

TERMS OF REFERENCE

Leasehold Sub-group (LSG)

Purpose:

- The LSG will be an opportunity for leaseholders' voices to be heard so that they can influence service improvements
- LSG will be platform to discuss changes that affect all leaseholders in relation to areas such legislation, capital works, service charges and associated consultation, building safety and BCC policies and procedures
- The LSG will discuss latest regulations and standards and jointly with Leasehold and Home Ownership Team inform of these changes to leaseholders in various forms of communications.
- The LSG to be a consultative body for BCC leaseholders, working jointly with the Leasehold and home ownership team.
- The LSG will be a sub-group to the City Housing Involvement Board (CHIB) that is a tenant and leaseholder led board

Objectives:

- To ensure that relevant legislative changes are discussed, and leaseholders are kept informed of these changes which may affect them
- For LSG members to be involved when reviewing policies and procedures and make suggestions on improving services
- For LSG to be informed of programmes to procure contracts so that they can get involved. As examples, this could include the procurement of repairs contractors, or contractors to deliver low rise cleaning services
- Leasehold and Home Ownership Team to present information about major works programmes in relation to capital works to complement statutory consultative responsibilities
- For LSG members to review KPIs and performance information. This could include collection rates for service charges, ground rents and major works
- Where specific building safety concerns are raised this group can be used as a forum for the Building Safety Team to respond to leaseholders and improve communication

- LSG will be updated with the services provided and have the opportunity to identify service improvements
- This LSG is not to discuss individual leasehold issues, however where trends are identified across properties or areas these will be discussed

Membership:

The LSG membership will be 8 to 10 members and will include:

- 1 City Housing Involvement Board (CHIB) Representative, chosen on merit and experience.
- 4 Local Housing Involvement Board (LHIB) representatives, who are leaseholders, (1 from North, 1 East, 1 South and 1 Central).
- 5 leaseholders from under presented areas of the city (who are not involved in LHIBs)
- When representative steps down, the vacancies must be announced across the quadrant area where the vacancy arose.
- A member who fails to attend 2 consecutive meetings without apologies will be contacted to establish the reason for absence and be asked to leave the group if their reason is not satisfactory.
- The Senior Service Manager for the Leasehold and Home Ownership Team will represent BCC at these meetings
- Any other relevant officers will be invited to attend dependent on the items under discussion

Chairing Meetings

- The LSG will elect a Chair and Vice Chair.
- Terms of office for the Chair and Vice Chair will be 2 years. The Chair and Vice Chair may stand for re-election at the end of their term of office alongside other members wishing to be considered.
- The Vice Chair will deputise for the Chair in their absence.
- The Chair will liaise with service leads as necessary to manage and support this group.

Decisions Making

- When decisions are made in the group by a majority vote, all members are expected to work on the principles of collective responsibility and reflect the majority's decision in other forums.

Quorum

- A quorum will be a minimum of 5 people in attendance at face-to-face meeting, or on Teams.
- In-quorate meetings should be noted, and any decisions ratified at the next quorate meeting.

Meetings and Reporting:

The LSG will meet quarterly

The LSG will provide a written report of its work to CHIB at least once a year. This report will be made public after consideration by CHIB and will be published alongside any comments CHIB agrees to make.

This LSG will be led by the Senior Service Manager for Leasehold and Home Ownership Team.

Training

- All members will be offered appropriate training to fulfil their role on this group when identified.

Terms of Reference

- The group will have their Terms of Reference set by CHIB and reviewed every 2 years.