

ESSEX HOUSING OFFICERS GROUP (GROUP) – TERMS OF REFERENCE 2024-25

DESCRIPTION

The Essex Housing Officers Group (EHOG) is an umbrella Essex wide group consisting of a range of key stakeholders including District Housing Authorities, Essex County Council and Registered Housing Providers. EHOG works in partnership across the County to promote/share good practice in strategic housing, housing management and operations, stimulate housing growth, align strategic housing aspirations and reduce homelessness and the use of temporary housing.

PURPOSE OF THE GROUP

The Group will:

- Meet no less than four times a year to include one joint meeting with the South Essex Housing Officers Group.
- Act as consultation forum for Essex-wide strategies, including Health, Social Care and Housing Related Support, where the strategy impacts on housing
- Act as a consultation forum for both the National and Regional agenda where the issue impacts on housing
- Feed into and update Homes England on issues impacting on housing providers particularly around development and delivery of new affordable units
- Agree and fund research projects which will benefit housing providers in terms of information and future direction
- Provide a framework for joint and collaborative working between the members of the group on common themes and areas of mutual interest and benefit. Supporting the development of good practice.
- Provide a forum for contacts and good practice between local authorities in Essex, Essex County Council, Housing Associations, Developers, Homes England and other bodies.
- Set up, provide strategic direction and monitor subgroups as required, until such time as the Group agrees to disband them.
- Provide input and if required facilitate or support additional meetings for other project groups which have an Essex-wide impact, e.g. London Bilateral Agreement, Hospital Discharge Protocol and Prison Release Housing Protocol.

MEMBERS

Shall be limited to:

- Heads of Housing/strategic Managers from each of the Housing authorities including the two unitary authorities.
- Heads/Directors of Housing/ Development from Registered Providers/ALMOs with over 500 units of accommodation in management in Essex
- Representation at Senior Officer /Manager level from the Housing & Garden Communities Team at Essex County Council
- Senior Officer(s)/Manager(s) responsible for the ECC commissioners of Housing Related Support
- Representatives from Homes England and National Housing Federation
- Other organisations, where there is a good reason(s) for their

<ul style="list-style-type: none"> • Discuss both National and Local issues affecting housing and influence positive outcomes for the geographical area of Essex; and if supported by a significant majority of the Group, act as a lobbying group when necessary. • Assist in the production and agreement of County-wide initiatives, e.g. move-on strategies, protocols for housing to ensure a consistent approach across Local Authorities and other housing organisations. • Receive presentations from relevant groups / agencies to increase knowledge across all housing providers • Provide updates on housing matters to Essex Leaders and Chief Executives (ELCE) and to raise housing issues that have a positive or negative impact on all local authorities and housing providers. • Maintain a positive and collaborative relationship with Essex Planning Officers Association, South Essex Housing Group, Essex Developers Group, Essex Homelessness Sub-Group (EHG), Essex Housing Management sub-group (EMG) and the Essex & Suffolk Enablers Sub-group. 	<p>membership. This will need to be agreed by the Group, through a majority vote of the Group's members.</p> <ul style="list-style-type: none"> • Observer(s) – South East Housing and Development Group (SE HDG) Representative and EDG and SEHG Strategy Coordinator • Deputies of the main representatives of the Group members may attend on an occasional basis, in the absence of the main representative.
<p>ANNUAL GENERAL MEETING</p> <p>The Group will hold an Annual General Meeting at least every 12 months at which (but not exclusively) the following will be undertaken:</p> <ul style="list-style-type: none"> • Consideration of the Group's accounts • Review of membership and fees, agreement of the fees for the following year • Review of the Group's representation on external bodies <p>At every other Annual General Meeting (i.e. every 24 months), there will be an election of the following officers:</p> <ul style="list-style-type: none"> • Chair • Vice Chair <p>Wherever possible the Group will ensure that these posts are held by a Local Authority and a Registered Provider representative</p>	<p>FUNDING ARRANGEMENTS</p> <ul style="list-style-type: none"> ○ EHOH is funded by a membership contribution from the local housing authorities, housing providers and other parties who are members of the group. ○ Membership fees will increase by £500 pa to £1,500 per annum from 2024/25 and we will revisit fees again before 2026/27 ○ Members will be invoiced annually, unless otherwise agreed by a majority vote of the Group. ○ Where the membership contribution remains unpaid for 6 months after invoicing takes

	<p>place, the organisation will have their membership of the group terminated.</p> <ul style="list-style-type: none">○ In addition to meeting the Group's administrative costs, fees may be used to fund research and other activities as agreed by a majority vote of the group.
<p>FREQUENCY EHOG will meet quarterly</p>	