



Appendix 1

BOROUGH OF POOLE

Housing Options Appraisal Working Party

Terms of Reference

1 The role of the Working Party is to:

- undertake a full and open appraisal of the options for the future financing of the Council's housing stock
- ensure that residents are empowered and fully involved in the process
- ensure that the views, needs and aspirations of all residents are considered fully and that a comprehensive equality impact assessment is part of the process
- take expert and stakeholder evidence in addition to officer reports in order to fully appraise all possible options
- present a report to the Cabinet of the Borough of Poole which sets out the results of the appraisal of the options and consultations with residents and make a recommendation to the Cabinet of the Borough of Poole on the preferred option(s) for the future financing and management of the housing stock.

2 Membership of the Working Party

2.1 The members of the Working Party will be:

- Councillors (3 Conservative, 2 Liberal Democrat)
- Nomination from Poole Housing Partnership Limited Board
- Nomination from Housing Strategy Panel (HSP)
- Nomination from Leaseholder Panel
- Nomination from a Tenant or Resident Association
- Two nominations from the Resident's Panel
- All Working Party Members will be voting Members and as such will need to agree to abide by the Terms and Conditions of the National Code of Conduct (which currently applies to Elected Members)

3 How the Working Party will work

- The Working Party will meet formally approximately every two months
- Seminars/workshops/training will be organised as necessary to make sure all members of the Committee have the opportunity to explore the options and understand background information
- The Working Party will take a “select committee” style approach and take evidence from expert witnesses and stakeholders.
- A Project Officer Group will support the work of the Working Party. The Officer group comprises senior officers from Borough of Poole and Poole Housing Partnership. Sub groups of the office group will undertake or commission the necessary research, analysis of financial and stock condition data, and organise consultation with residents and stakeholders.
- A ‘Residents Panel’ will be central to the consultation process and will help to make sure consultation is effective across all residents and resident groups.
- The project will appoint a specialist advisor with specialist expertise in options appraisals and extensive knowledge of the national context to support the Working Party and Project Officer Group. The Residents Panel, in conjunction with the Council, will appoint a Specialist Resident Advisor.
- Staff representatives will be invited to attend Working Party meetings and to make representations.
- All meetings are open to the public and all reports to the Working Party and minutes are public documents, unless classified as Confidential by virtue of the relevant paragraph of the Local Government Act 1972 (Schedule 12A of Part 1)

Date: 10/11/2008

