

Housing Services Partnership Delivery Group

1. Terms of Reference

The Housing Services Partnership Delivery Group (The Group) will be responsible to The Housing Services Partnership (HSP) which in turn reports to the Health and Wellbeing Board.

This Group will oversee, co-ordinate and be responsible for achieving the City/County-wide outcomes in relation to housing and health by:-

- Holding organisations to account for effective delivery of all applicable Action Plans.
- Reporting issues of importance to the HSP and other relevant bodies and authorities.
- To work collaboratively with other Groups and Boards to find ways of working to tackle important local issues.
- Encouraging stronger links with all partner agencies and having a clearer understanding of each agency's roles and responsibilities.
- Undertake the overseeing of any work that is identified as a priority by the Housing Services Partnership.

The Group should operate in an anti-discriminatory manner with regard to matters of gender, culture, disability, race, religion, sexuality and language.

2. Membership

The Housing Services Partnership Delivery Group will be convened and chaired by the Chair of the Housing Services Partnership.

The meeting will be serviced by Blaby District Council. Membership will consist of:-

- Representative from Chief Housing Officer Group
- Representative from Leicestershire County Council inc. Adult Social Care
- Representative from the Primary Care Trust
- Representative from the CCGs
- Representative from the Voluntary Sector

If a nominated representative is unable to attend any meeting the appointing agency will substitute a person of similar standing.

The Group should review its activities and membership on a regular basis, including through an annual evaluation of their work programme. The Group's action plan should incorporate a review process to review activities.

3. Meetings

The Group should be convened and chaired by the Group lead but meetings and programme of work should be planned in conjunction with the other statutory and voluntary agencies involved.

The Group should be responsible for the establishment of any sub-groups for specific working projects, involving participation from representatives of other agencies which may chair or play the leading role in some of these groups, depending on the topic under consideration. The Group will meet six weekly, the week before the meeting of the Housing Services Partnership and may hold such other meetings as may be necessary.

In the absence of the Chair at any particular meeting, the Group may elect another person to preside for that meeting.

4. Other Attendance

The Group may co-opt representatives of other bodies from time to time as it sees fit.

5. Reporting and Monitoring Requirements

The Group should report to the Housing Services Partnership, to ensure that appropriate accountability takes place and that relevant items are placed on the agenda of the board and/or appropriate other groups.

Reports will include information relating to:-

- Progress on Action Plans
- Areas that require attention

The Group may receive reports from any agencies or individuals raising topics and concerns that are relevant and appropriate to the Group.

6. Authority

Recommendations made and views promoted by the Group must be: -

- Consistent with the visions, outcomes and targets of the Housing Services Partnership.
- Supported by relevant partnerships and by relevant service providers, especially those represented on the Housing Services Partnership.

7. Decisions/Recommendations

The Group will operate on the assumption that all decisions will be reached by consensus. In the event of no clear consensus the Chair has the casting vote.

Declarations of interest must be expressed before the individual agenda items. The Chair may then ask members with clear and substantial declared interests to withdraw during those items.