HOUSING SERVICE REVIEW PANEL: TERMS OF REFERENCE

The Housing Service Review Panel is a working group of Cabinet. It is led by Cllr Gwen Robinson, Cabinet portfolio holder for Affordable Housing, Communities and CIL.

Its purpose is to undertake a holistic review of every aspect of the housing service within Havant Borough Council from strategy to operations to ensure a service that is effective and efficient.

The Panel will comprise officers, including the Chief Executive, the Executive Director of Regeneration and Communities, the interim Housing Service Manager, the Head of Transition and the Chief Finance Officer. Officers with expertise in housing will be invited to attend meetings when aspects of their work are under consideration.

The Housing Service Review Panel will meet weekly, or as required, and be chaired by Cllr Gwen Robinson. The Panel will write a report for consideration by Cabinet within 3 months of being established and will make any necessary recommendations to create an effective service.

The first task of the Housing Service Review Panel will be to meet with the Housing Team and prepare an action plan to examine known challenges within the service.

The Panel will have the following remit:

(1) To consider the levels of service being provided to those in need and identify areas for improvement
(2) To ensure adherence to all statutory duties
(3) To ensure the Council has an effective homeless strategy
(4) To ensure the Council has an effective team structure
(5) To manage the effective use of the homelessness grant funding
(6) To consider maximising availability of temporary accommodation
(7) To identify any long term outcomes suitable for further development by the Affordable Housing Liaison Panel
(8) To propose any changes to the strategy, team structures, budget and operations in a report to the Cabinet within 3 months (or earlier if required)
(9) To propose a terms of reference for the Affordable Housing Liaison Panel to the Cabinet upon conclusion of the work of this Panel