



Warwick District Council

Compliance Board (Social Housing Stock) - Terms of Reference

Overall purpose: to be accountable to Council, Cabinet, Asset Compliance Committee and Regulator for Social Housing for all matters pertaining to the effective delivery of the compliance action plan within the Social Housing Stock.

1. To ensure that the recommendations of the compliance audit carried out by Penningtons, are implemented within suitable time frames.
2. To act upon further requirements set by the regulator.
3. To report to the Asset Compliance Committee and provide it with reports on progress with the Compliance action plan and therefore compliance within the social stock.
4. To ensure that appropriate management of Compliance and Building Safety is adequately in place across the whole of the Councils' Social Housing Stock.
5. To receive and discuss any incident reports involving Compliance and Building Safety.
6. To establish appropriate subgroups to take forward actions on specified matters.
7. To receive and review regular reports from the Strategic Lead Officer, subgroups, external compliance auditors and others as required and ensure all recommendations are implemented.
8. To receive and review safety reports and KPI's from the Strategic Lead Officer, subgroups, contractors and other specialists.
9. To deal with any such Health and Safety matters as directed by the Senior Leadership Team or Cabinet.
10. To consider the safety needs of Officers, Members, customers, tenants, contractors, visitors and any other persons our activities may affect whilst carrying out our undertaking.
11. To identify, promote and encourage specific training programs and increasing levels of relevant competency.
12. To Horizon scan relevant issues and maintain a pro-active stance on all compliance issues.
13. To ensure there are sufficient resources in place to support the delivery of the action plan.

Appendix 3

Constitution:

- The Chairperson, to be the Portfolio Holder for Housing.
- The Vice Chairperson will be the Chief Executive and, in their absence, the Deputy Chief Executive.

Membership:

- Portfolio Holder for Housing
- Chief Executive
- Deputy Chief Executive
- Monitoring Officer
- Head of Housing
- Head of Finance (S151 officer)
- Marketing and Communications Manager
- Tenant representative
- Chief Executive Officer at Association of Retained Council Housing

Co-opted Members:

Personnel can be co-opted from service areas or be external specialists to serve on specific projects or provide specialist advice and information, identified and agreed by the Compliance Board.

In Attendance:

When requested or invited other advisors, such as external specialists, may be asked to attend on an ad hoc basis.

Administration:

Each Compliance Board meeting will be minuted and stored on the project file.

Reporting:

Compliance Board will report progress to the:

- Asset Compliance Committee on a monthly basis.
- Cabinet and Council as decisions are required.

Will provide reports and evidence to the Regulator for Social Housing on terms determined by the regulator.

Meetings:

The Board shall meet monthly but will review this from time to time.

Quorum:

The quorum shall be four members which must include the Monitoring Officer