

TOWER HAMLETS HOUSING FORUM

TERMS OF REFERENCE OF THE FORUM & EXECUTIVE

As approved by the Tower Hamlets Housing Forum on 20th October 2010

1. Main THHF Group

- 1.1 The main THHF group is open to all Social Landlords operating in the London Borough of Tower Hamlets (LBTH) and discusses all matters relating to the management and development of social housing within of Tower Hamlets.
- 1.2 The main group will meet once a year at an Annual General Meeting and will receive report backs on the work of the Executive and sub-groups.
- 1.3 The Annual General Meeting of the main group will elect the Chair and two Vice-Chairs of the Executive, one of which will be from the social Landlords and the other from the Council, plus the Chairs of the sub groups and representatives to the Local Area Partnership, who all must be members of the Executive. The Chair of the Executive will serve a maximum of three years.
- 1.4 The Executive will comprise of LBTH preferred partners plus those social landlords that meet the essential criteria as set out in 3.2 below. In addition LBTH will automatically have a representative on the Executive.
- 1.5 The main Group and the Executive will be serviced by LBTH, whilst the subgroups will be serviced by the Chairs of those Groups.

2. THHF Executive Aims

- 2.1 To influence, assist and deliver, where appropriate, the Council's strategic housing and community plan objectives.
- 2.2 To work, in partnership with the Council and social landlords to develop continuous improvement in housing management, maintenance and development of sustainable communities in Tower Hamlets.
- 2.3 To share operational best practice and support capacity building among member's organisations and residents.

3. THHF Expected responsibilities

- 3.1 Attend other meetings representing the THHF Executive as necessary and report back to the group.
- 3.2 Chair or participate in sub-groups as allocated by the THHF Executive and report back.
- 3.3 Attend seminars, conferences or other meetings as necessary and report back.
- 3.4 Attend meetings with landlords outside Tower Hamlets to gather good practice and report back.
- 3.5 Draft reports, responses to government or other papers, analyse and paraphrase these for group responses as necessary.
- 3.6 Jointly lobby the relevant government departments or other bodies as necessary within the remit of the THHF terms of reference in relation to the community in Tower Hamlets.
- 3.7 Appoint an RSL representative for each Community Plan Development Group, who must provide written reports to the next THHF Executive and must attend and present a report to the relevant sub-group.
- 3.8 Appoint an RSL representative for each LAP area, who must provide written reports on LAP Executive meetings for the RSLs that operate within that LAP Area.

4. THHF Executive

4.1 Current Membership:

- A2 Dominion Housing Group
- EastendHomes
- East Thames Group
- Family Mosaic
- Gallions HA
- Gateway HA
- Genesis Housing Group
- London & Quadrant Housing Group
- London Borough of Tower Hamlets

- Metropolitan Housing Trust
- Network Housing Group
- Old Ford HA
- One Housing Group
- Peabody Trust
- Poplar HARCA
- Providence Row HA
- Southern Housing Group
- Spitalfields HA
- Swan HA
- Tower Hamlets Community Housing
- Tower Hamlets Homes

4.2 Essential Criteria for membership of the Executive:

- LBTH Preferred partners or has a majority of its stock in Tower Hamlets.
- Ability to Chair & service a sub-group
- Ability to fully participate at all meetings, sub-groups and events
- Active participation in project work
- Ability to part fund projects or staffing

For group structures:

- Ability to allow local initiatives to be explored and where possible within the terms of reference, implement these locally

4.3 Sanctions for non-compliance

It will be for the full THHF Executive to decide to recommend to LBTH on whether membership should be suspended or terminated because any of the above criteria has not been consistently met.

4.4 Administration

4.4.1 Minutes of the THHF Executive will be circulated within ten working days of the meeting.

4.4.2 Meetings of the THHF Executive will take place at least six times a year.

- 4.4.3 All members of the THHF Executive will receive the agenda and associated paperwork for the meeting at least five working days in advance.
- 4.4.4 Each THHF Executive agenda will include up to three presentations over a maximum of one hour; a detailed presentation and review of the work of one of the sub-groups and written feedback from each sub-group and meeting to which the THHF sends a representative, which will only be spoken to on an exception basis.
- 4.4.5 The quorum for each meeting of the THHF Executive shall be six Members.
- 4.4.6 If a vote needs to be taken at a meeting only the members of the THHF Executive as set out in paragraph 1.4 above may vote and a simple majority is required for a motion to be passed. If there is a tie, the Chair of the meeting may cast an additional vote.

5 THHF Sub Groups

- 5.1 The THHF Executive will have eight sub-groups as follows:
- ASB
 - Asset Management
 - Benchmarking
 - Common Housing Register
 - Community Involvement Network
 - Development
 - Housing Management
 - Public Realm
- 5.2 Each sub-group of the THHF Executive will be chaired by a THHF Executive member.
- 5.3 Each sub-group of the THHF Executive will meet at least six times each year. The meeting timetable will be agreed at the start of each year and meeting dates will be set to allow enough time for written reports to be presented to the THHF Executive and to take into account school holidays and Ramadan.
- 5.4 Membership of the sub-group will be open to all social landlords.
- 5.5 The agenda and associated paperwork for the sub-group will be circulated at least five working days in advance.

- 5.6 The THHF Executive member chairing the Group will prepare a summary of the outcome of each meeting for circulation at the THHF Executive.
- 5.7 Each sub-group will receive a report from the RSL representative on the relevant CPDG.

6 THHF Resident Involvement

- 6.1 The THHF Executive recognises the excellent work done by residents in working on a cross landlord local offer and will seek to look at how the THHF engages with residents across social landlords within Tower Hamlets.