

SOUTH EAST ENGLAND REGIONAL ASSEMBLY

HOUSING ADVISORY GROUP REVISED TERMS OF REFERENCE

1. Aims

The Group aims to provide guidance, support and local and technical expertise to the Regional Assembly on planning for housing and housing policy issues, and in particular on the development, implementation and monitoring of the Regional Spatial Strategy (RSS) and Regional Housing Strategy (RHS).

2. Objectives

- 2.1. To help the Regional Assembly to act effectively as the Regional Planning Body (RPB) on housing matters.
- 2.2. To contribute to the better integration of planning and housing in respect of both policy and delivery.
- 2.3. To support Assembly officers in giving advice on planning for housing, housing policy and demography to the Regional Planning Committee, Regional Housing Board, Executive Committee and Regional Assembly.
- 2.4. To enable the Regional Assembly to draw on a representative cross-section of experience and perspective in its work on housing.
- 2.5. To assist Assembly officers in developing and implementing housing policies that will command wide support and in then securing the support of key organisations in the region.
- 2.6. To promote good practice.

3. Ways of Working

- 3.1. The Group will include representatives from a cross-section of the Assembly's member organisations. It will comprise between 10 and 20 participants drawn from local authorities (counties districts and unitaries), GOSE and other key regional organisations and from different geographical parts of the region. The Group will include planning and housing policy officers and the Chair of the Regional Housing Forum.
- 3.2. The Chair of the Housing Advisory Group will be appointed by the Chief Executive of the Regional Assembly. The position of the Chair and other members of the Housing Advisory Group will be reviewed every two years.

SOUTH EAST ENGLAND REGIONAL ASSEMBLY

- 3.3. The Advisory Group will work closely with the Demography Sub Group and Affordable Housing Task Group, commissioning advice from them where appropriate.
- 3.4. Assembly officers will support the Chair by keeping him/her informed through briefing and progress reports and by agreeing agendas for and recording notes of meetings.
- 3.5. The Group will meet in accordance with an agreed programme of meetings. The main requirements of Group members are that they:
 - are able to speak with authority on regional housing issues;
 - input to the meetings as individuals, on the basis of their professional expertise and experience, understanding that their views are not taken as those of the organisations they represent;
 - are senior enough to carry influence within their own organisation, other organisations and amongst Members of the Regional Assembly;
 - help communicate the work of the Group to their own and other organisations;
 - are prepared to provide expertise and support and, as necessary, participate in working groups and sub-groups;
 - are able to attend regular meetings of the Group.
- 3.6. The Regional Assembly's housing team will be responsible for co-ordinating the preparation of the meeting agenda and papers.
- 3.7. Agreed notes of each meeting will be publicly available via the Regional Assembly website. Other meeting papers and working group papers will not be made public.
- 3.8. Members of the Advisory Group who miss three consecutive meetings will be deemed to have stepped down from the Group.

4. Outputs

- 4.1. Advice to Regional Assembly officers that will assist the Regional Assembly to:
 - develop clear housing priorities for the region, coming to consensus within the Group where possible, whilst understanding any divergence of views within the Group;
 - identify, and, where appropriate, take action to address pertinent planning for housing and housing policy issues, through the use of dedicated working groups, task groups, sub-groups or steering groups;
 - identify and address the relationship between regional planning and housing policies for the South East and those for other regions;
 - develop and oversee technical studies;

SOUTH EAST ENGLAND REGIONAL ASSEMBLY

- provide to national Government a regional perspective on housing/planning policy;
- influence key decisions taken by other organisations which affect housing in the region;
- improve networking and professional development in the region.

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