

**North Derbyshire and Bassetlaw Housing Market Area (HMA)  
Partnership Group**

**TERMS OF REFERENCE AND MEMBERSHIP**

**Name of Partnership:**

North Derbyshire and Bassetlaw HMA Partnership Group (Bassetlaw, Bolsover, Chesterfield Borough and North East Derbyshire District Councils)

**Overall Aim:**

To work in partnership to bring about housing choice, balanced housing markets and neighbourhood renewal through the delivery of the HMA Housing Strategy and relevant Sustainable Communities Strategies.

**Objectives:**

1. To ensure the delivery of the actions identified in the HMA Housing Strategy
2. To facilitate the delivery of joint working and investment opportunities, including the procurement of developer partners / enable HCA spend
3. To recommend strategic direction to the Executive Sounding Board
4. To collate and analyse data to both support and develop the HMA Housing Strategy
5. To develop bids for funding to HCA / EMRA for investment
6. To co-ordinate the dissemination of information to all consultative groups and ensure that linkages and actions are made / shared where appropriate

**Method of Operation:**

**Chairing of Meetings:**

- Chair - The Chair will be a Strategic Housing Manager and will be from one of the two Local Authorities who's Elected Member is **not** Chair or Vice Chair of the Executive Sounding Board. They will be appointed by

the other members of the Group .

The Chair of the Group will act as Lead Officer and will attend all meetings of the Executive Sounding Board and similar bodies (e.g. Joint North Derbyshire Joint Chief Executives) in order to present reports and provide guidance as necessary.

- Vice Chair – The Vice Chair will be a Strategic Housing Manager and will be from the remaining local authority. They will be appointed by the other members of the Group. The Vice Chair will automatically become Chair the following year to ensure continuity.
- The position of Chair and Vice Chair will rotate annually between the four LA's

**Decision Making:**

- Matters will usually be resolved by consensus of the Group. In the event that there is no consensus the Chair will have a second or casting vote.

**Non Attendance at Meetings:**

- Where a Local Authority representative is unable to attend a meeting, they will be able to nominate a deputy.
- **Meeting Secretariat:**
- Administrative support will be provided by the Chair's respective LA and will rotate on an annual basis with the Chair

**Frequency of Meetings:**

- Meetings will take place on a six weekly basis.
- Dates of Future Meetings will be agreed annually at the first meeting of the year

**Location of Meetings:**

- Meeting venues will rotate between the four authorities

**Paperwork for Meetings:**

- All presentations and proposals will be discussed at the HMA Partnership Group prior to reports being prepared for the Executive Sounding Board
- Papers will be circulated to Members of the Group one week before the meeting

**Quorum:**

- There will be a quorum of four representatives comprising of a minimum of one representative from each LA.

**Relationship to CHART, Bassetlaw and Bolsover LSPs:**

The North Derbyshire and Bassetlaw HMA Partnership Group relates to the Theme Groups, relevant to housing issues, of the three accredited Local Strategic Partnerships. In terms of the delivery of the three Sustainable Community Strategy Action Plans, the LSP Boards have overall responsibility for ensuring delivery and is ultimately accountable to Government.

**Relationship to Sub-groups:**

There will be a number of statutory and non-statutory, permanent and time-limited task groups progressing specific aspects of the Group's delivery agenda.

1. North Derbyshire and Bassetlaw Housing and Planning Officers Liaison Group
2. North Derbyshire and Bassetlaw Homeless Forum
3. North Derbyshire and Bassetlaw Economic Development Officers Forum
4. Housing Needs Studies Action Planning Groups

**Statutory Responsibilities (where relevant):**

Not relevant.

**Standing Agenda Items:**

The Board will develop standing agenda items.

**Membership:****Chair:**

Alison Craig – Chesterfield Borough Council

**Vice Chair:**

Rebecca Slack – North East Derbyshire District Council

**Secretariat:**

Chesterfield Borough Council

**Members:**

**Bassetlaw District Council**

**Bolsover District Council**

**Chesterfield Borough Council**

**North East Derbyshire District Council**

**Observers:**

From time to time, the Group may invite others to attend meetings in order to provide information and updates on issues affecting the work of the Group