

**Guildford Borough Council**  
**Housing Management (HRA) Board**  
**Terms of Reference 2023**

**Scope**

With reference to the corporate priorities within the Homes, Jobs and Community themes of Council's Corporate Plan 2021-25:

- Maintain a level of knowledge and understanding of issues to inform the work of the Board.
- Consider and monitor progress of new development opportunities for the HRA.
- To identify resourcing and financial constraints, opportunities, and considerations to inform the development of services (including RTB and Business Planning)
- To support the development of relevant policies and procedure for the Councils landlord role to deliver service improvement.
- To consider monitoring and progress reports as necessary.
- Oversight of a risk register for the HRA.
- To monitor the delivery of the Housing Investment Programme and receive update reports on individual projects and delivery risks.
  - To ensure that proper programme and project management arrangements are in place for the HRA housing investment programme by:
    - Monitoring delivery of the Housing Investment Programme and receiving update reports on individual projects and delivery risks.
    - To review the monitoring of expenditure on the approved HRA capital programme and investigate variances.
    - To review the use of RTB receipts and take relevant action to address any areas of concern.
    - To identify a pipeline of projects and new schemes that can be developed and arrange to operationally bring them forward to business case stage for approval.

- To manage and mitigate risks across the Housing Investment programme and escalate significant risks to CMT, Executive and Corporate Governance and Standards Committee where necessary.
- To act as client for projects being delivered by Corporate Programmes under the Housing Programme Board

### **Membership (7)**

3 x Lib Dem (To include the Lead Councillor for Finance and Property and the Lead Councillor for Housing as Chairperson)

1 x R4GV

1 x Conservative

1 x Labour

1 x Guildford Greenbelt Group

### **Frequency of Meetings**

Quarterly

### **Reporting**

To the Executive annually or as required.