

Choice Based Lettings Working Group - Draft Terms of Reference

Membership:	5 Councillors to be appointed by the Executive, preferably one from each area.
Political Proportionality:	Advisory Bodies do not have to be politically proportional
Meetings:	As required (approximately every 4 weeks)
Open to the press and public:	Meetings will be held in private unless the public are specifically invited to attend (access to information rules do not apply) Agendas and Minutes will remain confidential unless the Chair of the Working Group decides otherwise. Agendas and Minutes are available to all Councillors, but are not public documents
Quorum:	There is no quorum for an Advisory Body
Decision Making:	No – the Working Group will, where appropriate, make recommendations to the Executive.

Terms of Reference

- 1) To review the Council's current strategies, policies and activities regarding Allocations and Choice Based Lettings.
- 2) To ensure liaison and joint action takes place with partner organisations on issues affecting the allocation of housing
- 3) To receive, and critically review, proposals initiatives and suggestions regarding the most appropriate Choice Based Lettings Scheme for the District
- 4) To consider the organisational and resource implications of Choice Based Lettings as it impacts on the Council's activities.
- 5) To advise the Lead Member on the development and implementations of actions as appropriate.
- 6) Recommend a Choice Based Lettings Scheme to the Executive