

Draft Terms of reference of Cambridgeshire & Peterborough Housing Board, updated June 2018



1. Name of group

Cambridgeshire & Peterborough Housing Board (CPHB)

2. Purpose

Cambridgeshire & Peterborough Housing Board recognises the importance of housing as a human right, as a vital ingredient for economic growth and as a key factor in our residents' wellbeing. The Board works to highlight the importance of housing and its pivotal role when issues require an integrated response across a range of organisations and agendas.

3. Role

Cambridgeshire & Peterborough Housing Board is a senior officer group of local authorities, housing providers and partner agencies which works collaboratively on strategic and operational housing issues.

Since 2002 CPHB has worked collaboratively with partners to identify issues, gather data, explore solutions and implement change; sharing learning and experience across our housing market area on its four priority areas. It has been previously known as CRHB and CRASH.

4. Priorities

- New homes and communities
- Homes for wellbeing
- Existing homes
- Housing need & homelessness

More detail on CPHB's priorities, objectives and related actions will be provided in each annual action plan.

5. Constitutional arrangements

CPHB 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 to existing decision-making processes particularly local authority constitutional arrangements and other organisational processes.

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

6. Membership

The following organisations have a representative on CPHB

- Cambridge City Council
- East Cambridgeshire District Council
- Fenland District Council
- Huntingdonshire District Council
- South Cambridgeshire District Council
- West Suffolk (comprising Forest Heath & St Edmundsbury)
- Peterborough City Council
- Other neighbouring districts may be invited.
- Cambridgeshire County Council

- Four housing association (RP) representatives including one local RP chief executive representative and three “Homes for Cambridgeshire & Peterborough” representatives including overall chair; investment lead and communities lead.
- CPHB’s chair and vice-chair will be elected from the membership on an annual basis and will in the first instance represent the sub-region at related meetings. The Chair will usually be elected from the local authority housing representatives.

7. Linked groups and agencies

CPHB can initiate and support related groups. A member of CPHB will act as a link to these groups and report back to CPHB on progress against agreed priorities, in person or via email. CPHB can ask for items to be added to the groups’ agendas or invite groups to present at CPHB meetings as needed.

Representatives of the Group may be asked to provide housing expertise to other officer groups, currently, the sub-regional “linked” groups and partner agencies include:

- Integrated Commissioning Board (Cambridgeshire and Peterborough Clinical Commissioning Group)
- Cambridgeshire and Peterborough Communities Board [\(is this AKA public service board?\)](#)
- Cambridgeshire Community Safety Group
- Homes England
- Housing provider and enabling forum
- Homes for Cambridgeshire & Peterborough, including its Investment Forum and Communities Forum
- Housing Enablers group
- Cambridgeshire and Peterborough Rural Housing Forum (facilitated by Cambs ACRE)
- Cambs Strategic Housing Group (CSHG) and Strategic Housing Market Assessment (SHMA) Project Team
- Cambridgeshire and Peterborough Chief Planning Officers (CPO) and Planning Policy Forum (PPF)
- Cambridgeshire Health and Well Being Board, and HWB officer support group and Public Health Reference Group
- Home-Link management board, supported by Home-Link operations group
- Cambridgeshire and Peterborough Financial Capability Forum
- Cambridge sub-regional homelessness strategy group and Trailblazer Board

8. Roles and Responsibilities

Through its meetings and work plan, the Board is responsible for:

- Developing and delivering an annual work programme, based on agreed priorities.
- Identifying opportunities for joint working and exchange of good practice between agencies including joint working and joint commissioning of projects, fostering collaboration wherever beneficial. This can include joint briefings for housing organisations, elected members and others to support engagement in decision-making at a local or county-wide level
- Responding to key consultation documents on housing and related issues.
- Setting up and supporting groups which address priority areas, enabling links back to CPHB, and reviewing the impact and relevance of such groups periodically
- Reporting on progress and activities of CPHB to CPSB.

Diagram outlining our local housing network



C&P = Cambridgeshire & Peterborough, SHMA = strategic housing market assessment. Shaded boxes are those set up by or for CPHB.

The membership of the group commits to:

- Attend CPHB as often as possible or sending a proxy
- Propose agenda items and seek guests to present on these items, in co-operation with the chair and admin support
- Attend related groups as a representative of CPHB, reporting back on their activities to the next meeting or by other more appropriate means
- Share CPHB communications and information across the local network.
- Promote the work of CPHB within its own organisation, at all relevant levels.

Members of the group will expect:

- To get meeting papers in a timely fashion – as often as possible a week before each meeting
- Open and honest discussions at meetings, agreeing only where necessary to “Chatham House” rules.

