

CAMBRIDGE SUB-REGIONAL HOUSING BOARD (CRHB) TERMS OF REFERENCE

Vision

The Cambridge sub-region's housing investment priorities are to:

- Meet the challenge of significant housing growth to create mixed, balanced and sustainable communities across the sub-region while respecting our environmental assets.
- Invest in rural homes to support vibrant, sustainable communities.
- Respond to the diverse and changing needs of our communities including migrant workers, Gypsies and Travellers and hard-to-reach groups.
- Tackle both housing and support issues for people who are most vulnerable.
- Make best use of existing homes and extend housing options by improving housing conditions, reducing risk, updating sheltered housing and bringing empty homes back into use - focusing on those who are vulnerable and live in private housing.
- Prevent and tackle homelessness, help reduce deprivation and improve health and social inclusion.

(East of England Housing Investment Plan 2008-2011, published June 2007)

Remit

The Cambridge sub-regional housing board is a senior officer group of local authorities and partner agencies, set up to work jointly and collaboratively on strategic housing issues and sub-regional delivery of housing growth targets across seven districts.

Objectives

CRHB's objectives are to:

- Provide a framework for joint and collaborative working between local authorities and other partners in the Cambridge housing sub-region, consistent with the requirements of central government and regional bodies for a sub-regional approach.
- Produce, develop, monitor and regularly update, a sub-regional housing strategy and action plan.
- Ensure that sub-regional investment and strategic priorities are informed by sub-regional research and analysis, including regular development and refreshing of the Strategic Housing Market Assessment as well as other specific topics of interest to the sub-region.
- Maximise the profile of housing issues and housing investment in the Cambridge sub-region and across the East of England region.
- Ensure the delivery of housing and affordable housing targets for the sub-region are effectively programmed, monitored and reviewed. Where barriers to the delivery of homes are identified, put in place measures are to address them.
- Facilitate wider stakeholder involvement, including elected members, on the development of strategy, policy and practice, using a variety of means.
- Respond to key consultation documents on housing policy issues.

- Develop and deliver an annual work programme, based on priorities agreed through strategic assessments and updated as necessary.
- Identify opportunities for joint working and exchange of good practice between housing agencies including through joint working and joint commissioning of projects.
- Set up and support task groups and sub-groups that address priority areas and report back to CRHB, and to review their relevance periodically.
- Represent the views and interests of the sub-region to external audiences and bodies as appropriate, including through designated topic “champions”.
- Ensure that decisions are taken with reference to the democratic decision-making processes of local authorities, where appropriate.

Membership

The following organisations or interest groups will each have a representative on CRHB. The Chair of CRHB will be appointed from the local authority housing representatives.

- Local authorities:
 - Cambridge City Council
 - East Cambridgeshire District Council
 - Fenland District Council
 - Forest Heath District Council
 - Huntingdonshire District Council
 - South Cambridgeshire District Council
 - St Edmundsbury Borough Council
- Cambridgeshire County Council (Research Group)
- Housing Corporation
- GO-East
- EERA
- Three RSLs representing the sub-region
- Cambridgeshire Horizons

Current membership and individual roles are set out below.

Constitutional arrangements

CRHB is an officer group, whose function is to co-ordinate and take forward strategic sub-regional working. It is not a formally constituted decision making body, and must act with reference back to existing decision making procedures, where appropriate, particularly with reference to local authority constitutional arrangements.

Individual partners will be nominated to take responsibility for hosting any elements of agreed joint working that require cross authority and cross agency working, where there are resource implications.

Cambridgeshire Horizons will host the Sub-regional Housing Strategy Co-ordinator post, and be responsible for day to day management of the post holder, and the CRHB website.

Meeting arrangements

CRHB will normally meet on the first Friday of the month.

The Chair and Vice-Chair will be elected from the membership on an annual basis in January.

The Chair or Vice-Chair will in the first instance represent the sub-region at regional meetings.

The Chair and Vice-Chair will be responsible for agreeing, jointly with Cambridgeshire Horizons, the annual performance objectives and work programme for the Sub-regional Housing Strategy Co-ordinator.

The Chair will be responsible for agreeing the agenda for each meeting, and providing the secretariat for this. Any member may propose agenda items.

The Sub-regional Housing Strategy Co-ordinator will provide strategic support for the development of agendas, including drafting papers and programmes.

