

Housing Leeds

Cross City Chairs Group

Draft Terms of Reference

1.0 Purpose

The Cross City Chairs Group is a group established by the Directorate of Environment and Housing to monitor and encourage greater tenant involvement across the City. The purpose of the Group is to:

- Share areas of concern from Housing Advisory Panels and where appropriate prepare reports and make recommendation for improvement to the Housing Advisory Board.
- Promote and disseminate good practice on the work of Housing Advisory Panels.
- Escalate areas of concern and good practice initiatives on tenant involvement to Housing Advisory Board. .
- Receive and act upon feedback from the Housing Advisory Board.

2.0 Membership

2.1 Membership will be open to the chairs of all Housing Advisory Panels across the City.

2.2 Chairs will remain in membership of the Cross City Chairs Group throughout their term of office on the Housing Advisory Panel.

2.3 Where a Chair is unable to attend a meeting of the Cross City Chairs Group, the Vice-Chair of the Housing Advisory Panels may attend in their place.

2.4 Chairs and Vice-Chairs shall remain in office only so long as they remain tenants of Housing Leeds.

3.0 Method of Working

3.1 Meetings will take place bi-monthly at the mid-point between Housing Advisory Board meetings.

3.2 All meetings of the Cross City Chairs Group and its' sub groups will be minuted and circulated to the group within 7 days of the meeting.

3.3 All papers for Cross City Chairs Group meetings will be circulated 10 working days in advance of meetings.

3.4 The quorum for meetings is that at least 2 members from each geographical area shall be in attendance i.e. East, West and South areas.

3.5 Members will be paid all reasonable out of pocket expenses.

4.0 Officers

4.1 A Chair of the Cross City Chairs Group will be elected bi-annually and serve a maximum period of two years.

4.2 A Vice-Chair will be elected annually and serve a maximum period of one year.

4.3 Election of officers shall be by ballot.

4.4 The Chair will represent the Cross City Chairs Group on the Housing Advisory Board and will take the concerns and recommendations of the Group to those meetings.

4.5 The Chair will ensure the group operates at the highest standard and encourages tenant involvement whenever appropriate.

5.0 Responsibilities of the group

5.1 Members will treat one another with respect, listen to the views of others and abide by the Code of Conduct.

5.2 Make recommendation on the delivery of local services and matters of strategic policy to the Housing Advisory Board.

5.3 Share areas of concern from constituent Housing Advisory Panels and make recommendation for improvement to the Housing Advisory Board.

5.4 Promote and disseminate good practice on the work of Housing Advisory Panels.

5.5 Escalate areas of concern and good practice to Housing Advisory Board.

5.6 Receive feedback from the Housing Advisory Board and act on any requirements.

5.7 Monitor and encourage greater tenant involvement across the City.

5.8 The Group will monitor Housing Advisory Panels spend by panel geographical, equality and for adherence to the objectives stated in individual Housing Advisory Panel business plans.

6.0 Reporting

6.1 The Group will receive an annual business plan from each Housing Advisory Panels setting out their achievements for the previous year and their plans for the forthcoming financial year.

6.2 The Group will produce an annual report for the Housing Advisory Board setting out their progress and plans for the coming financial year.

6.3 The Group will monitor the equality and diversity profiles of Housing Advisory Panels and make recommendations for development. A report of the profile and actions will be presented to the Housing Advisory Board annually in May.

7.0 Other

7.1 In order to equip themselves to undertake their role effectively members of the Cross City Chairs Group will undertake induction and any other relevant training.

7.2 The Cross City Chairs Group will provide information and recommendation as requested to the Lead Councillor for Housing, the Director of Environment and Housing and senior management of Housing Leeds.