

WESTLEA HOUSING ASSOCIATION
and
NORTH WILTSHIRE DISTRICT COUNCIL
FORUM

TERMS OF REFERENCE

1. Introduction

The Westlea Housing Association (the Association) and North Wiltshire District Council (the Council) Forum (hereinafter called “The Forum”) has been established to ensure effective partnership working and communication between the aforementioned partners at a senior level.

It is recognised that Westlea Housing Association is the main social housing provider within the district and therefore a key partner for the Council. Westlea own, manage and maintain around 85% of the social rented housing units in the district (at April 2004).

However, the Forum does not confer any special privilege on Westlea in comparison to any other Registered Social Landlord within the district, nor does it imply any special status for North Wiltshire District Council in comparison to other Local Authorities working with Westlea Housing Association.

2. Aims and Objectives of the Forum

To provide a formal conduit for communication between elected members of the Council and senior representatives of the Association.

To enable consideration of common issues, to discuss areas of joint working and to discuss areas of concern to either or both parties.

To work together to improve services to the residents of North Wiltshire.

3. Membership of the Forum

Core Membership

The core membership of the Forum will include;

NWDC

- i) Lead Member for Housing
- ii) Member nominated to Westlea Board
- iii) One other Member as nominated by Scrutiny
PROVIDED THAT all three Members are not members
of the same political party
- iv) Strategic Manager for Community & Environment

Westlea

- i) Chair of Westlea Board
- ii) Chief Executive of Westlea Housing Association
- iii) A Director of Westlea Housing Association or Senior
Officer

Substitutions

Substitutions will be permitted. However, any substitute should be nominated by the core member only when he/she is unable to attend and should represent a similar level of authority and be nominated for a single meeting at a time only.

Co-opted members

Additional members may be co-opted to the Forum for specific topics by prior notification and agreement. Attendance at the Forum will be by core members and invitation only.

Chairing the meetings

- i. The Chair will alternate between a representative of the Council and a representative of the Association, alternating annually.
- ii. The role of the Chair will be to agree the agenda prior to the meeting of the Forum and to chair the meeting

Administrative Support

Administrative support for the Forum will be shared equally between the Council and the Association alternating annually in line with the Chair.

4. The Meetings of the Forum**Frequency**

There will be a minimum of 3 meetings per year

Working arrangements

- i. A joint agenda and all supporting papers will be circulated to Forum members at least 7 working days prior to each meeting
- ii. Notes/minutes will be circulated within 10 working days of the meeting with a summarised action plan as agreed at the meeting. These notes will also be made publicly available.

5. The Business of the Forum

To receive and discuss the strategies, business plans and policies of both organisations

To share information and air views on joint projects

To scrutinise performance standards

To discuss areas of concern as necessary

To jointly assess the implications of change e.g. legislative change

To share mutual good practice

To recognise achievements and discuss barriers to achievement

To consider the requirement for a formal Partnership Agreement

6. Review and Evaluation of the Forum

A self-evaluation of the effectiveness of the Forum should take place one year after the first meeting and annually thereafter. This should include;

- i. A review of the Terms of Reference
- ii. A review of the effectiveness of the Forum
- iii. A review of the outcomes achieved through the Forum

7. Termination of the Forum

The Forum can only be terminated by agreement between the parties.