

# Terms of Reference



**Purpose:** HomesWest has been established to deliver new affordable homes across the West of England in 2015-18 and beyond. Partners will work at the West of England level to support increased delivery, engage in regional debate, support housing and planning policy development and develop best practice. Partners will also work at a Unitary Authority level, to meet local affordable housing priorities. This Terms of Reference establishes the way of working for the HomesWest affordable housing partnership at both the West of England strategic level and at Unitary Authority local level.



## West of England



**Aims:** HomesWest has been established to:

Increase the supply of good quality, sustainable, affordable homes in the West of England

Explore new and innovative routes to the delivery and funding of affordable homes

Maximise the benefits of delivering affordable housing to support wider corporate and organisational priorities

Engage in initiatives at both strategic and local levels to support housing-related policy development, and affordable housing delivery

Target the use of funding to meet priority housing needs

Share best practice and seek excellence in strategic partnership working

**Membership:** Membership of HomesWest is open to any Housing Association Registered Provider wishing to develop new affordable homes in the West of England region and who has successfully completed the joining process, where an RP will need to demonstrate their ability to meet key HomesWest partnership criteria. The submission will be assessed by the 4 WoE Unitary Authorities, who will make the final decision on membership.

	 <p style="text-align: center;"><b>HomesWest Strategic Partnership Meetings</b></p>	 <p style="text-align: center;"><b>Local HomesWest Partnership Meetings</b></p>
<b>Purpose</b>	To address strategic, national and regional issues relating to the delivery of affordable housing, contributing to regional planning and policy development	To address and respond to district level affordable housing delivery issues, contribute to local policy development and consider wider housing options to meet local strategic objectives and delivery challenges.
<b>Frequency of Meetings</b>	Bi-annually, to be held April and November	Quarterly or as agreed at a local partnership level
<b>Communication, Chairing and servicing</b>	HomesWest will be serviced by the 4 UA's on a rolling annual basis. All communication will be by email. The Partnership meeting will be chaired by the appropriate Head of Housing.	Arrangements for local partnerships to be determined at the local level.
<b>Location</b>	Keynsham Civic Centre.	To be determined at local partnership level
<b>Costs</b>	<p>All costs directly associated with HomesWest meetings will be met from membership fees. The budget will be held by B&amp;NES on behalf of HomesWest.</p> <p>There is a £30 charge to meeting organisers for Keynsham Civic Centre visitors badges not handed back in. If this occurs following a HomesWest meeting the charge will be taken from the HomesWest budget and the HomesWest partner organisation will be recharged accordingly.</p>	All costs to be met at local partnership level and will not be covered by the HomesWest membership fee.

	 <p><b>HomesWest Strategic Partnership Meetings</b></p>	 <p><b>Local HomesWest Partnership Meetings</b></p>
<b>Reporting Arrangements</b>	Initially to WoE Heads of Housing then to UA Executive / Cabinet Members, West of England Planning Homes and Communities Board and RP Boards as required	Internally at UA level as required and to HomesWest at the discretion of the Local Partnership
<b>Level of representation</b>	Directors of Development / senior development staff empowered to make decisions and input constructively at a strategic level. UA Heads of Housing and / or Enabling Managers	Regional development staff that are empowered to make decision and engage constructively at a local, district level. Enabling Managers and / or Enabling Officers.
<b>Dispute resolution</b>	Disputes will generally be resolved from within the partnership between the parties under the principle of 'partnership' working	
<b>Decision making</b>	Decisions will usually be unanimous, however if not majority voting (with one vote per partner) will be undertaken.	
<b>Work streams, Sub-groups and cross-UA working</b>	At the strategic, local partnership and potential cross-UA levels it may be appropriate to develop time limited sub groups to consider specific work streams or actions. Arrangements for these groups will be determined on a case by case basis. Requests for support with costs on strategic projects will be considered by the HomesWest partnership.	