

CHORLEY BOROUGH COUNCIL

HOUSING TRANSFER COMMITTEE

PROPOSED ACCOUNTABILITIES AND TERMS OF REFERENCE

DECISION MAKING

- The Housing Transfer Committee will be a formal Committee of Cabinet and will conform to all constitutional requirements. It will meet in public unless exempt matters are being considered and papers will be circulated prior to the meeting and minutes taken in line with normal practice.
- The Committee will have the delegated authority to take decisions on behalf of Cabinet in relation to all Housing Stock Transfer and related matters. Minutes of these decisions will be reported to the next available meeting of Cabinet.
- The formal decision to approve the final Transfer Contract, setting out the terms of the disposal of the Council's housing stock is reserved to full Council.

FREQUENCY OF MEETING

Held on a monthly or on a business need basis up to the date of transfer of the housing stock. Scheduled meetings will be arranged to coincide with meetings of the CCH Shadow Board and the negotiating groups in order to make most efficient use of the consultant advisors. (An initial schedule of meetings is attached at Appendix 2 of the report).

PROCEDURE AND PROTOCOLS

As per the Council's constitution and procedure rules.

TERMS OF REFERENCE

To oversee the housing stock transfer process, take action under delegated powers, and to recommend to the Council the final Transfer Contract setting out the proposed terms of the housing stock disposal.

1. To represent the best interests of the Council in evaluating corporate, organisational and financial issues relating to stock transfer.
2. To receive reports and recommendations from officers, consultant advisors, the Corporate Transfer Team, and other relevant bodies and representatives of the stock transfer process as appropriate.
3. To ensure that the statutory obligations of the Council, as they relate to the provision of defined strategic housing authority functions, are fulfilled.
4. To ensure that the stock transfer process is managed in accordance with the Office of the Deputy Prime Minister's (now Department for Communities and Local Government's) "Housing Transfer Manual" (2005) and other relevant policy requirements.
5. To ensure compliance with the relevant statutory consents relating to housing stock transfer.
6. To receive relevant information from the Chorley Community Housing Shadow Board, and to provide information and make representations to the Shadow Board where appropriate.

7. To ensure effective progress with the stock transfer process consistent with the agreed timetable and key targets.
8. To comply with the Council's Constitution and Standing Orders in the conduct of business.
9. To observe the Conflict of Interest Protocol relating to stock transfer.