The Chair will

- Be responsible for agreeing the agenda for each meeting
- Provide the secretariat for meetings
- Seek consensus or majority agreement to actions where this is necessary, though individual members will not be constitutionally bound by agreed actions
- Be responsible for agreeing the annual performance objectives and work programme for the Housing Coordinator, in consultation with the vice-chair.

The Housing Coordinator will

- Provide strategic support for the development of agendas
- Draft papers and programmes
- Make agendas, minutes and background papers for the meetings available at <http://www.cambridgeshireinsight.org.uk> (add link once group renamed on the site)

9. Meeting arrangements

- CPHB will usually meet on the first Friday of each month.
- Each year, a calendar of dates will be set up and dates adjusted to take account of school and public holidays. This will be circulated to partner groups to assist them in setting dates, avoiding clashes as far as possible across the network.

10. Resources & budget

- One FTE Housing coordinator and funding for post (SB), usually managed by CPHB chair
- Meeting support arranged by Chair (Elaine F) and meeting rooms
- SHMA budget including Hometrack subscription

11. Information sharing & communications

- Group members will share information and resources usually via email between meetings, including by “reply all” to CPHB emails.
- There is a public web space for the group which the housing coordinator will maintain, including a page for meeting papers, terms of ref, annual plan; and a more general area setting out the CPHB priorities, partners and projects (see *deliverables* below).
- CPHB twitter account is used to help share updates and build our network
- CPHB may devise a communications plan as needed.

12. Programme development, monitoring and review

CPHB will hold an annual event to review the relevance and value of its work and to establish its work programme for the coming year. These will be refined, agreed and monitored throughout the year as a regular agenda item. The deliverables resulting from this review include:

- Updated Terms of Reference & membership
- Updated priorities
- Close-down of previous year’s workplan
- Updated workplan for coming year
- Agenda plan for the coming year
- Annual meeting planner for CPHB and other groups.

An annual stakeholder event may be held as appropriate to consult on specific issues and/or the Board’s work plan.

13. CPHB membership and roles (as at 31/5/18)

Name	Job title	Organisation	Role on CPHB	Group(s) this person "links" to	E-mail	Notes
To	"CORE GROUP"					
Alex Francis	Growth Deal Manager	Cambridgeshire & Peterborough Combined Authority (CPCA)	Link to CPCA	Link to CPCA	alex.francis@cambridgeshirepeterborough-ca.gov.uk	
Caroline Hannon	Housing Strategy & Enabling Manager	PCC, HDC	Housing lead for PCC, HDC, link to ECDC	Enablers?	caroline.hannon@peterborough.gov.uk caroline.hannon@huntingdonshire.gov.uk	
Dan Horn	Head of Housing & Community Support	FDC	FDC housing lead	Community Safety Partnership	dhorn@fenland.gov.uk	
Elaine Field	PA to Stephen Hills	SCDC	Meeting support		Elaine.Field@scambms.gov.uk	
Heather Wood	Interim Assistant Director of Housing	SCDC	SCDC strategic housing link	Homelessness Forum including Trailblazer	Heather.Wood@scambms.gov.uk	
Helen Reed	Housing Strategy Manager	Cambridge	CC Strategic housing	Housing Adaptations Pathway Board	Helen.Reed@cambridge.gov.uk	
Iain Green	Senior Public Health Manager Environment and Planning	PHE, Cambridgeshire	Public Health link	Public health lead	iain.green@cambridgeshire.gov.uk	
Julie Baird	Assistant Director for Growth	West Suffolk	W Suffolk strategic link	Suffolk Housing Officers Group (?)	julie.baird@westsuffolk.gov.uk	
Lynne O'Brien	Commissioner (Older People)	Commissioner (Older People) Cambs CC	Older peoples housing link	Older Peoples issues.	lynne.o'brien@cambridgeshire.gov.uk	
Nigel Howlett	Chief Executive	CHS Group	RP rep: RSL CEx rep	RSL rep Housing development & enablers forum	nigel.howlett@chsgroup.org.uk	
Sally Bonnett	Infrastructure and Strategy Manager	ECDC	ECDC housing lead		sally.bonnett@eastcambs.gov.uk	
Sarah Ferguson	Assistant Director: Housing, Communities & Youth	Cambridgeshire and Peterborough	County Link	CPHB vice chair	sarah.ferguson@cambridgeshire.gov.uk	
Simon Phelan	Service Manager for Strategic Housing	West Suffolk	West Suffolk housing lead	Link to Greater Anglia LEP	simon.phelan@westsuffolk.gov.uk	
Stephen Hills	Director of Housing	SCDC	SCDC housing lead	Chair Extra care housing strategy group Home-Link management board	Stephen.Hills@scambms.gov.uk	
Sue Beecroft	Housing coordinator	c/o SCDC	CPHB support	SHMA, CSHG, HWBOG, PHOG, CPO, PPF, Financial Capability Forum, <i>Enablers</i>	sue.beecroft@cambridge.gov.uk	
Suzanne Hemingway	Strategic Director	Strategic Director, Cambridge City	Strategic link to Cambridge		Suzanne.Hemingway@cambridge.gov.uk	
Claire Higgins	Chief Executive	Cross Keys Homes	Chair of Homes for Cambridgeshire	Homes for Cambridgeshire & Peterborough	claire.higgins@crosskeyshomes.co.uk	NEED TO RE-INVITE

