

APPENDIX 2

11,000 NEW COUNCIL HOMES PROJECT GROUP TERMS OF REFERENCE

These terms of reference define the role, objectives and membership of the new homes project group.

Purpose of the [site name] New Homes Project Group ([site name] NHPG)

In 2014 the Council agreed a Charter of Principles that would determine how the council will work with residents to deliver its New Council Homes. Two of these commitments were

- consultation will be led by project groups of residents and councillors
- for each scheme we will set a residents project group of interested residents to regularly meet with us on the delivery of the new homes.

These terms of reference describe how we will put these commitments into practice.

The purpose of the resident group is to work with the council to ensure the successful delivery of the [site name] new homes scheme by:

1. Working with the council and its agents to develop the proposals for the site
2. Working with the council and its agents to develop and deliver wider estate consultation on the proposals for new homes
3. Being involved in the monitoring of the delivery of the new homes

The objectives of the [site name] NHGP are to:

1. Act as the first point of consultation throughout the life of the project and to consider and make comment on the following key issues related to the development:
 - a. Size and heights of the buildings
 - b. external view/areas overlooked
 - c. internal layout taking into consideration Southwark's design values
 - d. geographic area qualifying for local lettings
 - e. delivery of the homes on site/ progression of build by contractors
 - f. communications with all residents affected by the development
 - g. satisfaction with overall process
2. Advise the council on how to ensure all residents affected by the site have an opportunity to comment on and review any proposals, and support the council in delivering local engagement.
3. Ensure that the Council are aware of local issues that might impact on the proposals.
4. Identify local priorities that could be met and benefits that might be delivered alongside the scheme or ways to improve the estate as part of the scheme.
5. Ensure that the council provides information in a timely and appropriate way to the [site name] NHPG and residents affected by the development.
6. Comment on and advise the Council on significant publicity material the council produces linked to the delivery of the new homes on [site name].
7. Continue to meet during the delivery phase of the project to gather resident feedback on delivery progress and discuss and propose solutions to issues that arise during delivery phase.

8. Monitor the progress of the delivery of the new homes by providing feed back to monthly contractors monitoring meetings and raise any queries regarding the progress/ manner in which the build is progressing. It is suggested that this is done by a member of the group attending the first hour of each of the monthly contractor's site meetings.

Membership of [site name] NHPG

Please see appendix one and identify the appropriate membership criteria for this site.

9. New members will be made aware of the time and personal commitment required to join the [site name] NHPG.
10. The membership of the [site name] NHPG will seek to reflect the diversity of the ward area in terms of age, gender, tenure, property type and ethnicity [based on 2011 Census data].
11. Once the [site name] NHPG membership is convened as per the above criteria, the group may decide (by way of a majority vote) to invite additional members from the wider community to attend the NHPG, as long as this does not result in the overall [site name] NHPG membership totalling 12 members.

Organisation and meetings

12. The [site name] NHPG meetings will be led by the Employers Agent.
13. The [site name] NHPG will be facilitated by members of the direct delivery team /Employers Agent. The record of the meetings will cover action points, recommendations and decisions only.
14. The [site name] NHPG's shall receive a training session, delivered by an independent housing specialist, on the issues relating to the groups work, for example, planning policy and design standards
15. The [site name] NHPG will meet on a regular basis, at intervals agreed by the members and Southwark Council, ensuring that each of the topics 2a-2g are covered, are able to discuss issues for the attention of the contractors meetings and the participation in the pre handover walk about.
16. The [site name] NHPG shall be invited to attend a pre-handover walk before the development is handed back over to the council for allocation.
17. The [site name] NHPG's will operate by consensus.
18. All meetings will be held at an accessible venue, agreed by the members.
19. Meetings will last no more than two hours, and take place at a time agreed convenient by the majority of representatives.
20. Where possible a minimum of five days' notice of meetings will be provided.
21. All [site name] NHPG members are required to comply with Southwark's existing codes of conduct.
22. The [site name] NHPG will consider the issues/subjects outlined in 2a- 2g at a time where there is reasonable opportunity to influence the decisions of the council.

23. Southwark Council will promote the NHPG, its role and membership vacancies, via an open consultation event at the beginning of the consultation process and at other opportunities that arise during consultation with residents about the development.

Access to information and communications

24. No member shall speak to the press in a formal capacity as a member of the [site name] NHPG without the prior agreement of the members of the [site name] NHPG.
25. The [site name] NHPG will report at key stages in the project in to the relevant area housing forum and annually to the FSB.

Equalities

26. The [site name] NHPG will adopt and abide by Southwark Council's Equalities Policy.

Task & finish

27. The [site name] NHPG shall cease to operate under these terms of reference once the new homes have been handed over from the contractor to the council.
28. There should be a one off meeting organised to review the satisfaction surveys of new residents and of the process of engagement of the NHPG once these have been completed as part of the project overall evaluation.