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 and existing communities.
- Plan for and respond to the sub-region's changing demography, particularly the needs of a growing number of older people.
- Invest in rural homes to support vibrant, sustainable communities.
- Respond to the diverse and changing needs of our communities including migrant workers, Gypsies and Travelers 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.

All these priorities are important for our housing agenda, though the first is a "headline" for the Cambridge sub-region. *(Housing the Cambridge sub-region 2008-2011, published October 2008)*

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|:

- Deliver the housing actions within the "Cambridgeshire Together" and "Transforming Suffolk" local area agreements (LAAs), and provide housing expertise across all LAA themes.
- Provide a forum 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, deliver 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, providing a strong voice advocating appropriate good quality and affordable housing across the sub-region and securing additional external resources for housing.

- Ensure the delivery of housing, affordable housing and Supporting People outcomes are effectively programmed, monitored and reviewed and delivered across the sub-region. Where barriers to the delivery of homes are identified, put in place measures to address them and ensure actions are communicated to the relevant LAAs.
- Facilitate wider stakeholder involvement on the development of strategy, policy and practice, including elected members on County, District and Parish levels and using a variety of means.
- Represent the views and interests of the sub-region to external audiences and bodies as appropriate, including through designated topic "champions".

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)
- Homes & Communities Agency
- GO-East
- EERA
- Three RSLs representing the sub-region
- Cambridgeshire Horizons

(Membership and individual roles are set out on pages 4-5.)

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, so it acts with reference back to existing decision-making processes particularly local authority constitutional arrangements and other organisational processes.

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.

Through its meetings and work plan, the Board will

- 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 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.

Meeting arrangements

CRHB will normally meet on the first Friday of each 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 include:

- Sub regional RSL forum
- Sub regional Housing Enablers Group
- Sub regional Strategic Housing Group
- Homelessness Strategy working group
- Strategic Housing Market Assessment Partnership and Project Teams
- Thematic leads for Cambridgeshire Together and Transforming Suffolk LAAs.

Linked tasks include:

- Homebuy Agents Group
- Cambridge Land Owners Group
- Cambridge Development Industry Forum
- Planning Policy Forum and Chief Planning officers
- Equalities and diversity group
- Private sector housing group
- Gypsy and Traveller liaison group (Cambridgeshire County).

Issues and groups covered through co-membership with CRHB include

- Supporting People Cambridgeshire and Suffolk Supporting People Commissioning Bodies
- Choice Based Lettings Management and Implementation 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 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**
David Keeling	BPHA (Cambridge Challenge partner)	RSL representative
Alan Carter	Cambridge City Council	CRHB Chair, strategic housing input
Kathy Brown	Cambridge City Council	Administrative support
Nigel Howlett	Cambridge Housing Society	RSL representative
Trevor Baker	Cambridgeshire County Council	Link to County Council and SHMA, migrant worker champion.
John Williamson	Cambridgeshire Horizons	Horizons rep, strategic growth agenda input, link to Chief Planning Officers
Sue Beecroft	Cambridgeshire Horizons	Sub-regional housing strategy co-ordinator, RHAG representative, link to regional strategic analysis group (SAGAH)
Jane Hollingworth	East Cambridgeshire District Council	ECDC strategic housing input, strategic housing group (CSHG) rep, rural champion, link to regional intermediate working group (ITWG)
To be confirmed	EERA	EERA's housing and planning team rep
Dan Horn	Fenland District Council	Fenland strategic housing input
Steve Clark	Forest Heath	Forest Heath strategic housing input
Tom Purser	Go-East	Key Partner
Paul Kitson	Homes and Communities Agency	HCA input (sub-regional Investment Manager)
Frank Mastrandrea	Huntingdonshire District Council	Enablers champion
Steve Plant	Huntingdonshire District Council	Huntingdonshire strategic housing input, link to Key Worker Employers, Home Improvement Agency champion, link to HQN strategic service comparison
Stephen Hills	South Cambridgeshire District Council	CRHB Vice-Chair, SCDC strategic housing input
Carole Herries	St Edmundsbury Borough Council	St Edmundsbury strategic housing input

"Copied in"

Individual	Organisation	Role
David Roberts	Cambridge City Council	Link to Planning Policy Forum
Helen Reed	Cambridge City Council	Strategic housing, link to regional Housing Equality and Diversity Group (HEDG)
Polly Jackson	Cambridgeshire County Council	SHMA officer
Joe Keegan, Melanie Gray	Cambridgeshire Supporting People	Cambridgeshire Supporting People, MG links to regional SP theme group (SPERG)
Katie Child	East Cambridgeshire District Council	Planning
Alan Pain	Fenland District Council	Planning and strategic housing
Gareth Martin	Fenland District Council	Planning
Karen Freya	Fenland District Council	Housing enabler
Sarah Gove	Fenland District Council	Strategic housing
Simon Phelan	Forest Heath District Council	Strategic housing
Mike Evans	Go-East	Key partner
Jo Emmerton	Huntingdonshire District Council	Strategic housing
Sue Questier	Huntingdonshire District Council	Private Sector Housing
Andy Godman	North Hertfordshire District Council	Strategic housing
Caroline Hunt	South Cambridgeshire District Council	Planning
Gareth Jones	South Cambridgeshire District Council	Planning
Steve Hampson	South Cambridgeshire District Council	Director
Niki Hollingworth	St Edmundsbury Borough Council	Strategic housing
Barrie Peers, Hilary Anderson	Supporting People Suffolk	Supporting People Suffolk
Suzanna Clarke	Uttlesford District Council	Strategic housing, neighbouring housing sub-region

Links between CRHB and Regional groups	Our sub-regional "link"
Private Sector Working Group	Selwyn Anderson and Richard Lord (Cambridge City Council) Sue Questier (Hunts) also attends, providing link to LACORS
Regional Homelessness Advisory Panel	Simon Hunt, Cambridge City Council
Regional Rural housing group	*TBA*
RHAG representative, Regional strategic analysis group (SAGAH)	Sue Beecroft, Cambridgeshire Horizons
Regional intermediate working group (ITWG)	Jane Hollingworth, East Cambridgeshire District Council
Regional Housing Equality and Diversity Group (HEDG)	Helen Reed, Cambridge City Council
Regional SP theme group (SPERG)	To be confirmed, both Suffolk and Cambs SP teams are represented.