

APPENDIX 2

ISLE OF WIGHT COUNCIL

HOUSING VULNERABLE PEOPLE WORKING GROUP TERMS OF REFERENCE

Approved on: 22 May 2018

Next review date: May 2019

1. INTRODUCTION

The Housing Vulnerable People Working Group has been established to act as the primary forum to deliver the projects identified as part of the Housing Vulnerable People Programme. The Group derives its authority from the Council's Housing Vulnerable People Governance Board (HVPGB). It will assess and recommend projects to be taken forward as well as drive forward the delivery of agreed projects and report on key challenges, successes and risks to any part of the programme.

2. AIMS AND OBJECTIVES

The main aims and objectives of the Housing Vulnerable People Working Group are to:

- Assess new projects for suitability for inclusion in the overall programme and make recommendations to the Housing Vulnerable People Governance Board
- To drive forward the delivery of agreed projects 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
- To report on project progression using the Council's preferred project management templates
- To assess and report on risk, financial management and overall programme health
- 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.
- To monitor the overall success of the programme and report accordingly to the Housing Vulnerable People Governance Board.

3. ROLES AND RESPONSIBILITIES

The Housing Vulnerable People Working Group will:

- Deliver the projects, as agreed by the Housing Vulnerable People Governance Board
- Recommend projects to be taken forward as part of the programme
- Monitor and report on progress of projects and workstreams by preparing regular highlight reports and updates for the Housing Vulnerable People Governance Board.
- Recommend use of Council resources in order to ensure satisfactory progress of the programme.
- Lead on the delivery of:
 - programme workstreams
 - procurement activity
 - finance monitoring
 - programme risk and mitigation proposals
 - programme communications
 - stakeholder engagement

- o legal matters.

4. MEMBERSHIP

The group will comprise officer representatives of the Isle of Wight Council (IWC), supported by its Programme Management Office (PMO):

Department	Representative
Adult Social Care	Jonathan Smith Mike Corrigan/Karen LeBrecht/Daron Perkins (tbc) Laura Gaudion Sue Lightfoot
Regeneration	Reniera O'Donnell Housing Delivery Project Manager
Housing	Housing Commissioning Project Manager
Children's Services	Simon Dear
Property	Graeme Haigh
Housing Benefit	Debbie Vallas
Planning	Sarah Wilkinson
Finance	Becky Horn
Legal	Justin Thorne
Communications	Matthew Chatfield / Matt White (tbc)
PMO	Ian Lloyd

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.

Invitees may be asked to join the group for meetings when there are items specific to their specialities.

5. MEETINGS

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

Meetings will be chaired by the Assistant Director (ASC) - Clinical Commissioning with the Assistant Director for Regeneration deputising as needed. 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 four of the other members.

7. REPORTING ARRANGEMENTS

The Group will report to the Housing Vulnerable People Governance Board

8. REVIEW

It is recommended that these Terms of Reference be reviewed annually.