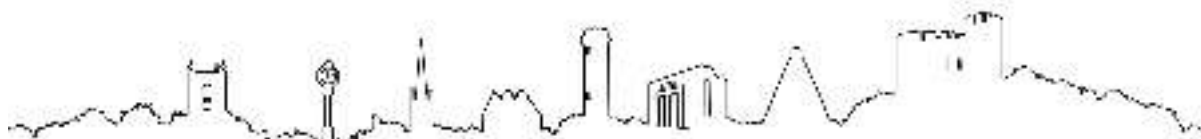


DUDLEY COUNCIL HOUSING ASSURANCE BOARD

TERMS OF REFERENCE

DATE	1 st June 2023
CHAIR	<p>Independent chair to be nominated and agreed by the Assurance Board</p> <p>The Board will nominate and agree a vice-chair from its membership who can deputise in the absence of the chair</p>
MEMBERS	<ul style="list-style-type: none">• Deputy Chief Executive• Director of Housing and Communities• Cabinet Member for Housing and Safer Communities• Shadow Cabinet Member for Housing• Director of Finance and Legal Services• Chair of Housing and Safer Communities Select Committee• Chair of Audit and Standards Committee• Chair of Dudley's <i>Customer Engagement Committee</i>• 2 x Independent Non-Executive Directors
OTHER ATTENDEES	<p>Dudley Council Heads of Service and Strategic Leads from the Housing and Communities Directorate</p> <p>Other invitees as required dependent upon agenda items</p>
PURPOSE OF THE BOARD	<p>The Housing Assurance Board will oversee the strategic direction and performance of Dudley Council's Housing and Communities Directorate, reporting and making recommendations to Cabinet in accordance with the Council's Standing Orders. The Board will:</p> <ul style="list-style-type: none">• Hold the Directorate to account for the delivery of the Service Improvement Plan and associated action plans;• Review and challenge financial and performance data to gain assurance that the service is achieving performance targets and that the HRA budget is being managed robustly• Satisfy itself that risk is properly identified and managed• Seek regular assurance that the Directorate is meeting its regulatory and statutory duties, including but not limited to building safety and compliance.• Receive and scrutinise annual and ad hoc self-assessments against the Regulator of Social Housing's consumer standards and Rent Standard, the Housing Ombudsmans Complaints Code, and other relevant assessments which provide assurance that the service is managed effectively• Receive assurance from the <i>Customer Engagement Committee</i> and other sources that the Council is delivering against the commitments set out in the Charter for Social Housing Residents



	<ul style="list-style-type: none"> • Oversee reporting to the Housing and Safer Communities Select Committee in line with the agreed scrutiny work programme and actions arising out of committee meetings • Oversee the development of Dudley's overarching Housing Strategy for approval by Cabinet; monitoring delivery of the Strategy once approved • Hold housing services to account for the delivery of high performing, customer focused, evidence based services with a continuous improvement culture that seeks to learn from good practice from within and outside the sector and from the lived experience of our customers • Present an annual assurance report to Housing and Safer Communities Select Committee, Audit and Standards Committee and Cabinet
MEMBERSHIP OF THE BOARD	Recommendations for changes to membership of the Board can come from the Board or the council and will be proposed to Cabinet for decision.
FREQUENCY OF MEETINGS	Meetings of the Board will be held every six weeks and the agenda and papers will be circulated one week in advance.
STANDARD AGENDA ITEMS	<p>The agenda for meetings will be set by the Chair, and will include the following standard agenda items:</p> <p>Review of minutes, actions and matters arising and declarations of interest – every meeting Review of performance data – quarterly Review of HRA budget position – quarterly Review of progress against Service Improvement Plan – quarterly Review of other action plans – as required Preparation of the annual assurance report – annually</p>
SUPPORT TO BOARD	The Board will be supported by the Housing and Communities Directorate PA Team.
REVIEW	There will be an annual review of the Terms of Reference and Membership, with any proposed changes being recommended to Cabinet for decision

