

**SHEFFIELD CITY REGION
JOINT HOUSING AND REGENERATION BOARD
FIRST DRAFT TERMS OF REFERENCE
November 2010**

1. Constitution and Membership

1.1 The Sheffield City Region Joint Housing and Regeneration Board will secure delivery of the objectives of the Housing and Regeneration Framework in the context of the Local Enterprise Partnership (LEP) working across the City Region.

1.2 The Board shall be a 'Joint Board' with the Homes and Communities Agency (HCA). Membership of the Joint Board will be as follows:

- The Chair (see paragraph 1.3 below)
- The relevant Portfolio Holder from each Authority in the LEP (see paragraph 1.4 below)
- Two Senior Officers of the HCA (one each from East Midlands HCA and Yorkshire and Humber HCA)
- Two representatives of the private sector (one from South Yorkshire and one from the North Derbyshire and Bassetlaw HMA/Peak HMA)
- A representative from the Registered Social Landlord sector

Officers of each Local Authority can attend as observers.

1.3 The Chair of the Board will be elected by the Board through a show of hands and will serve for one year from election.

1.4 Bolsover District Council, Derbyshire Dales District Council and the Peak District National Park Authority are currently 'associate members' of the LEP. These authorities will be members of the Joint Housing and Regeneration Board.

1.5 Membership of the Joint Board will be established from the following nominating bodies:

Membership of Joint Board	Nominating body
Portfolio holder from each local authority	Each local authority
Two senior officers of the HCA	HCA Yorkshire and Humber and HCA East Midlands
Two representatives from the private sector (one from North Derbyshire & Bassetlaw/Peak Housing Market Areas and one from South Yorkshire)	Home Builders Federation
A representative from the RSL sector	National Housing Federation

2. Functions and Responsibilities

2.1 The work of the Joint Board will concentrate on:

- a) Agreeing priorities for collective action, identifying strategic priorities and projects that are beneficial to be delivered by a number of partners.
- b) Ensuring alignment is made between local priorities and projects and strategic priorities and that strategic priorities are delivered at the most appropriate and effective level
- c) Working with others to ensure that housing and regeneration priorities are part of its integrated approach to economic growth
- d) Securing funding to support delivery of the agreed strategic priorities
- e) Monitoring whether the agreed objectives are being achieved and what needs to happen if they are not being delivered
- f) Driving joint initiatives, both between the private and public sectors and across local authority boundaries, that improve efficiencies and effectiveness
- g) Sharing and developing good practice across the City Region and nationally

2.2 In carrying out these functions, the Joint Board will act as a 'commissioning' body, with different member bodies taking the lead on work areas as appropriate.

3. Support for the Board

3.1 Officers from each of the membership bodies will work collectively to support the work of the Board.

3.2 A lead officer will be nominated to work with the Chair of the Board, to ensure the smooth management of Board meetings and coordinate agreed actions.

3.3 Agreement will be reached on leading for different work areas, including what technical input and support is required from the HCA.

3.4 The costs of Board meetings will need to be met.

4. Quorum

4.1 No business shall be transacted at a meeting of the Joint Board unless at least four members are present including at least one officer from the HCA.

5. Voting

5.1 The Joint Board shall operate on a consensus model, wherever possible without voting.

5.2 Where consensus is not achieved, a matter shall be carried by a majority of votes of the members present at the meeting, subject to 5.4 below.

- 5.3 In the case of an equality of votes, the Chair shall have a second or casting vote, subject to below.
- 5.4 In exceptional circumstances, on any decision taken by the Joint Board relating to HCA investments, the HCA representatives, or, in the absence of either, their nominee shall have the right to refer the decision to the HCA Board for determination. Where such a referral occurs the matter shall not be decided until it is determined by the HCA Board.
- 5.5 Where the Joint Board seeks to recommend a course of action or decision on the voluntary alignment of other related public sector investments, decisions on such alignments would remain the responsibility of the respective funding body.

6. Other Issues

- 6.1 As detailed in section 3 of these terms of reference, the secretariat will be provided jointly and in agreement with the partners involved in the Board.
- 6.2 The Board shall meet quarterly. Additional meetings may be called as necessary.

7. Amendment

- 7.1 Any of the above terms of reference may be altered and amended from time to time by express resolution of the Joint Board, in liaison with all members of the Joint Board.