**Kent Housing Group Executive Board**

**Terms of Reference**

**Name of the Group**

The Group will be called the Kent Housing Group Executive Board.

# Membership

Membership will be by nomination and election by all members. The Board will comprise of 17 members in total – 6 elected and 10 nominated. The 6 elected members will be from three local authorities, (to include Medway) and four housing associations, which may include subsidiaries of housing associations. The 10 nominated members are the Kent Housing Group Treasurer, KCC Commissioning (x2), Homes England, SELEP, the Director of Kent Public Health, Kent Homechoice, Kent Housing and Developers Group, Partnership Liaison for the Kent Leaders & Chief Executives and Kent Chief Planning Officers Group. The retiring Chair of KHG will step down at the end of their term of office, this is subject to review should the term of Chair commence due to an unexpected change in circumstance for the current Chair of the group.

Kent Housing Group sub group chairs can be invited to attend the Executive Board as required, but will not be given voting rights.

The Partnership Manager will conduct the election process. To assist with the election process each nominee will be asked to consider and complete the KHG Executive Board Skills Review, this will enable those voting for the representative to ensure that the nominee has the ability to work with other board members to deliver the aims and objectives of KHG.

The elected members are nominated by either local authorities or housing associations from within the wider Kent Housing Group membership. Only housing associations vote for housing association representatives and the 12 Kent local authorities for the local authority representatives. Elected members have full voting rights.

For Nominated members (e.g. Kent Developers Group and SELEP) representatives will be invited directly to join by the Executive Board, subject to a majority agreement by elected members. There is no voting process. Nominated members have full voting rights.

Any of the elected or nominated members of the KHG Executive Board may stand for election of Chair or Vice Chair, regardless of their current capacity on the Board, which they must continue to fulfil alongside a successful election to either the position of Chair or Vice Chair.

Once the results are known, they will be endorsed by the full KHG. Elected representatives will have a seat on the board for up to two years, to allow continuity. Every two years at least one representative from both a local authority and a housing association, who have been on the Board the longest, excluding the Chair and Vice-Chair, will stand down to trigger an election. A member standing down can if they choose offer themselves for re-election.

The Chair and Vice Chair of KHG will also assume these roles for overseeing the Executive Board.

It will be the responsibility of the Executive Board to consider succession planning for the membership of Board to ensure that the opportunity for representation from across the wider membership is made available.

# Purpose of the Group

The purpose of the Executive Board is to provide the strategic leadership necessary to deliver on the agenda set by the Kent and Medway Housing Strategy, to implement objectives identified by Kent Public Health and to set objectives and monitor the work of the sub-groups. The Executive Board will promote and ensure that task and finish groups are established, guided and monitored to deliver the Kent and Medway Strategy implementation work plan, co-ordinating activity across members. The Board will be a conduit for developing partnership working and networks across Kent, regionally and nationally to promote the agenda for housing delivery, homelessness and standards within the private rented sector. The Board will organise specific events as required to meet learning and development members, promoting best practice, alongside seeking joint working and funding opportunities for undertaking project or consultation work for outside bodies.

# Frequency of Meetings

Meetings of the Executive Board will be held at least six times a year (three times to coincide with the full KHG meetings), supported by a programme of planned industry events to promote the working of the group, challenges and opportunities as well as specific briefings when agreed necessary. The schedule of meetings will be circulated amongst all members in the minutes from each meeting of the Executive Board and full KHG meeting. Members will be asked to volunteer meeting venues and refreshments. Meeting details will be published on the KHG website.

# Working Groups

The Executive Board will as directed by KHG set up standing sub groups to drive the strategic agenda for housing in Kent. Each sub group will be appointed a mentor from the KHG to work with them and decide upon appropriate action plan outcomes.

Sub groups will use the Information Brief to update the Executive Board and full KHG membership of their progress and outcomes at each meeting, minutes from the sub group meetings will be posted on the KHG website for information.

In addition, from time to time KHG will set up task and finish groups to undertake specific pieces of work identified by KHG and/or the Executive Board to be required to benefit the majority of members. These will have a clear brief on the outputs/outcomes required and will report to the Executive Board in the first instance before wider presentation to KHG.

The overarching purpose of the sub-groups is to deliver the objectives and actions outlined within the Kent and Medway Housing Strategy, ensuring the wider KHG is briefed regarding legislative changes and able to respond to consultations.

# Administration

The Kent Housing Group Partnership Manager will provide administrative support to the Executive Board, duties will include agreeing the agenda items for meetings, providing information about the meeting dates and venues, taking and circulating minutes and action points from the meetings; monitoring outcomes from the action plan for the group and any necessary sub groups. Duties will also include organising events and training to support learning and development, as well as income generation. The manager will compile briefings and consultation responses in liaison with KHG and other parties. The role has a key responsibility for undertaking commissions from partners or outside organisations, which may include bespoke communications, project management, and research and/or analysis activity.

All meeting agendas, accompanying papers for sessions and meeting notes will be placed on the Kent Housing Group website <https://www.kenthousinggroup.org.uk/> and this will be at least five working days before the meeting or working group session will take place. An Action Log or summary of notes will capture the main points from meetings or working group sessions and this will allow progress to be monitored at each meeting.

# General

The Terms of Reference are to be considered as guidance for good order of the Kent Housing Group Executive Board and will be reviewed every two years ready to be accepted at the January meeting or may be varied from time to time should a majority of members so desire.