Agendas, minutes and background papers for the meetings will be available through the Cambridgeshire Horizons website. A template will be available for reports.

The Chair will seek consensus or majority agreement to actions where this is necessary. Individual members will not be constitutionally bound by agreed actions.

Task and sub-groups

CRHB initiates and supports relevant task and sub-groups. A member of CRHB will act as champion for these groups and report back at least annually to CRHB on progress against agreed priorities. Currently, linked groups and tasks include:

- Sub regional RSL forum
- Sub regional Housing Enablers Group
- Sub regional Strategic Housing Group
- Supporting People Cambridgeshire and Suffolk Supporting People
- Planning Group (Chief Planning Officers / Planning Policy Group)
- Homelessness Strategy working group
- Choice Based Lettings Management and Implementation Teams
- Strategic Housing Market Assessment Partnership and Project Teams

Representation on other bodies

Where members attend meetings as a representative of CRHB they have a responsibility to report back to the next meeting or by other more appropriate means.

Programme development, monitoring and review

CRHB will hold an annual event (usually in February) to it's establish priorities and work programme for the coming year. These will be refined, agreed and monitored throughout the year as a regular agenda item. An annual stakeholder event may be held as appropriate to consult on specific issues and/or the Board's work plan.

These Terms of Reference will be reviewed periodically to ensure they remain relevant to the broader regional and national context for housing services and delivery.

Membership and roles for CRHB

Attendees:

Individual	Organisation	Role
Alan Carter	Cambridge City Council	City Council strategic housing input
Carole Herries	St Edmundsbury Borough Council	St Edmundsbury strategic housing input
Colin Wiles	King Street Housing Society	RSL representative
David Keeling	BPHA (Cambridge Challenge partner)	RSL representative
Frank Mastrandrea	Huntingdonshire District Council	Enablers champion
Jane Hollingworth	East Cambridgeshire District Council	ECDC strategic housing input, strategic housing group (CSHG) rep, rural champion
Jo Webb	EERA	EERA's housing and planning team rep

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Individual	Organisation	Role
John O'Mahony	Housing Corporation	Housing Corporation rep (sub-region's Investment Manager)
John Onslow	Cambridgeshire Horizons	Horizons rep, strategic growth agenda input, link to Chief Planning Officers
Kathy Brown	Cambridge City Council	Administrative support
Liz Bisset	Cambridge City Council	CRHB Chair, LAA representative
Nigel Howlett	Cambridge Housing Society	RSL representative
Simon Phelan	Forest Heath District Council	Forest Heath strategic housing input
Stephen Hills	South Cambridgeshire District Council	CRHB Vice-Chair, SCDC strategic housing input
Steve Plant	Huntingdonshire District Council	Huntingdonshire strategic housing input, link to Key Worker Employers, Home Improvement Agency champion, link to HQN strategic service comparison via Trish Reed
Sue Beecroft	Cambridgeshire Horizons	Sub-regional housing strategy co-ordinator, RHAG representative
TBC	Fenland District Council	Fenland strategic housing input
TBC	Go-East	Government Office representative
Trevor Baker	Cambridgeshire County Council	Link to County Council and SHMA, migrant worker champion.

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Individual	Organisation	Role
Alan Gilham	Fenland District Council	Planning input
Andy Godman	North Hertfordshire District Council	Strategic housing
Barrie Peers, Jean Cobbold	Suffolk Supporting People	Suffolk Supporting People
Caroline Hunt	South Cambridgeshire District Council	Planning
Dan Horn	Fenland District Council	Strategic housing
David Archer	East Cambridgeshire District Council	Planning
David Roberts	Cambridge City Council	Link to Planning Policy Group
Gareth Jones	South Cambridgeshire District Council	Planning
Helen Reed	Cambridge City Council	Strategic housing
Joe Keegan, Stephen Cheetham, Melanie Gray	Cambridgeshire SP	Cambridgeshire Supporting People
John Williamson	Go-East	Key partner
Karen Wickham	Fenland District Council	Housing enabler
Katie Child	East Cambridgeshire District Council	Planning
Mark White	English Partnerships	Key partner
Mike Knight	South Cambridgeshire District Council	Strategic housing
Steve Hampson	South Cambridgeshire District Council	Director
Suzanna Clarke	Uttlesford District Council	Strategic housing, neighbouring housing sub- region
Trish Reed, Jo Emmerton	Huntingdonshire District Council	Strategic housing