

DRAFT

Northwards Housing Service Advisory Committee

Terms of Reference – October 2021

Purpose:

The Committee is responsible for overseeing the delivery of the housing services to the Council's housing stock; primarily in, but not limited to, North Manchester. This includes the monitoring of the performance of all housing functions and the engagement of residents in the effective delivery of services.

As an advisory committee (subject to political balance rules) it has no decision-making powers of its own but may make recommendations to the Council or the Council's Executive on matters relating to the discharge of their housing functions, insofar as those functions relate to the Council's housing stock.

Membership

The Committee will be composed of:

- **six** elected councillors - The Committee will be chaired by the Executive Member with portfolio responsibility for Housing Management and the remaining five elected councillors will ordinarily represent North Manchester Wards (i.e. Charlestown, Crumpsall, Harpurhey, Higher Blackley, Moston, Cheetham and Miles Platting and Newton Heath).
- **five** co-opted residents from the Council's housing stock - Residents will be appointed to the Committee by the Council. Elections may need to be used to decide which nominees are put forward to the Council for consideration. Resident appointees will serve a maximum two-year term.
- up to **three** co-opted non-resident members - Co-optees can be appointed to the Committee by the Council, following recommendations from the Board, Co-optees will provide independent specialist support and advice when required.

As this is an advisory committee all members of the committee may vote, including co-opted members.

Arrangements

Meetings will be held on a regular agreed basis throughout the year, at least 6 times annually. Dates of meetings will be scheduled to be included in the Council's annual timetable of meetings. All meetings will be in person and, where possible, will be held at suitable venues in the North Manchester area.

The meetings will be serviced by the Council's Commercial Governance Team, working closely with the Governance and Scrutiny Support Unit.

Meeting Quorum is 5 and must include a mix of both elected members and resident representatives to ensure balance.

Training will be arranged for Members so that they can contribute fully to the governance and oversight of services and provide appropriate challenge where necessary.

Conduct

The Committee will be subject to the Council Procedure Rules and the Access to Information Procedure Rules in line with any other Council committee.

All Committee Members must sign and adhere to the Member Code of Conduct as operated by Manchester City Council.

General

These Terms of Reference will be reviewed on an annual basis at the start of the municipal year and if any changes are required, they will be taken back to Council for approval.

Committee Responsibilities

- Monitor performance and delivery of the consumer standard (Residents' Charter) including the new satisfaction measures.
- Promote equalities and the diverse interest of residents and leaseholders.
- Monitor the impacts of investment in ensuring the Council maintains decent homes, fire and building safety and customer satisfaction.
- Provide reports to the Council's Executive and to relevant Scrutiny Committees.
- Review draft reports on significant decisions to be taken by the Council in relation to the housing function.
- Be consulted on and advise on key changes to strategy, key policies, significant service changes and development proposals.
- Aim for the composition of the Committee and Resident Groups to be reflective of the diverse communities within North Manchester (and the city).
- Have sight of any scrutiny reports that are produced from any service audits or reviews that are carried out.
- Provide oversight of the savings to the HRA projected by virtue of the transfer of the service back to the council.
- Receive and consider complaints data to inform service delivery.
- Have oversight of the risk register for the housing service.
- Review the connectivity of the core housing provision with neighbourhoods and other community delivery impacts. Particular reference to environmental investment and community safety.
- Monitor the debt management and financial inclusion services to ensure that tenancies are sustained whilst income is managed.
- Act in accordance with the Council's powers and responsibilities and its Constitution.