attendance.
- 3.5 Should a vacancy arise in the office of Chairperson or Vice Chairperson, any appointment to fill the vacancy shall be made at the next meeting of the Board held after the date on which the vacancy occurs.

4.0 Key Roles

- 4.1 To allocate sub regional housing funds in line with agreed sub regional housing priorities
- 4.2 To review housing related policies and strategies.
- 4.3 To give advice to , and make nominations to, the Regional Regeneration and Housing Board.
- 4.4 To monitor and manage sub regional housing related performance against agreed outcomes.
- 4.5 To consult and engage with stakeholders , ensuring that decisions take account of stakeholder feedback.
- 4.6 To ensure an effective cascade of information to and from other sub regional thematic Boards resulting in effective linkages and integration with other sub regional, city region and regional strategies, policies and initiatives.
- 4.7 To ensure focus remains on housing and housing regeneration-related issues.
- 4.8 To ensure that housing – related activity is coordinated and coherent.
- 4.9 To promote housing and housing- related regeneration as a sub regional priority , ensuring that York and North Yorkshire’s “housing voice” is heard regionally and nationally.
- 4.10 To establish a strong supporting sub regional evidence base to inform the Board’s decision making.
- 4.11 To ensure complementarity between functional sub-region and city region housing policies and strategies.

5.0 Role of Board Members

- 5.1 To regularly attend Board meetings, avoiding substitutions whenever possible.
- 5.2 Make a commitment to participate actively in the work of the Board.
- 5.3 To build good working relationships with other Board members that contribute to consensus.

6.0 Meetings

- 6.1 The Secretariat to the Board will be provided by Harrogate Borough Council who will be responsible for making the minutes of every meeting available to Board Members.
- 6.2 The Board will meet on a quarterly basis with the Chairperson having authority to convene additional meetings as he/ she deems appropriate. Any meetings over and above the set quarterly meetings will be subject to the same quorate rules outlined in section 3.

- 6.3 Agendas and reports for Board meetings will be circulated at least 5 working days in advance of the meeting. The Chairperson will have authority to allow papers to be submitted at shorter notice if deemed of appropriate urgency and importance.
- 6.4 Specialist Officer support on Housing related matters will be provided by the North Yorkshire Strategic Housing Manager.

7.0 Advisors

- 7.1 There shall be a Chief Housing Officers Group comprising all the sub-regional Chief Housing Officers, and other co-optees as may be determined, whose role shall be to offer advice.
- 7.2 Officers or other co-optees identified at paragraph 7.1 above shall be entitled to attend the Board, but not vote. This will apply also to any other authorised officer in attendance.

Dated : 2nd September 2009.