

## Annexe 1

Council – 19 October 2021

### Annexe 3 – Landlord Services Advisory Board Terms of Reference

#### HOUSING LANDLORD SERVICES ADVISORY BOARD

The Council has established a Landlord Services Advisory Board under the Executive Working Group protocol to promote tenant and leaseholder engagement in decisions relating to the Council's housing stock and to provide assurance of the Council's commitment to the Charter for Social Housing Residents.

The Board will consist of:

- The Executive ~~Co~~-Portfolio Holder with responsibility for Housing (Operations) (Chairman)
- ~~Three~~ ~~Four~~ non-Executive members (politically balanced where possible)
- ~~Three~~ ~~Four~~ ~~co-opted~~ Waverley tenant members (one may be a leaseholder), ~~two of which will be Waverley tenants, and one two which will be a Waverley leaseholders.~~ The Vice-Chairman will be elected from the co-opted tenant members.

Commented [AH1]: checking legal def of co-opt as working group not cmte may not need to be co-opt

~~Co-opted~~ Tenant members of the Board will be selected from existing engaged tenants and leaseholders ~~the Tenants Panel~~ (via an application and interview process on an annual basis or as vacancies arise. ~~process~~) during year 1, with arrangements for elections of co-optees to be developed and agreed by the Board by the first anniversary of its constitution. If there are more volunteers than positions the Chairman and Vice-Chairman of the Board will select members.

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Substitutes are not permitted.

The Board will normally meet ~~5 times a year~~ once a month, except the month of August, ~~co-ordinated with meetings of the Overview and Scrutiny Committees and Executive, but~~ The Chairman may reschedule or call ad hoc meetings as required.

Meetings of the Board will normally meet in ~~the absence of the press and public~~ and attendance by ~~tenant~~ tenants, leaseholders and members is encouraged. ~~unless the Board agrees alternative more flexible arrangements for part or all of its meetings.~~

#### Specific terms of reference

The Landlord Services Advisory Board will receive reports on matters relating to the Council's landlord functions. These will include:

- The HRA Business Plan and budget, the Housing Delivery Programme, and the Housing Service Plan
- Other matters relating to the delivery of the housing landlord function, with an emphasis on meeting the requirements of the Charter for Social Housing Residents
- Reviews of existing policies or the introduction of new policies relating to or affecting Council's tenancies
- Matters relating to tenant scrutiny and challenge as part of delivering co-regulation of the housing landlord service
- Performance of the housing landlord function

Where those reports relate to items which will be submitted to the Council's Executive or to the Co-Portfolio Holders for Housing exercising their delegated

[authority](#), the comments and recommendations of the Landlord Services Advisory Board will be submitted to the Executive [or Co-Portfolio Holders for Housing](#) with the officer report.

The Landlord Services Advisory Board has an advisory role only and cannot itself take decisions.