

~~July 2022~~[December 2022](#)

## Landlord Services Advisory Board Terms of Reference

The Council established a Landlord Services Advisory Board, in October 2021, 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)  
[Four Waverley tenant members \(one may be a leaseholder\) including the Tenants Panel Chair \(Vice Chairman\)](#)
- Four non-Executive members (~~politically balanced where possible~~)  
~~• Four Waverley tenant members (one may be a leaseholder).~~  
~~The Vice Chairman will be elected from the tenant members.~~

Tenant members of the Board will be selected from existing engaged tenants and leaseholders (via an application and interview process on an annual basis or as vacancies arise). If there are more volunteers than positions the Chairman and Vice-Chairman of the Board will select members.

[Non-Executive members of the Board will be appointed by Co-Portfolio Holder for Housing and/or Leader of the Council.](#)

Substitutes are ~~not~~ permitted [for Tenant and non-Executive Board members.](#)

The Board will normally meet once a month, except the months of August ~~and December and will be held in Surrey term time.~~ The Chairman may reschedule or call ad hoc meetings as required.

Meetings of the Board will normally meet in public and attendance by tenants, leaseholders and members is encouraged.

### 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

[The scheme of delegation identifies the decision making remit and responsibilities of the Co-Portfolio Holder for Housing and the Board.](#)

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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.~~

Revision	Date	Originator	Comments	Approved
1	September 2021	Fiona Cameron	First draft	Council 19 Oct 2021
2	July 2022	Louise Fleming	Updated to reflect changes to membership and frequency	Cllr Rivers 28 July 2022
<a href="#">3</a>	<a href="#">December 2022</a>	<a href="#">Annalisa Howson</a>	<a href="#">Updated to reflect the confirmation of Vice Chairman, appointment of non-Executive members, timing of meetings and proposed amendments to decision making.</a>	