Name	Job title	Organisation	Role on CPHB	Group(s) this person "links" to	E-mail	Notes
			& Peterborough			
Pearl Roberts	Interim Housing Director	Cambridgeshire and Peterborough Combined Authority	Link to CPCA	?? not sure invite both Pearl and Roger?	pearl.roberts@cambridgeshirepeterborough-ca.gov.uk	Add?
Roger Thompson	Housing Director	Cambridgeshire and Peterborough Combined Authority	Link to CPCA		roger.thompson@cambridgeshirepeterborough-ca.gov.uk	Add
Ian Jackson		Longhurst Group	RSL rep	H4C&P investment lead	ian.jackson@LONGHURST-GROUP.ORG.UK	Add
Claire Flowers	(Lead officer)	Greater Cambridge Housing Development Agency	GC HDA lead	GC HDA		Add
David Greening	Head of Housing	Cambridge City Council	Cambridge housing lead		David.Greening@cambridge.gov.uk	Move from cc list to "to"
Alan Lewin	Chair of H4C& P				alan.lewin@btinternet.com	Remove
Mary Gibbons	Chief Executive	Hundred Houses	RP rep	Link to CA communities group	No replacement yet – 'group on hold'	Remove

Name	Job title	Organisation	Reason to cc	E-mail	Notes
CC list	"REFERNCE GROUP"				
Alison Booth	Corporate Services Manager	CHS Group	Support to Nigel Howlett	alison.booth@chsgr oup.org.uk	
Anita Goddard	Interim Shared Head of Housing, Cambridge City Council	Cambridge / SCDC	Link to Cambs MARU	Anita.Goddard@cambridge.gov.uk	
Anna McGinty	Executive Assistant to the Strategic Director	- Executive Assistant to the Strategic Director, Cambridge	Support to Strategic Director	Anna.McGinty@cambridge.gov.uk	
Anne Keogh	Housing and Strategic Planning Manager	Peterborough	Strategic housing link	anne.keogh1@peterborough.gov.uk	
Caroline Hunt	Planning Policy Manager	SCDC	Senior planning lead	Caroline.hunt@sca mbs.gov.uk	
Christine Rush	PA to Julie Baird	West Suffolk	Support to Julie Baird	christine.rush@westsuffolk.gov.uk	
Davina Howes	Assistant Director, Options and Homelessness	West Suffolk	West Suffolk homelessness link	davina.howes@westsuffolk.gov.uk	
Julia Vernon	Housing Business & Partnerships Manager	West Suffolk	W Suffolk link, subs for Simon sometimes	julia.vernon@westsuffolk.gov.uk	Need to check as currently on secondment – email sent
Julie Fletcher	Head of Housing Strategy	SCDC	SCDC Strategic housing link	Julie.fletcher@scams.gov.uk	
Kim Langley	Strategy & Enabling Officer	West Suffolk	WSuff strategic housing & enabler link	kim.langley@westsuffolk.gov.uk	
Lisa Sparks	Commissioner, People & Communities	Cambridgeshire County Council		Lisa.sparks@cambridgeshire.gov.uk	Need to confirm if "to" or "cc"
Marta Ariza-Castro	PA to Claire Higgins	Cross Keys Homes	Support to Claire Higgins	marta.ariza-castro@crosskeyshomes.co.uk	
Paul Kitson	General Manager – South East	Homes England	Link to HCA	paul.kitson@hca.gsi.gov.uk	Move from "to" to cc e-mail list

Richard Cassidy	Corporate Director	Corporate Director, Fenland DC	FDC link	richardcassidy@fenland.gov.uk	
Sue Taylor	PA to Sarah Ferguson	Cambridgeshire	Support to Sarah Ferguson	sue.taylor@cambridgeshire.gov.uk	
Sara Lomax	Service Manager, Options & Homelessness	West Suffolk	West Suffolk homelessness link	sara.lomax@westsuffolk.gov.uk	Move from "to" to cc e-mail list
Sarah Gove	Housing and Communities Manager	FDC	Homelessness link	Homelessness Forum including Trailblazer	sgove@fenland.gov.uk
Nicky Shepard	PA to Mary Gibbons	Hundred Houses	Supports Mary Gibbons		Remove

[Add new list to circ meeting notes to RP and enablers group](#)