

CAMBRIDGE SUB-REGIONAL HOUSING BOARD (CRHB)

TERMS OF REFERENCE

Priorities

CRHB acts in partnership, working together to share learning and experiences across our housing market area to:

- **Deliver new homes to support economic success.** CRHB's priority is to make sure new homes support economic growth and economic activity, carefully locating new housing developments to help reduce the need for long distance commuting and helping employers meet their workforce and recruitment needs. Also to make every effort to promote employment and training opportunities through housing initiatives.
- **Enable better health and well-being through housing, affordable housing and housing-related support.** CRHB's priority is to support the delivery of housing, affordable housing and housing-related support services which enable people to live independently and sustainably across the sub-region, enabling better health and well-being for residents, especially the most vulnerable.
- **Create mixed, balanced, sustainable and cohesive communities.** CRHB's priority is to support the creation of mixed, balanced sustainable and cohesive communities across the housing sub-region while respecting our environmental assets and involving existing communities. Also to respond to the diverse and changing needs of our communities including migrant workers, Gypsies and Travellers and hard-to-reach groups.
- **Improve standards in existing homes and encourage best use of all housing stock.** CRHB's priority is to encourage best use of existing homes by helping to improve housing conditions, improve energy efficiency, reduce the risks posed by poor quality and unsuitable housing particularly for vulnerable people, helping bring empty homes back into use and reducing both under-occupation and overcrowding.
- **Extend housing choice and meet housing need.** CRHB's priority is to extend and encourage housing choice to help people secure affordable, good quality and suitable homes in the right locations; meeting both housing and employment needs.
- **Prevent and tackle homelessness.** CRHB's priority is to prevent and tackle homelessness, working to reduce deprivation and improve social inclusion.
- **Promote the benefits good partnership working can bring to housing-related issues.** CRHB's priority is to promote the contribution housing makes to related issues including community safety, community involvement, affordable warmth, good health and social care.

Remit

The Cambridge sub-regional housing board (CRHB) is a senior officer group of local authorities and partner agencies which meets regularly to work collaboratively on strategic housing issues across seven districts.

Objectives

Under each priority outlined above, CRHB's strategic objectives are to:

1. **Deliver new homes to support economic success**
 - Maintain delivery of affordable housing, particularly on growth sites, across the sub-region

- Explore how Affordable Rents may provide opportunities for people in employment, support workers and the economy
 - Housing and infrastructure priorities identified across our sub-region
 - Promote development of sustainable construction skills
- 2. Enable better health and well-being through housing, affordable housing and housing-related support**
- Clarify capital and revenue funding regimes for housing schemes with support
 - Health, housing and care professionals work together to identify needs and develop new joint projects
 - Plan for our sub-region's changing demography, particularly the growing number of older people
- 3. Create mixed, balanced, sustainable and cohesive communities.**
- Strengthen links between housing and planning
 - Support vibrant and sustainable rural communities in our villages and market towns.
 - Support development of community-led housing schemes
- 4. Improve standards in existing homes, and encourage best use of all housing stock.**
- Enable vulnerable people to remain living in their own homes
 - Reduce under occupation in existing social housing
 - Reduce the number of empty homes across the sub-region
- 5. Extend housing choice and meet housing need**
- Identify common themes in individual district tenancy strategies
 - Ensure Home-Link is fit for purpose in light of government reforms
 - Monitor effect of welfare reforms on housing issues, specifically affordability and mobility, alongside other benefit changes
 - Assess impact of introduction of Affordable Rents and flexible tenures
- 6. Prevent and tackle homelessness**
- Ensure that current service provision is maintained for people who are homeless or threatened with homelessness
- 7. Promote the benefits good housing and partnership working can bring to related issues.**
- Maintain housing's profile and contribution to the wider geographical and economic agenda
 - Promote housing's profile and contribution to the wider health agenda
 - Learn lessons from new housing developments
 - Understand our local housing market(s)
 - Understand, apply and communicate key policy changes, including their impact on housing, social and economic circumstances across the housing sub-region

The Board's operational objectives are to:

- Raise the profile of housing issues, providing a strong voice promoting the contribution made by good quality, affordable housing; seeking resources for housing and related issues across the Cambridge housing sub-region.

