

APPENDIX 1

ISLE OF WIGHT COUNCIL

HOUSING VULNERABLE PEOPLE GOVERNANCE BOARD

(Draft) TERMS OF REFERENCE

Approved on: 22 May 2018

Next review date: May 2019

1. INTRODUCTION

The Housing Vulnerable People Governance Board has been established to act as the primary forum to commission and monitor the delivery of projects linked to housing vulnerable client groups on the Isle of Wight. The Board derives its authority from the Council's Corporate Management Team (CMT). It will govern and monitor progress of activities to ensure the programme's deliverables and key milestones are being achieved and report to the Council's CMT Strategic Board. The board will be mindful of existing and forthcoming government policy, for instance, the Homelessness Reduction Act 2017 and the forthcoming green paper on supported housing'.

2. AIMS AND OBJECTIVES

The main aims and objectives of the Housing Vulnerable People Governance Board are to:

- Oversee and drive forward the programme of activities related to housing vulnerable client groups. These include but are not limited to:
 - The delivery of 143 units of Island Independent living housing per year (as per the Island Independent Living Strategy and associated market position statement)
 - Mobilisation plan for marketing new Island Independent Living properties
 - L&D properties subject to review
 - Children's services housing requirements, specifically the local offer for care leavers up to 25 years being a key aspect of the housing agenda and reducing homelessness
- Ensure alignment of the activities with corporate priorities and objectives, through the regular review of the programme activities and delivery plans
- Establish and review a monitoring and evaluation framework for the programme of activities.
- Develop and maintain relationships with partners and stakeholders in order to enable and facilitate their ability to support the Council's aspirations for this agenda.

3. ROLES AND RESPONSIBILITIES

The Housing Vulnerable People Governance Board will:

- Agree and oversee the development, implementation and delivery of a work programme of activities to achieve the aims and objectives of the programme
- Monitor and support progress on projects and workstreams by receiving regular highlight reports and updates from the working group.
- Direct Council resources accordingly in order to ensure satisfactory progress of the programme.
- Commission, review and approve:
 - procurement activity
 - procurement expenditure (up to the level delegated to the Board's members as per the Council's Financial Scheme of Delegation)
 - key decisions as part of their journey to the Executive Member / Cabinet or Full Council as appropriate
 - programme finance
 - programme risk and mitigation proposals
 - programme communications legal matters.
 - Receive and approve change control requests.
 - Take decisions in accordance with the Council's Constitution and officer scheme of delegation.
 - Provide guidance, advice and recommendations to the Council's Cabinet to aid its decision making.
- Provide necessary reports for the Health & wellbeing Board, Local Care Board and Scrutiny as and when required.

4. MEMBERSHIP

The Board will comprise officer representatives of the Isle of Wight Council (IWC),

Directorate	Officer representative
Place	Wendy Perera, Head of Place (Chair)
Regeneration	Chris Ashman, Director of Regeneration (Deputy Chair)
Adult Social Care	Carol Tozer, Director
Children's services	Kathy Marriott, Area Director (IOW)
Finance	Kerry Hubbleday
Housing delivery Project Manager	TBC
Housing Commissioning Project Manager	TBC

Members should make every effort to attend all meetings. Members who are unable to attend a meeting are asked to send a deputy in their place.

5. MEETINGS

The Board will meet every two months, with meetings taking place at County Hall, Newport unless otherwise specified.

Meetings will be chaired by the Head of Place.

Agendas and papers will be drafted and circulated by the PMO in advance of the meeting and minutes and actions circulated within five working days thereafter.

6. QUORUM

For the meeting to be quorate the following members of the Board shall be in attendance:

- Chair or an agreed deputy.
- At least three of the other members.

7. REPORTING ARRANGEMENTS

The Board will report to the Council's CMT and ultimately to the Council's Cabinet or Full Council as appropriate.

8. REVIEW

It is recommended that these Terms of Reference be reviewed at least annually

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