

**WAVERLEY BOROUGH COUNCIL**

**LANDLORD SERVICES ADVISORY BOARD**

**30 JUNE 2022**

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**Title:**

**Proposed amendment to Terms of Reference and number of members**

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**Portfolio Holder:** Cllrs Nick Palmer and Paul Rivers, Co-Portfolio Holders for Housing

**Head of Service:** Robin Taylor, Head of Policy and Governance

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**1. Purpose and summary**

1.1 At its meeting on 19 October 2021, the Council agreed to adopt a protocol for the establishment of Executive Working Groups; and established the Landlord Services Advisory Board under that protocol. This report proposes an update to the Terms of Reference of the Board.

**2. Recommendation**

2.1 That the Landlord Services Advisory Board recommend to the Executive that the amended Terms of Reference, as attached at Annexe 1 to this report, be agreed.

**3. Reason for the recommendation**

3.1 To ensure that the Terms of Reference of the Landlord Services Advisory Board are up to date and fit for purpose.

**4. Background**

4.1 At its meeting on 19 October 2021, the Council agreed to adopt a protocol for the establishment of Executive Working Groups; and the establishment of the Landlord Services Advisory Board. Since the first meeting of the Board, the Leader of the Council delegated certain housing related decisions to the Co-Portfolio Holders for Housing and the Terms of Reference should be updated to reflect that the Board may be making recommendations to either the Executive or the Co-Portfolio Holders.

4.2 The Board will also note that, following a resignation, there was a vacancy on the Board for part of 2021/22. Therefore, it is proposed to increase the Councillor membership from 3 to 4, to ensure sufficient Councillor representation at the meetings; and to increase the co-opted members from 3 to 4 to ensure equality of representation on the Board between Councillors and tenants/leaseholders.

4.3 The original Terms of Reference stated that the Board would meet 5 times a year. It was subsequently felt that this should be increased to meeting monthly, except

the month of August, and the Board been meeting monthly for some time so it is proposed that the Terms of Reference are amended to reflect this.

The proposed changes to the Terms of Reference are attached at Annexe 1 to this report.

## **5. Relationship to the Corporate Strategy and Service Plan**

- 5.1 The recommendations in this report contribute to the Council's commitment to open, democratic and participative governance.

## **6. Implications of decision**

### **6.1 Resource (Finance, procurement, staffing, IT)**

There are no resource implications arising from this report.

### **6.2 Risk management**

None for the purposes of this report.

### **6.3 Legal**

The Council's Constitution enables the Executive to create and appoint to Executive Working Groups, and the responsibility for amending the terms of reference of any working groups set up under the protocol falls to the Executive.

### **6.4 Equality, diversity and inclusion**

There are no direct equality, diversity or inclusion implications in this report. Equality impact assessments are carried out when necessary across the council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

### **6.5 Climate emergency declaration**

There are no implications for the council's environmental and sustainability objectives arising from this report.

## **7. Consultation and engagement**

- 7.1 None for the purposes of this report.

## **8. Other options considered**

- 8.1 The Executive could choose not to establish a working group. However, it is felt that due to the current financial pressures on residents, that establishing a working group which would make recommendations to the Executive is the most efficient and effective approach.

## **9. Governance journey**

- 9.1 The amended Terms of Reference, and any comments of the Board, will be reported to the next available meeting of the Executive for approval.

## **Annexes:**

## Annexe 1 – Landlord Services Advisory Board Terms of Reference

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### **Background Papers**

There are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

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