

Housing & Community Safety Overview and Scrutiny Panel

TERMS OF REFERENCE

Review Title: Affordable Housing Strategy Review

Review Purpose

The purpose of this review is to provide input, via public consultation, to Bath & North East Somerset's draft 'Affordable Housing Strategy'.

The review is being undertaken by Bath & North East Somerset Council's **Housing & Community Safety Overview & Scrutiny Panel** prior to the Affordable Housing Strategy being presented to the Executive in February 2004. The Panel's findings and recommendations will be made available to the Housing & Supported Living Service for them to incorporate in the final version of the Strategy before it is presented to the Executive.

The O&S Toolkit lists 9 different types of work. This review is work type A: Assisting the Council and Council Executive in the development of new policy. Type A is categorised as 'overview' rather than 'scrutiny'.

Objectives

The objectives of the review are to:

- Understand the issues of affordable housing in Bath & North East Somerset.
- Examine the Strategy's recommendations and plans to address the issues.
- Undertake consultation to seek the views of relevant stakeholders.
- Provide the Panels' recommendations to inform the development of the Strategy before it is presented to the Council Executive.

Scope

To achieve its objectives, the Panel will:

- Seek the views of a wide range of consultees (to be agreed by the Chair with input from the Panel and the Housing & Supported Living Service).
- Hold an open public meeting to consider the recommendations and action plans arising from the Strategy, review consultation results and define the Panel's findings and recommendations on the issue.

Outputs of this Review

- Consultation results.

- Notes & papers from a public meeting of the Housing & Community Safety O&S Panel (15th January 2004).
- The Panels recommendations and findings will be used to inform the development of the final draft Strategy by the Housing & Supported Living Service, before it is presented to the Executive.

Constraints

- The final draft Strategy is due to be considered by the Executive at its 4th February meeting. The overview & scrutiny panel must therefore submit its findings and recommendations by 20th January so that the Housing & Supported Living Service may incorporate them in the final draft. An existing scheduled public meeting of the Panel (15th January) has been assigned to conclude this review. Summary comments will be prepared at that meeting for immediate referral.
- The review must be managed within the budget available to the Panel.
- The review will be carried out in accordance with the Bath & North East Somerset Council Overview and Scrutiny project management processes.
- The detailed knowledge of the Housing & Supported Living Services is essential in supporting this review. Service contacts are listed in the Project Team (below).
- Project Management resource is available from the Corporate Performance Unit (2 days per week).

Risks

- The review is being undertaken over a short time frame, which includes the Christmas & New Year holiday periods. Key members of the project team are on holiday during this period.
- The short timescale poses a risk to the quality of the review and may limit the ability to undertake consultation and for consultees to respond.
- The review will require significant participation from Councillors on the Panel who may already have other commitments on their time.

Project Team

Chair of Panel:	Cllr Chris Watt
Strategic Director:	Jane Ashman (Social & Housing Services)
Housing & Supported Living Service:	Jane Shayler (Head of Housing & Supported Living) MischilWilk (Housing Services Manager) Tom Frost (Data Analyst)
Project Manager:	David Langman (Corporate Performance Unit)
Democratic Services:	KirstyDenley (Committee Administrator)

Outline Project Plan

Date	Stage
26 November 2003	Project initiation: Review scoping meeting
w/c 1 December	<p>Terms of reference:</p> <p>Develop draft ToR</p> <p>Chair to circulate draft ToR for Panel amendment / agreement.</p>
Through December & early January	<p>Research & Consultation:</p> <p>Press / media to publicise review & invite public comment</p> <p>Consultee/contributor selection, contact & briefing</p>
15 January	<p>Public meeting:</p> <p>Public speaking</p> <p>Contributor statements/presentations & interviews to elaborate on information already provided.</p> <p>Panel defines key findings & makes recommendations</p>
20 January	<p>Submit findings and recommendations to Housing & Supported Living Service for incorporation in final draft Strategy.</p>