- Support the delivery of housing, affordable housing and housing-related support services which enable people to live independently and sustainably across the sub-region. Where barriers to delivery are identified, put in place measures to address and overcome barriers.
- Make sure new initiatives, whether national or local, are implemented to our communities' best advantage, and that the Board monitors the impact of new initiatives in our area, feeding back on local experiences, both positive and negative.
- Develop, deliver, monitor and update a sub-regional housing action plan.
- Ensure that sub-regional investment and strategic priorities are informed by sub-regional intelligence, including the Strategic Housing Market Assessment and other research.
- Provide a forum for collaborative working between partners across the Cambridge housing sub-region and facilitate wide stakeholder understanding and involvement in housing issues, including elected Members at County, District and Parish levels.
- Represent the views and interests of the housing sub-region to external audiences and bodies, including through designated topic "champions".

Membership

The following organisations or interest groups will each have a representative on CRHB. The Chair of CRHB will be appointed from the local authority housing representatives.

- Local authorities:
 - Cambridge City Council
 - East Cambridgeshire District Council
 - Fenland District Council
 - Forest Heath District Council
 - Huntingdonshire District Council
 - South Cambridgeshire District Council
 - St Edmundsbury Borough Council
- Cambridgeshire County Council (LGSS / Research Group)
- Homes & Communities Agency (Cambridgeshire and Suffolk)
- Three RSLs representing the sub-region

(Detailed membership and individual roles are set out in detail on page 6)

Constitutional arrangements

CRHB is an officer group, whose function is to co-ordinate and take forward strategic sub-regional working. It is not a formally constituted decision-making body, so it acts with reference back to existing decision-making processes particularly local authority constitutional arrangements and other organisational processes.

Individual partners will be nominated to take responsibility for hosting any elements of agreed joint working that require cross-authority and cross-agency working, where there are resource implications.

Cambridge City Council will host the Sub-regional Housing Strategy Co-ordinator post, and be responsible for day to day management of the post holder, and the CRHB web pages.

Through its meetings and work plan, the Board will

- Respond to key consultation documents on housing issues.
- Develop and deliver an annual work programme, based on agreed priorities and updated as necessary.
- Identify opportunities for joint working and exchange of good practice between agencies including through joint working and joint commissioning of projects.
- Set up and support task groups and sub-groups to address priority issues and report back to CRHB, and to review their relevance periodically.

Meeting arrangements

CRHB will normally meet on the first Friday of each month.

The Chair and Vice-Chair will be elected from the membership on an annual basis¹ and will in the first instance represent the sub-region at related meetings.

The Chair and Vice-Chair will be responsible for agreeing the annual performance objectives and work programme for the Sub-regional Housing Strategy Co-ordinator.

The Chair and Vice-Chair are responsible for agreeing the agenda for each meeting, and providing the secretariat for this. Any member may propose agenda items.

The Sub-regional Housing Strategy Co-ordinator will provide strategic support for the development of agendas, including drafting papers and programmes.

Agendas, minutes and background papers for the meetings will be available through the Cambridge CRHB web page at www.cambridge.gov.uk/crhb.

The Chair will seek consensus or majority agreement to actions where this is necessary. Individual members will not be constitutionally bound by agreed actions.

Task and sub-groups

CRHB initiates and supports relevant task and sub-groups. A member of CRHB will act as champion for these groups and report back at least annually to CRHB on progress against agreed priorities. Currently, linked sub-regional groups include:

- RSL development forum
- RSL management forum
- Housing Enablers Group
- Strategic Housing Group (CSHG)

¹ Usually in February each year

- Homelessness Strategy working group
- Strategic Housing Market Assessment (SHMA) Partnership and Project Team

Linked tasks include:

- Homebuy Agents Group
- Cambridge Land Owners Group
- Cambridge Development Industry Forum
- Cambridgeshire Planning Policy Forum and Chief Planning Officers
- Cambridgeshire's Gypsy and Traveller strategic liaison group.
- Financial Capability Forum
- Urgent Care Network
- Extra Care Strategy group
- Cambridgeshire and Suffolk Health and Well-Being Boards
- Greater Cambridge-Greater Peterborough Local Enterprise Partnership

Issues and groups covered through co-membership with CRHB include

- Supporting People Cambridgeshire Commissioning Body
- Suffolk Supporting People Commissioning Body
- HomeLink management board and operations group

Representation on other bodies

Where members attend meetings as a representative of CRHB they have a responsibility to report back to the next meeting or by other more appropriate means.

