**Cambridgeshire & Peterborough County Private Sector Housing Group**

**Terms of Reference**

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| **Working Group** | County or Cambridgeshire / Peterborough Private Sector Housing Group |
| **Date** | 2022 |
| **Chair** | Cambridge City 2022 |
| **Frequency** | Quarterly from 25th April 2022 |
| **Version** | 1.0 |
| **Role** | **Who** |
| **Team Members** | Nadine La-Vigars, Claire Adelizzi - Cambridge City Council.  Jonathan Hodgson - Peterborough City Council.  Karen See - East Cambridgeshire District Council;  Jo Evans - Fenland District Council.  Lesley Beavers/Rory Cosgrove - South Cambridgeshire District Council.  Kate Penn - Huntingdonshire District Council.  Dave Rees/ another rep - Cambridgeshire Fire and Rescue Service.  Occasional members  Plus substitutes as necessary and subject leads.  Trading Standards representative. |
| **Decision Making Authority**  This working group have the authority to make decisions that do not have a financial implication, and do not contravene any of the Councils corporate or constitutional obligations, within their area of expertise. This relates to delegated authority only. | |
| **Aim and Scope**  The aim of the working group - work together across the county to develop a work plan that we as a county need to progress in relation to private sector housing for 2022/23, which can be fed back to the County EH Group. This will also provide a useful forum for experience sharing and discussing common themes / topics and any new legislation as well as maintaining links with external stakeholders.  The scope of the group is detailed in the workplan. | |
| **Team Accountability**  The working group members are accountable to Snr Management Group - working groups will be invited to attend meetings as agreed to discuss group work activities and progress of work plans. | |
| **Role of Team Members**  Each member of the Working Group will participate in the meetings and are expected to prepare beforehand by reading any papers and action points to ensure effective outcome for this group.  Team members are encouraged to challenge and debate any suggestions in a positive and fruitful manner. | |
| **Email Protocol**  All Working Group members will be required to respond to any immediate decision making via email protocol within the specified time scale. | |