



Community Led Housing Local Authority Group

Terms of Reference

Statement of intent

The overall aim of the group shall be to enable the delivery of more successful community led housing through enabling local authority representatives to engage with each other to share ideas, best practice and methods to deal with challenges. The group will also consider the role that local authorities might play in the general promotion and support of community led housing.

1 Aims and objectives

1.1 The aims and objectives of the group are to:

- enable discussion between local authority representatives about good and bad experiences, tackling common problems and sharing ideas and information
- encourage more local authorities to support and be keen to facilitate community led housing
- share ideas that community led housing supporting local authorities are using
- discuss how community led housing can become integral to local authority housing strategies alongside affordable housing strategies and can be embedded in Local Plans
- encourage the Local Government Association and others to support the community led housing agenda.

- 1.2 **Group status** – the group has an informal non decision making status.
- 1.3 Decisions regarding how the group operates will be taken by the Confederation of Co-operative Housing (CCH) in consultation with group members.
- 1.4 Decisions regarding any external initiatives the group wishes to pursue will be agreed through explicit consent from any local authorities who wish to participate in the external initiative (and through the CCH in respect of resourcing and practicality of such initiatives).
- 1.5 Each local authority will be afforded the opportunity to decide whether to participate in any external initiatives, and will only be listed as supporting external initiatives where there is explicit consent for such support from the local authority.

2 Membership of the group

- 2.1 Membership of the group is open to:
 - One local authority member per each local authority
 - One local authority officer per each local authority
- 2.2 In addition, local authorities may nominate other member or officer representation to act as alternates at each meeting and who may be included in the circulation database for the group.
- 2.3 The group will also invite various other potential participants to potentially attend group meetings to provide support and insight and to be included in the circulation database for the group, including:
 - The Local Government Association
 - The National Association of Local Councils
 - Homes England

- Combined Authorities and other local strategic regional bodies (such as city regions)
- National Parks Authorities
- Other organisations and individuals that could assist in pursuing the aims of the group.

2.4 The group will be facilitated by the CCH who will be entitled to participate in all meetings and to ensure smooth running of the group. The CCH may also invite other organisations or individuals to participate in particular meetings to ensure maximum use in relation to subject matter under consideration.

2.5 The CCH and others will be particularly mindful that the primary purpose of the group is to enable dialogue between local authority representatives and that participation will not be allowed to become dominated by non-local authority representation.

3 Servicing of the group

3.1 The CCH will service the group and will determine how best to service the group within available resources and in dialogue with group members.

4 Working Groups and Task Groups

4.1 Subject to resources available, and the need to obtain local authority support for any external activities, the group may on occasions establish working groups or task groups to explore particular aspects of its work and functions.

5 Group meetings

5.1 Meetings shall be held monthly on the second Thursday of each month between 10am and 12pm on Microsoft Teams or through an equivalent platform.

- 5.2 The group may use alternative methods of meeting if it so wishes and if feasible and meetings may be held more or less frequently.
- 5.3 Group members will attend meetings if they consider it would be beneficial for them so to do. As a formally non-decision making body, the group shall not have a quorum.