Programme development, monitoring and review

CRHB will hold an annual event to establish priorities and work programme for the coming year. These will be refined, agreed and monitored throughout the year as a regular agenda item. An annual stakeholder event may be held as appropriate to consult on specific issues and/or the Board's work plan. These Terms of Reference will be reviewed periodically to ensure they remain relevant to the broader regional and national context for housing services and delivery.

Membership and roles for CRHB

Name	Organisation	Representing
To:		
Alan Carter	Cambridge City Council	Chair and Cambridge housing lead, Cambridgeshire Joint Strategic Planning Officer Group
Stephen Hills	South Cambridgeshire District Council	Vice-chair and SCDC housing lead, Extra Care Strategy group, HLMB, Cambs SP Commissioning Body
David Keeling	BPHA / CPL	RSL representative
Nigel Howlett	CHS	RSL representative, RSL development forum
Trevor Baker	Cambridgeshire County Council	Cambs County Council link, migrant worker champion
Jane Hollingworth	East Cambridgeshire District Council	ECDC housing lead, rural champion, Homelessness executive, Homelessness strategy group, Cambs Gypsy and Traveller Strategic Group
Dan Horn	Fenland District Council	FDC housing lead, Urgent Care Network
Martin Palmer	Forest Heath District Council	FHDC housing lead
Philip Sullivan	Havebury	RSL representative, RSL management forum
Paul Kitson	Homes and Communities Agency	HCA Cambs
Nick Enge	Homes and Communities Agency	HCA Suffolk
Frank Mastrandrea	Huntingdonshire District Council	Enablers link, Cambs RHE forum
Jo Emmerton	Huntingdonshire District Council	HDC housing lead
Carole Herries	St Edmundsbury Borough Council	SEBC housing lead
Sue Beecroft	Cambridge housing sub-region	CRHB support, SHMA team, CSHG, CPOs, Financial Capability forum, Cambs HWB officer group
Kathy Brown	Cambridge City Council	Meeting support
CC:		
Helen Reed	Cambridge City Council	CSHG
Sarah Lyons	Cambridge / SCDC	Enablers
Polly Jackson	Cambridgeshire County	SHMA
Katie Child	East Cambridgeshire District Council	Planning
Alan Pain	Fenland District Council	Planning & strategic
Gareth Martin	Fenland District Council	Planning
Karen Freya	Fenland District Council	CSHG, enabler
Sarah Gove	Fenland District Council	Strategic
Simon Phelan	Forest Heath District Council	Senior housing lead
Trish Read	Huntingdonshire District Council	CSHG
Sue Questier	Huntingdonshire District Council	Private sector housing
Andy Glaves	South Cambridgeshire District Council	Home-Link manager
Caroline Hunt	South Cambridgeshire District Council	Senior planning lead
Niki Hollingworth	St Edmundsbury Borough Council	CSHG
Barrie Peers	Supporting People	Supporting People Suffolk
Hilary Anderson	Supporting People	Supporting People Suffolk
Joseph Keegan	Supporting People	Supporting People Cambs
Melanie Gray	Supporting People	Supporting People Cambs
Martin Ling	Uttlesford District Council	Neighbouring area
Andy Godman	North Herts District Council	Neighbouring area
Martin King	Babergh and Mid Suffolk District Councils	Chair of Suffolk SP CB
Jean Hunter	South Cambridgeshire District Council	Link to Cambridgeshire Public Services Board
John Williamson	Cambridgeshire authorities	Cambridgeshire strategic planning team