



*[Proposed changes are highlighted in Italics]*

# Adur Homes *Advisory* Board

## Terms of reference

### 1.0 Purpose

1.1 Adur District Council's residential housing stock is generally referred to as Adur Homes.

1.2 The purpose of the Adur Homes Advisory Board is to

- *advise on strategic and operational issues affecting the performance of Adur Homes*
- *scrutinise and challenge policies and procedures with a view to the long-term health and success of the business and the tenants and leaseholders of Adur Homes.*

### 2.0 Responsibilities of the Board

*2.1 Contribute to the development of the strategic vision, values and objectives of the Adur Homes as incorporated into Adur District Council's plans and Adur District Councils role within the strategic housing and homelessness plans.*

*2.2 Ensure that Adur Homes operational practice and policies reflect the needs of all stakeholders including tenants, leaseholders and the broader community and that the organisation is inclusive.*

*2.3 Review service delivery in relation to tenancy and asset management and provide advice to support improvements in performance and service delivery.*

*2.4 Receive and review reports on the Adur Home's performance against key performance indicators including measures of tenant and leaseholder satisfaction, customer feedback, and customer service standards.*

*2.5 Assist in identifying issues relating to statutory or regulatory compliance, specifically in relation to the Regulator of Social Housing (RSH) consumer standards and report concerns to the Adur Joint Governance Committee and Adur Cabinet.*

*2.6 Advise the Adur Joint Audit and Governance Committee and Adur Cabinet where there are any serious performance concerns which require improvement.*

2.7 Contribute to the development of Adur Home's efficiency and value for money strategy, with particular reference to operational service delivery.

2.8 Ensure that all aspects of Adur Homes services are delivered with respect for fairness and inclusion.

## 3.0 Composition of the Board

3.1 The board will consist of the following

Board Role	Officer Title	Name	Email
Cabinet Member lead role	Adur Cabinet Member for Customer Services and Housing	Cllr Carson Albury	carson.albury@adur.gov.uk
Tenants representative	The chairperson of the Adur Homes general housing tenants representative group	Vacant	
<i>Member representative of the Joint Audit and Governance Committee</i>	<i>Cabinet Member for Health and Wellbeing</i>	<i>Cllr Kevin Boram</i>	<i>kevin.boram@adur.gov.uk</i>
<i>Member of the Joint Overview and Scrutiny Meeting</i>	<i>Councillor</i>	<i>Councillor Mandy Buxton</i>	<i>mandy.buxton@adur.gov.uk</i>
Sheltered housing representative.	The chairperson of the sheltered housing tenants residents representative group	Vacant	
Leaseholder representative	The chairperson of the leaseholder representative group	Gloria Eveleigh	gloriaeveleigh@icloud.com
Young person's		Vacant	

representative			
Accountable strategic officer	Director for Housing and Communities	Tina Favier	tina.favier@adur-worthing.gov.uk
Accountable chief finance officer	Chief Financial Officer (ir delegate)	Emma Thomas (Donna Temple)	emma.thomas@adur-worthing.gov.uk donna.temple@adur-worthing.gov.uk
Senior Officer	Interim Head of Housing	Amanda Eremie	amanda.eremie@adur-worthing.gov.uk
Senior Officer	Head of Property Services	Keith Meredith	keith.meredith@adur-worthing.gov.uk
Strategy/Policy Manager	Homeless Prevention Team Leader	Catriona Donnelly	catriona.donnelly@adur-worthing.gov.uk

## 4.0 Board Meetings

4.1 The Board will meet four times per year to coincide with the quarter end reporting.

4.2 Additional meetings can be convened where business is critical but the use of special meetings will be avoided as much as possible.

4.3 After the first meeting of a Board, the Board will agree the date of the next meeting

4.4 Members will receive at least seven (7) days' notice of a meeting however, a forward plan will be agreed and papers will be sent out the week before the meeting.

## 5.0 Code of Conduct

5.1 The Board will operate within the Adur District Council's [Code of Conduct for Members](#)

## 6.0 Training and Development

6.1 The Board will agree to an annual training and development plan as part of its annual appraisal of the Board's and its effectiveness.

6.2 Board Away days will be hosted at least once a year. The purpose of Board Away days is to deliberate and provide input into the strategic direction of the Adur Homes, to dedicate more time to specific issues, and to include training and development to raise Board awareness of external issues and requirements.