

**APPENDIX 1**  
**Strategic Housing Management Board**  
**Version 2**

**DRAFT TERMS OF REFERENCE**

<b>NAME OF GROUP:</b>	<b>Strategic Housing Management Board</b>
<b>REPORTING THROUGH:</b>	–Gill Callingham, Director of Growth and Economic Development
<b>PRIMARY PURPOSE:</b>	<ol style="list-style-type: none"> <li>1. To provide integrated strategic leadership to ensure the provision of an efficient and effective housing function</li> <li>2. To provide integrated strategic leadership to ensure the provision of an efficient and effective client management function and working relationship</li> <li>3. To provide an oversight of the management agreement with Rykneld Homes Ltd, including performance and financial management</li> <li>4. To provide a forum for exchange of information and best practice</li> </ol>
<b>COMPOSITION OF GROUP:</b>	<ol style="list-style-type: none"> <li>1. Leader of the Council - CHAIR</li> <li>2. Director of Growth and Economic Development Joint Strategic Director</li> <li>3. Managing Director – Rykneld Homes</li> <li>4. Director – Rykneld Homes</li> <li>5. Head of Service – Chief Accountant and S151 Officer</li> <li>6. Head of Finance – Rykneld Homes</li> <li>7. Joint Head of Service – Corporate Governance and Monitoring Officer</li> <li>8. Joint Housing Strategy and Growth Manager</li> <li>9. Facilities &amp; Contracts Manager</li> <li>10. Joint Head of Service – Planning (when required)</li> </ol>
<b>IN ATTENDANCE:</b>	All

<b>LEAD OFFICER:</b>	Gill Callingham, Director of Growth and Economic Development
<b>RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li>1. To understand and manage the relationships, risks, dependencies and cross-cutting implications between the Council and Rykneld Homes Ltd</li> <li>2. To understand, assess and provide a joined-up response to the overarching priorities and investment requirements of major housing developments, projects and programmes</li> <li>3. To ensure robust, sound and comprehensive business cases are developed in relation to (2) above</li> <li>4. To ensure effective communication with staff (Council and Rykneld Homes Ltd) and Members</li> <li>5. To promote effective and joined up team work and good relations, capture and share best practice, provide a forum for new ideas and celebrate success</li> </ol>
<b>SERVICED BY:</b>	Governance Team
<b>FREQUENCY OF MEETINGS:</b>	To be agreed
<b>REQUIRED ATTENDANCE</b>	100% attendance required. Deputies to attend by exception.
<b>QUORUM:</b>	N/A
<b>MINUTES CIRCULATED TO:</b>	Group membership
<b>SUB COMMITTEES OF THIS COMMITTEE</b>	Operational Group
<b>NEXT REVIEW DATE:</b>	
<b>DATE APPROVED:</b>	

**PROCESS FOR  
MONITORING THE  
EFFECTIVENESS OF ALL  
OF THE ABOVE:**