

**TERMS OF REFERENCE – EAST DEVON HOUSING PROJECT BOARD
(OVERVIEW COMMITTEE)****Role and purpose**

The East Devon Housing Project Board is an Overview Committee and will consider matters relating to the Council's landlord and housing management functions. The Board will advise the Council's Executive Board on housing policy and operational practice, where this affects the Council's tenants and leaseholders.

The Board will keep under review the housing stock options appraisal and monitor the conditions which will influence the future arrangements for the ownership and management of the Council's housing stock.

Form and composition

The East Devon Housing Project Board will consist of 5 Council Member representatives; 5 tenant and leaseholder representatives; and 2 independent community representatives. The non-councillor members will be co-opted members.

Council officers and others, where appropriate, will support the work of the Board.

The Board will meet at least 4 times a year.

The Board will elect its own chair.

Council Members and co-opted members on the Board will be appointed at the annual Council meeting.

Tenant and leaseholder representatives on the Board will initially be selected by the Tenant Customer Panel and thereafter through elections, and subject to Council appointment.-

Normally Board members will serve for a maximum of five years, subject to annual reappointment by the Council, with the objective that every three years one third of the committee will stand down.

Terms of reference

The East Devon Housing Project Board will:

- Advise the Executive Board on the Council's landlord activities and functions affecting tenants and leaseholders;
- Maintain an active involvement in the on-going review of the options for the future ownership and management of Council owned homes, and make recommendations;
- Promote good practice and oversee Service improvements;
- Monitor performance on core housing management activities and report to the Executive Board;

- Assist the Executive Board monitor and prepare the Housing Revenue Account budget and the Housing Revenue Account Business Plan;
- Promote tenant and leaseholder involvement and implementation of the Tenant Compact;
- Consult with the Tenant Customer Panel who will liaise with tenant groups and representatives;
- Encourage good practice in relation to equality and diversity issues, and ensure that the needs of vulnerable tenants are satisfied;
- Advise on any other matters affecting the Council's landlord duties and responsibilities.